

# CREATING A CHITTENDEN COUNTY REGIONAL DISPATCH UNION MUNICIPAL DISTRICT

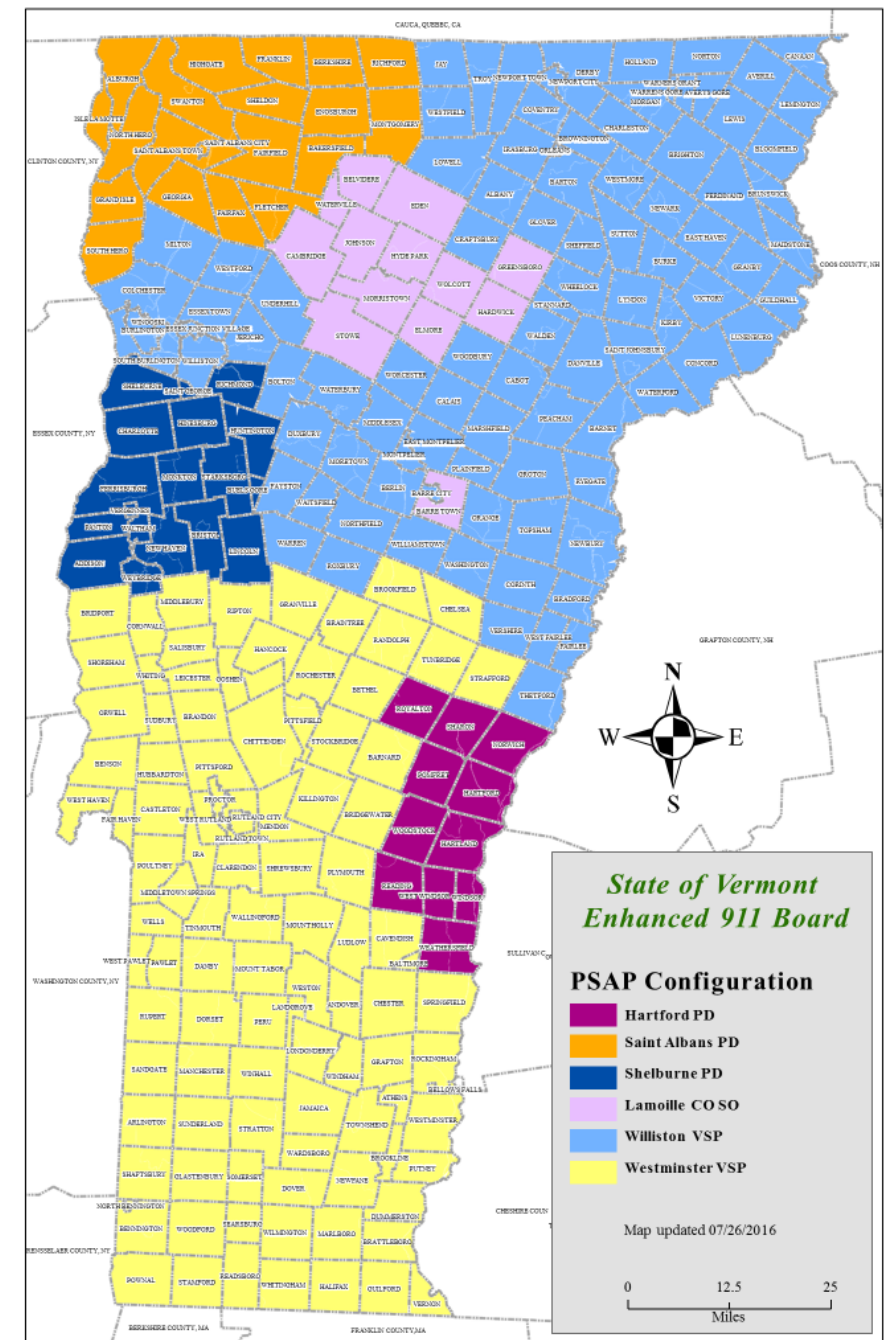


A guide to understanding the Agreement to create the Chittenden County Public Safety Authority

# WHY ARE WE DOING THIS?

PSAP Map (Public Safety Answering Points) →

- The data from VT PSAPs show that the two step 911 process adds an average of 71 extra seconds per 911 call
- The National Fire Protection Association (NFPA) recommends that 90% of emergency calls are processed within 60 seconds or less and that 99% of calls are processed within 90 seconds or less
- Regionalizing in Chittenden County and creating a one step 911 system would reduce call and transfer time by about 71 seconds



# WHY ARE WE DOING THIS?

## Staffing



- Issue: 6 Locations have 1 person minimum staffing which limits the dispatcher's ability to prioritize incidents - no redundancy
- Solution: Consolidation eliminates this risk through increased staffing; time for supervision, quality assurance, ongoing training and by career advancement opportunities

## Mutual Aid



- Issue: Mutual aid is requested through a manual, sequential process which lengthens call processing times
- Solution: Consolidation provides a collective view of participating agencies' availability using the same software and technology

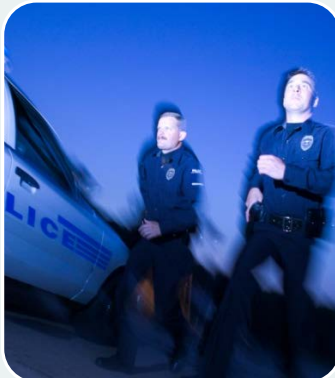
# WHY ARE WE DOING THIS?

## Fire/EMS Calls



- Issue: There is no dedicated oversight during Fire/EMS calls for service, posing a risk to first responder safety
- Solution: Consolidation creates a fire operations position(s) consistent with NFPA guidelines and improvements in technology brings Fire/EMS dispatching in line with industry standards

## Call Taking Process



- Issue: PSAPs transfer calls to Dispatch Centers, lengthening the call taking process\*
- Solution: Consolidation minimizes this issue by transitioning dispatch centers into a PSAP and thus assuming call answering duties (a small percentage of calls will still be transferred)

# REGIONALIZE - A UNION MUNICIPAL DISTRICT

This is a legal entity, defined by Vermont law, that allows communities to join forces for specific purposes

Current local examples are Green Mountain Transit, Champlain Water District, and Chittenden Solid Waste District.





# WHO IS WORKING ON THIS?

With support from the Chittenden County Regional Planning Commission, leadership of Burlington, Colchester, Essex, Milton, Shelburne, South Burlington, Williston, and Winooski formed:

## A JOINT SURVEY COMMITTEE



# WHAT IS A JOINT SURVEY COMMITTEE?



## The Vermont Statutes Online

### Title 24 : Municipal And County Government

### Chapter 121 : Intermunicipal Cooperation And Services

### Subchapter 003 : Union Municipal Districts

#### § 4861. Authorization

If a joint municipal survey committee approves the creation of a union municipal district, it shall prepare an agreement for the formation of the district and shall file a copy with the legislative body, planning commission and clerk of each participating municipality. (Added 1969, No. 197 (Adj. Sess.), § 1; amended 1973, No. 250 (Adj. Sess.), § 1.)

FOR MORE INFORMATION ON THIS WORK GO TO:

[www.ccrpcvt.org/our-work/emergency-  
management/regional-dispatch](http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch)

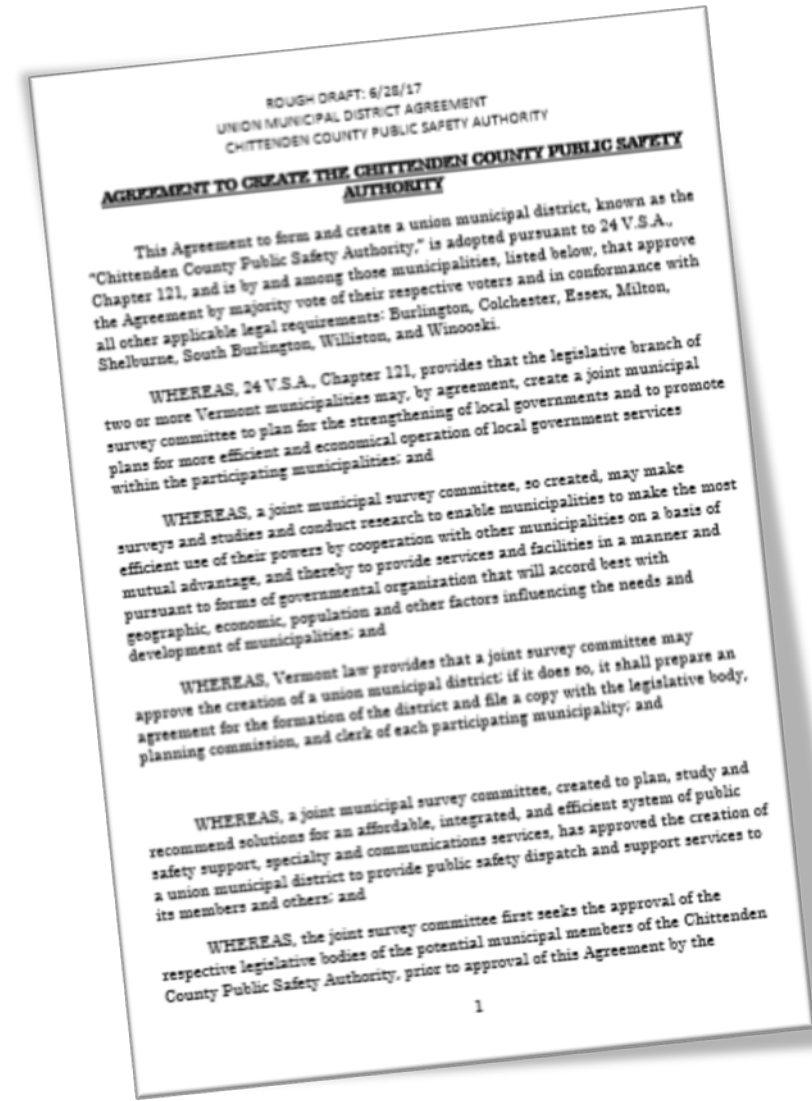


# WHAT IS THE AGREEMENT?

Like a Charter

Drafted by the Joint Survey Committee with support from

- Legal Counsel
- Vermont Legislative Counsel
- Vermont Attorney General's Office



## HOW WILL THE UNION MUNICIPAL DISTRICT BE FORMED?



In 2018, citizens in each community will vote to join by Australian Ballot

# WHAT WILL THE GOVERNANCE STRUCTURE BE?

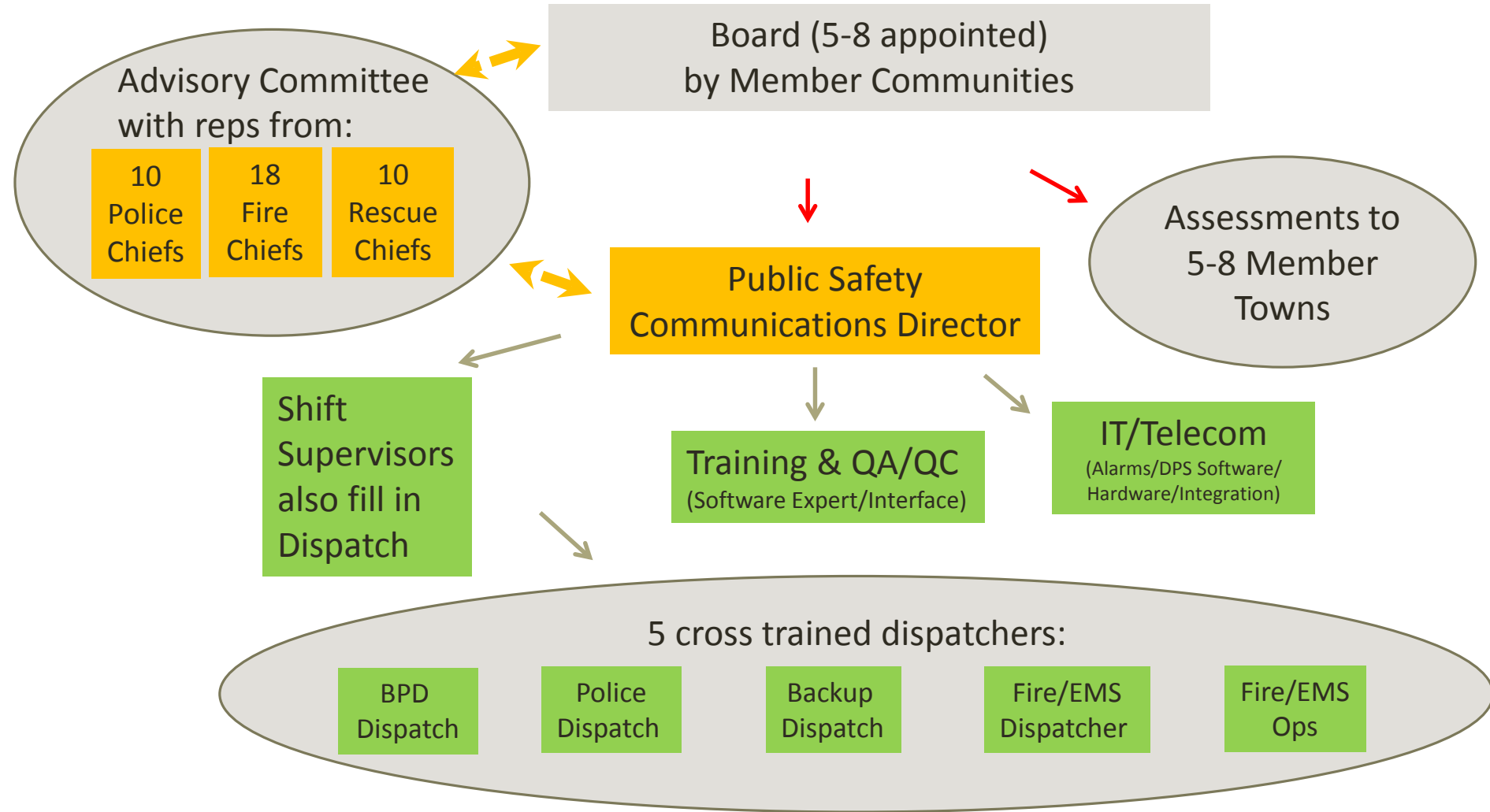
## Board of Directors

(Chief Executive Officer of Each Member Municipality)

Chair, Vice Chair, Secretary, Treasurer

Public Safety  
Communications Director

# REGIONAL DISPATCH: ORGANIZATION



# WHAT IS THE DEFINITION OF A MEMBER?

## **member**

mem·ber \ 'mem-bər \

Any community in Chittenden County that currently runs a dispatch center or has formed an inter-municipal agreement to be part of a dispatch center (Burlington, Colchester, Essex, Milton, Shelburne, South Burlington, Williston, and Winooski) and has voter authorization to be a member

# WHY THIS STRUCTURE?

## How Does it Work Now?

Police Chiefs/Public Safety Chiefs who report to Managers/Mayors responsible for good management of public safety dispatch operations

Legislative bodies have the authority to control the budget of public safety operations

Separate Operations

## How Will it Work Regionally?

With advisement from Police Chiefs/Public Safety Chiefs, a Public Safety Communications Director who reports to a board of Managers/Mayors responsible for good management of public safety dispatch operations

Legislative bodies have the authority to control the budget of public safety operations

One Operation



# HOW WILL BUDGETING WORK?

Chittenden County Public Safety Authority (CCPSA) Fiscal Year: July 1 – June 30

CCPSA draft budget sent to Member Legislative Bodies before first Monday in November

CCPSA adopts budget by first Monday in December

Member Legislative Bodies approve within 30 days

Invoices delivered after adoption of the budget



# HOW WILL COST SHARING WORK?

Costs of first 1-2 years funded from already-approved municipal budgets.

CCPSA to develop final MOU with cost sharing formula after forming

Cost sharing then based on **calls for service**\* – three year rolling average - to avoid spikes in costs

Long term funding formula smoothed over time to avoid increase of more than 4.9% for member communities

Legislative Bodies of Member Towns ratify MOU in 2 yrs. or lose voting rights on Board

Towns will not incur costs or receive services until they ratify MOU

# WHAT IS THE MOU?

An agreement by members on how to initially fund the CCPSA and then how to fund the CCPSA over the long-term

- All Members agree to MOU on funding
- Initial participants provide their current dispatch budget to authority
- Onboard additional members until all are receiving service
- Members not yet participating do not pay into authority until receiving service
- Long-term funding based on calls for service and budget of CCPSA

# HOW MIGHT COSTS BE ALLOCATED?

## Example of Long Term Funding (FY 22)

### Step 2 – Determine Call Percentages for Members

Based on three year rolling average

Calls including Contract Service	158,702
Subtract Contract Calls	11,150
Subtract Sheriff Calls	3,900 *
Member Calls	143,652

### Step 3 – Apportion Cost based on Call Percentages

City/Town	Calls	% calls	Funding
Burlington	44,550	31.0%	\$ 961,386
Colchester	16,373	11.4%	\$ 353,328
Essex	20,535	14.3%	\$ 443,144
Milton	10,055	7.0%	\$ 216,986
Shelburne	10,911	7.6%	\$ 235,459
South Burlington	18,687	13.0%	\$ 403,264
Williston	12,239	8.5%	\$ 264,117
Winooski	10,302	7.2%	\$ 222,316
<b>Total</b>	<b>143,652</b>	<b>100.0%</b>	<b>\$ 3,100,000</b>

- Sheriff would not be charged for calls as they would merely charge cities and towns via County Tax



# CURRENT COSTS

City/Town	FY 16 Direct Costs *
Burlington	\$ 1,050,712
Colchester	\$ 338,545
Essex	\$ 523,000
Milton	\$ 203,178
Shelburne	\$ 292,169
South Burlington	\$ 529,225
Williston	\$ 203,825
Winooski	\$ 399,028
<b>Total</b>	<b>\$ 3,539,682</b>

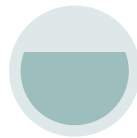
# POSSIBLE TIMELINE

- ❑ Based on advance interim consolidation and a flexible process



## **Phase 1: July 2018**

- Any interim/test dispatch absorbed by regional entity
- Functions as a dispatch center until Shelburne joins, at which time it will become a PSAP



## **Phase 2:**

- Adds one community every 3-6 months as ready, including any contractees of current communities



## **Phase 3: December 2019**

- Startup Complete
- Poised to add other communities on a contract-for-service basis once operations have stabilized

If required to plan perfectly in advance for budget reasons we make only one consolidation per year