

**BURLINGTON FIRE COMMISSION**  
**Minutes of the Meeting**  
**June 19, 2018**

Minutes of June 19, 2018 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0830 hours in Station 1 Conference Room with Commissioners Perkinson, Sheehey, Sweeney, and Bond. Commissioner McLaughlin teleconferenced in. Also present was Chief Locke, Deputy Chiefs Collette and Brown, and Administrative Assistant Sweeney.

Presentation of Commission Awards

The Commission started with the presentation of awards on the apparatus floor of Station 1. Awards were presented to Lieutenant Ferris, Firefighter McKinnon, and Firefighter Neal. Lieutenant McDonough was also presented his award as he was unable to attend the last meeting.

Meeting End Time

Meeting end time was set for 0900 by motion of Commissioner Sheehey and seconded by Commissioner Sweeney.

Minutes of the Last Meeting

Commissioner Perkinson asked for a motion to accept the minutes from April. No objections were made and minutes were accepted.

Chief's Oral Report

Prior to the Commission Meeting Chief Locke provided the following update to the commissioners (6/16):

Fleet – The new Engine 5, Tower 1 and Rescue are in line to be built. I would not expect any of the units to arrive until late 2018 or early 2019. The new 2018 Chevy Tahoe that replaces Car 12 has arrived and will be sent out this week for lettering and to have the radios and lights installed. Engine 3 and Engine 4 have been repainted under warranty; soon they will be marked similar to the new trucks. As part of the CAD project we have decided to rename vehicles to match a more traditional model. The rescues will be called ambulances, Car 12 will be Battalion 1, Engine 2, Engine 4 will be Ladder 2 and Ladder 4, and the new rescue will be Rescue 1.

Personnel – The Department has one vacancy that we plan to fill in the fall. BC Crady's last day will be in the first week in July and BC Ruggles will start in mid-July.

CAD – The CAD build team has made excellent progress and provided a demonstration to the command staff. The new system will significantly reduce unit movements and base the response on risk type and level. The system will also send the closest available unit with GPS in the fire apparatus. We remain on track to go live in late July.

Regional Dispatch – The board of directors for the CCPSA have met twice and are about to release an RFP for additional information on consolidation of dispatch centers and a question on management services. This will be a long process.

Budget – The FY 18 budget year is about complete and we have met our objectives. We continue to focus on unmet needs, but the list is getting smaller. We hope to find enough funds remaining to purchase the powerlift system for Rescue 1.

Paramedics – We have selected three members to attend paramedic school this fall. They are FF Lyons, FF Carson and FF LaBombard. We still have some details to work through, but we are confident things will fall together. We wish each of them the best of luck with this difficult course.

Station Consolidation – We just received the draft report for station consolidation. I expect to have a recommendation to the Mayor by the end of the month on what the next steps should be.

Scheduling Software/RMS – We have released an RFP for a new records management system that would replace the Firehouse software system and would incorporate electronic scheduling. The RFP is posted on the city website if anyone is interested. Our goal is to have a new system in place by July 1, 2019. While that may seem like a long time, software transitions are complicated.

FY 19 Budget – We presented our FY 19 budget to Board of Finance in mid-May and have some excellent questions. The proposed budget includes some monies for behavior health; this is a new program we are launching.

Chaplin – We have selected Father Dallas from Saint Marks Parish in the New North End as the Department Chaplin. We plan to have a more formal announcement coming soon.

Station 2 – The initial plan for Station 2 came in quite high and after many conversations, we are looking at some alternatives that will at least provide us gender-neutral bathrooms. More to come.

Recognition – DC Plante has completed the four year, Executive Fire Officer Program. We plan to present his framed certificate to him before City Council on July 16. This is also the same evening that Chairman Perkinson and I will be presenting the Fire Commission Report. I encourage you to attend and congratulate DC Plante when you see him. This is quite an accomplishment.

Ordinance Change – We have updated Chapter 13 of the City Ordinances, which are those that effect the fire department and fire prevention. The first reading occurred before council and the Ordinance Committee reviewed the proposed changes last week. We hope to have a second reading before Council at an upcoming meeting. One of the changes is an increase in monitoring fees to create a reserve fund to replace the monitoring system for the radio call box system. The system is at end of life and is expected to cost approximately 175k.

Incidents – We have had a few significant incidents in the past few weeks including the third alarm fire on South Meadow Drive. Our members continue to impress me with the way in which they perform their duties. The members also note your presence at these incidents and are grateful for your support.

Chief Locke reviewed some of the above points and also updated that the FY19 budget passed in the previous night's City Council Meeting.

#### Old Business/New Business

Commissioner Perkinson asked what the status was on call boxes on the bike path. Most boxes have been removed. Removal is being done in collaboration with other projects going on in the area.

#### Open Session

Nothing at this time.

#### Adjourn

Commissioner Perkinson asked for a motion to adjourn. Motion made by Commissioner Sheehey and seconded by Commissioner Sweeney at 08:54.