

**Joint Survey Committee for Chittenden County Public Safety Services**

11/1/17 8:00-10:00AM

Colchester Town Hall, 781 Blakely Road

**Draft Meeting Minutes**

**1. Call to Order/Introductions 0800**

Chair Aaron Frank, Colchester; Steve Locke, Burlington; Ann Janda, Shelburne; Rick McGuire, Williston; Pat Scheidel, Essex; Dawn Francis, Colchester; Kevin Dorn, South Burlington; Charlie Baker and Lee Krohn, CCRPC; Irene Wrenner, Essex Selectboard member.

It was noted that the recent windstorm was a good example of the potential value of a consolidated dispatch center. With the localized nature of high wind and resulting damage, Dispatchers in some towns had low call volumes, while the Dispatcher for Colchester/Milton was extremely busy. In a regional center, the other Dispatchers could have easily stepped in to help handle the very high call volume during the storm emergency.

**2. Agenda Approval**

Motion by Locke to approve the agenda as distributed; seconded by Scheidel, and approved unanimously.

**3. Public Comment**

None.

**4. Approval of Minutes from 9/25/17**

Motion by Scheidel to approve the minutes as distributed, with Charter section number formatting on page 2 corrected; seconded by Locke, and approved unanimously.

**5. Technical advisory group update**

Krohn noted there was good turnout of Chiefs and others for the site visit with the dispatch center design consultant. Dispatch center conceptual layouts were distributed with a cover memo offering perspective on the layout, to help visualize how different approaches might work.

**6. Update: Communications with Public Safety Staff**

Following Shelburne's and South Burlington's lead, Colchester held a meeting offered to all public safety staff to discuss the current status of the project. It was necessarily focused on high level/governance issues, and not on working conditions/operational matters; the latter would be premature, and all approaches remain respectful of labor agreements.

**7. Union Municipal District Agreement (Charter) and MOU**

Aaron Frank and Steve Locke met with Public Safety Commissioner Anderson, who had questions but focused more on how we can help them if we create the new regional dispatch center. He was very supportive. Barbara Neal, Executive Director of the Vermont E-911 Board, attended and also supported the project. The E-911 Board also supports us becoming a larger, regional PSAP if it moves forward, and Shelburne (an existing PSAP) joins in.

Frank noted that the draft Charter was submitted to the Attorney General for review; no issues have yet been raised. An additional JSC meeting was suggested for 11/15 at 8:00 A.M. to review any last comments from the AG and to adjust the draft Charter as needed.

## **8. Municipal Legislative Body Approval**

- Public Safety Support
- Communications with State Legislators
- Municipal Legislative Votes to Authorize
- 

## **9. Voter Approval**

- Communications Planning

Support letters are in hand from the Shelburne Fire Chief and the Acting Police Chief; both support getting this on the Town Meeting ballot, and wish to remain involved. Tom Torti of the Lake Champlain Chamber of Commerce also wrote a letter of support. VLCT's Executive Director replied that we were doing a good job, as did Paco Aumand of the Central Vermont Public Safety Authority. This is on the agenda for the 12/7 Chittenden County Fire Chiefs' meeting, and will be discussed at an upcoming meeting of Police Chiefs, as well.

Janda drafted an update for all to share with their State Representatives. Shelburne met with their state representatives, who were impressed, and believe this a good idea. Francis shared information with State senators. An update will be provided at the CCRPC legislative breakfast on 12/12; Colangelo and Frank will present.

Emma Vaughn, CCRPC Communications Manager, updated the regional dispatch web page on CCRPC's website, will draft press releases and information for upcoming municipal reports; all looking toward Town Meeting. Frank noted that Joe McLean is working on a draft resolution, including ballot language, for all to consider. Deadline is late January to approve ballot items for Town Meeting.

To clarify process: Town Meeting votes are whether to authorize and create the Authority; if approved, the legislative body still needs its own separate vote to obtain services and contribute to it financially. It is a two-step process. There is no financial obligation incurred to vote to create the Authority and have representation on the Board; a subsequent vote commits municipality's financial obligation and opportunity to receive services.

Wrenner raised questions from a human resources perspective, whether Dispatchers had been sufficiently involved in the process. Prior and more recent involvement was discussed, along with the need to respect labor agreements. Appreciating the importance of these concerns, the JSC believed that its work on governance was an essential first step, for absent success there, operational and HR-related issues will never be able to be discussed and resolved.

## **10. Funding & Expense Report**

C. Baker reviewed the current report and recent invoices. After paying current invoices, there is a cash balance remaining of \$24,916.26. Motion by Scheidel to accept the report and pay current bills; seconded by McGuire and approved unanimously. Frank noted that if we receive voter approval, we may need to request a supplemental appropriation for FY '18 – possibly an additional \$25,000, based proportionally upon population among the then member towns for pre-operational expenses.

**11. JS Committee and Management Matters and Communications**

It is anticipated that the JSC will need to continue its work in coordination, outreach, and communication, following legislative body approval for public votes to consider approval of the Authority.

**Next Meetings**

Wednesday, 11/15, 8:00 A.M., Colchester Town Offices, Second Floor, Champlain Room

Wednesday 11/29/17 (if needed), 8:00 A.M., Colchester Town Offices, Second Floor, Champlain Room

The meeting was then adjourned at 9:04 A.M.

Respectfully submitted by Lee Krohn