

BURLINGTON FIRE COMMISSION
Minutes of the Meeting
April 18, 2017

Minutes of April 18, 2017 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 0835 hours in the Chief's office with Commissioners Perkinson, McLaughlin, Sheehey Bond, and Sweeney present. Also present was DC Brown, DC Collette, LT Phil Luedee, Capt Edwin Webster, SFF Thomas Gates, FF Patrick Stewart, FF Jason Savoy, FF Aaron MacBeth, FF Thomas Hoodiman, FF Michael LaBombard, Capt Derek Libby, LT Christopher Laramie, FF Jason Charest, FF Michael Jordan, and Administrative Assistant Sweeney. UVM student Ethan Baldwin joined the meeting for Open Session.

Meeting End Time

Meeting end time was set for 0900 by motion of Commissioner Sweeney with no objections.

Minutes of the Last Meeting

Commissioner Perkinson asked if there were any changes to the March Minutes. With no objections a motion to accept was made by Commissioner Sheehey and seconded by Commissioner McLaughlin.

Chief's Oral Report

Chief Locke gave the Commission a written report prior to the meeting setting forth the following:

1. The re-organization of the department is now complete and all staff in place. We will continue to transition duties throughout the remainder of the fiscal year, and appreciate your patience. If you have any questions about who is responsible for any given area of service please ask.
2. The department has made conditional job offers to five candidates with an expected start date of May 8, 2017. Three of these positions are "new" and require city council approval. We are on the agenda for Monday night, April 17, and are hopeful the concept will be supported. It was important to make conditional offers early in order to have the pre-employment requirements in place to make the early May start.*
3. The work has begun to rehab the front office space at Station 1 and expect to have it done in about three weeks. When done, Meghan's office will be much brighter, the bathroom updated and a small training/conference room available on the first floor. This room will also have computer workstations for the staff. Thank you Martha for all the help with this project.
4. We have ordered a gear washer for Station 2 and expect it to arrive within the next six weeks. This will allow dirty gear to be cleaned without trucking it downtown or out to Station 4. I am a major supporter of clean PPE; cancer is real in our business and studies have clearly shown dirty gear is a contributing factor. Additionally, funding has been provided to move the air compressor to the basement at Station 2 to reduce noise on the apparatus floor.
5. The replacement Car 2 has been ordered, but delivery will not occur until early June at best. We have executed the purchase order with the vendor to fit up the vehicle upon delivery and expect it to be very similar to Car 3, but without the command center in the rear.
6. Committees are working develop specifications to replace the Tower, E-5, MSU and Rescue 2. The RFP for R-2 should be on the street before May 1, and the RFP's for the others need to be completed no later than August 1. The final build drawings for Engine 1 and Engine 2 have been approved and the trucks will be delivered in the fall.

7. We have ordered sufficient copies of the mission statement/core values in a picture frame for each station, the training room and the administrative offices. We expect them in about two weeks.
8. An RFP has been released for a CAD/mobile data. Bids are due May 8, and then we will review the opportunities each vendor offers. While funding is still being discussed, I am hopeful that we could be operational with a fully functioning CAD and true mobile data by July 1, 2018. This major project would expand our capabilities tremendously, and allow much greater flexibility in the deployment of resources.
9. Thanks to Beth and City IT, we have ordered the scheduling module for our FireHouse RMS. This module will allow us to assign unit staffing and fix a gap in our reporting system. This will not fix the tracking of leave time we have with the master calendar.
10. I am disappointed that we have not made progress with the Kronos scheduling software that has been discussed for months. This is out of our control, but I am not giving up. We need a modern way to track vacation leave.
11. The draft FY 18 budget is complete and our presentation to the Board of Finance will occur in mid-May.
12. As FY 17 is now in the last quarter it is important to let us know if you have unmet needs. Our plan is to make a list of any shortfalls and fund those that we can. A priority will be on PPE and four-gas meters.
13. SOG development has begun with DC Collette releasing three for command staff/Union review yesterday. We will be sticking to a 14-day review period in an effort to move this project along. Revised job descriptions that have been approved by HR will be released next week. These have been updated for FF, SFF, Lieutenant, Captain and BC/Shift Commander.

*Item #2 was approved by City Council on April 17th. DC Collette acknowledged this would not have been possible without help from CAO and having the data to support the need for these positions.

Old Business/New Business

Nothing at this time.

Open Session

Ethan Baldwin, a student at UVM, presented the Commission with information about Safe Stations, a program that has started in Nashua, NH. Information about the program can be found in the supporting documents.

Ethan highlighted some statistics from the program and how he felt they would be beneficial to our city. Commissioner Perkinson recognized that Nashua as well as other areas of the country are starting to recognize the problem

Some concern from the firefighters present and/or commissioners included:

- Safety of members if there are no officers responding to call (protocol says the patient must not have any weapons but how to guarantee)
- Transportation to get patient to shelter or location that will be able to offer recovery services. NH has an average of 14 minutes they are out of service while waiting for pickup, but there are times non-emergency ambulances take hours to get to locations as they are already very busy.
- Lack of shelters or services that are available for those who are looking to get help. Current practice is to bring patient who has overdosed to hospital, and the hospital has to release shortly after as there is nothing additional they can do or have availability for.

While the Commissioners and BFD members were open to idea of doing more to help the public in need, the services to help people who are looking for help to recovery are not in place for us to be able to provide a

services like this. Ethan was encouraged to look what systems and services are in place now for people who are looking for treatment.

Adjourn

On motion of Commissioner McLaughlin, seconded by Commissioner Sheehey, the Commission adjourned without objection at 09:19.