

**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**October 12, 2021**

Minutes of October 12, 2021 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:00 hours via Zoom and in person with Commissioners Bond, McLaughlin, Perkinson, Sheehey, and Chapman. Chief Locke, Deputy Chief Libby, and Administrative Assistant Meghan Sweeney were also present. Members of the department and public were present for awards were Lieutenant Burns and Firefighters Cornell, Rogers, Peront, Shaw, and DeThomasis.

Meeting End Time

Meeting end time set for 09:00 by motion from Commissioner Sheehey and seconded by Commissioner Perkinson.

Commissions

Commissions were presented to Lieutenant Burns, and Firefighters Cornell, DeThomasis, Peront, Rogers, and Shaw. After the presentation the members of the public and other department staff left the meeting.

Public Comment

No members of public to comment.

Review and Accept Minutes from August and Special September Meeting

A movement to accept the minutes from the August and September meetings made by Commissioner Perkinson and seconded by Commissioner Sheehey and McLaughlin.

Chief's Oral Report

The following was an update sent by Chief Locke to the Commission prior to the meeting:

Personnel – On Monday, September 27 we welcomed eight new recruits to the family. Three of these are new positions and the remaining five fill vacancies. We now have a total of 92 positions. The recruits will be on days for approximately 12 weeks before being assigned to a shift. We have received the resignation of Jason Neal.

Overtime – The biggest challenge right now is the overtime burden on the staff. There are seldom days when we do not need to use mandatory overtime to maintain minimum staffing. This high overtime is a product of several vacancies, personnel out on extended leave and an increase in the minimum staffing from 20 to 22 when the third ambulance went in service. The Union and I are working collectively to find solutions to address this problem.

3<sup>rd</sup> Ambulance – As you know the third ambulance went in service on August 2 and we have been monitoring the weekly call load in an effort to balance the work. The additional unit has not reduced the call volume for Ambulance 1 as much as we would like, so we have programmed the CAD system to make some adjustments. We will continue to use data to guide our decisions.

Fleet – We are working to order a new ambulance. The vendor we have done business with for some time has proven challenging to communicate with. As such we are now in negotiations with another vendor and hope to have the truck ordered shortly. Unfortunately, delivery time is almost a year out. We are still awaiting the arrival of the new Car 1 and will begin planning for the FY 23 fleet purchases shortly.

Capital Bond – There will be a special vote in early December for the citizens to consider a capital bond question. If passed, the bond includes funding for the replacement of Engine 3, Ladder 4 and Engine 6. It also

includes approximately 4.3 million for the replacement of the public safety radio system as well as our station alerting software.

Budget – We are too early in the fiscal year to get a handle on the FY 22 budget. There is little doubt that the overtime line item is going to be a problem and I hope salary savings and ambulance revenues will be sufficient to cover any overage. At the completion of the first quarter, the overtime budget is 70% expended.

EMS Leadership – We have made a conditional offer of employment to Don Scott as our first EMS Chief. Don recently retired from the Arlington Virginia Fire Department and is scheduled to start in January. We are excited to have this position filled and to have dedicated oversight to the EMS mission.

#### Old Business/New Business

- Commission expressed thanks for the special meeting and tour in September to go to the firehouses and see the new training site. Commissioner Bond inquired about some of the information gathered during the tour and how best the Commission could support the Department and the members.
- Commissioner Sheehey is unable to attend the tentative scheduled meeting on December 7<sup>th</sup>, so the Commission agreed to move the next meeting to December 14<sup>th</sup> and will continue with the 08:00 am time.
- Response changes due to Police staffing: General discussion concerning the reduction in the Police Department and the impact that may have on the Fire Department. Chief Locke discussed the memo he had previously provided Council outlining the Fire Departments concerns as well as the updated guidance/policy that has been implemented.

#### Adjourn

Meeting was adjourned at 08:45 by Commissioner Bond.