

Joint Survey Committee for Chittenden County Public Safety Services

DRAFT

Minutes for meeting of 3/9/17

Attendance: Joint Survey appointees: Williston - Rick McGuire, South Burlington - Kevin Dorn, Colchester - Aaron Frank, Shelburne - Joe Colangelo, and Milton - Darren Adams;
Others: Winooski - Ray Coffey, Burlington - Steve Locke, Colchester - Dawn Francis, Shelburne - Ann Janda, and CCRPC - Charlie Baker and Lee Krohn

- 1. Call to Order: 12:07 PM; Agenda & Modifications:** Motion by Colangelo to approve agenda and move #4. Technical Committee update to the end and add an executive session as #14 to address a potential real estate transaction. Seconded by Dorn. Approved unanimously. **Public Comment: None**
- 2. Organizational:** Frank asked for officers including Chair, Vice Chair, Secretary and Treasurer. **Motion by Colangelo to appoint Frank as Chair of the Joint Survey Committee. Seconded by Dorn. Adams asked to make appointment as Interim Chair until all appointments to Joint Survey are made. Colangelo and Dorn agreed to the friendly amendment. Motion was unanimously approved as amended.**
- 3. Joint Survey Status:** Baker reported that six municipalities appointed representatives to the Joint Survey Committee and that Burlington and Essex are anticipated in the couple of weeks.
- 5. Communications with Dispatchers and Police Departments:** Janda shared a draft document that had been prepared in consultation with an attorney to help explain the process being followed by the Joint Survey Committee. This document will be shared with managers to share with Chiefs and staff. **Motion by Dorn to approve the document. Seconded by Colangelo. Approved unanimously.**
- 6. Assistance with Joint Survey Work:** Frank noted that Dorn offered South Burlington staff to help refine current costs of dispatch—for comparison to future costs--as DeltaWRX report only contained rough estimates.
- 7. Treasurer's report:** Baker noted that of \$41,000 contributed by municipalities, about \$4,000 remains. Baker asked for approval to pay a portion of a CCRPC invoice of approximately \$2,500 to the law firm of Stitzel and Page for charter review. **Motion by Dorn to pay relevant portion of invoice. Seconded by Colangelo. Approved unanimously.** Baker noted that after payment of invoice, about \$1,500 of funds provided by the Towns were still available. Municipalities who are able to provide FY 18 pledge of \$50,000 were asked to do so in FY 17. Towns requesting an invoice, without commitment to pay in FY17, were Winooski, Shelburne, Williston, South Burlington, and Colchester.
- 8. Funding opportunities:** Baker distributed the final version of a document distributed to some legislators asking for \$50,000 of state funding (to match municipal funding) to continue work of exploring regional dispatch, and noted he was working to gain access to committees with Francis and Locke. Baker will distribute the document to all JSC members.

9. **Charter Drafting:** Frank noted that he Francis, Dorn, and Baker were working on drafting the Union Municipal District Agreement, which will serve as a charter. The Central Vermont Public Safety Authority Charter is being edited with advice from Joe McLean at Stitzel-Page. Frank noted that Selectboards/Councils will want a complete picture including the UMD Agreement, MOU on funding assessments/formula, and budget. These documents are being developed serially, understanding that after drafting each, they may result in changes to prior documents. Dorn asked if the UMD Agreement should be created to do only dispatch or possibly to do other public safety assistance and support services, but not operate police, rescue or fire departments. Consensus was to limit to dispatch.
10. **Meeting with municipalities:** Baker updated group on visits to the rest of the municipal elected bodies and obtained commitments for members to be at meetings.
11. **Timeline Update:** Frank asked for comments or concerns about the timeline, noting only the initial items were numbered and prioritized and that the technical group was working through items that would inform the Joint Survey Committee work. There was agreement to add specific tasks to better define a call and to get more detail on which duties of dispatchers may be able to go with them vs those duties that will need to stay in the police departments. Locke agreed to draft a request for Managers to ask police chiefs to: 1) define what a call is; 2) prioritize and attach time values or percentages to lists of dispatch functions and to advise about which functions need to stay at departments and which could go to regional dispatch.
4. **Technical update:** Locke noted that the technical group met the day before and is progressing on research including a site visit and exploring costs, backup/redundancy locations for dispatch only as backup PSAP would fall to existing PSAP's. They ruled out a mothballed redundant dispatch location. They are seeking assistance through the Department of Justice to evaluate radio frequency usage.
12. **Executive Session:** Dorn moved that the committee enter Executive Session for the purpose of Negotiating or securing of real estate purchase or lease options, as authorized under 1 V.S.A. § 313(a)(2), Executive Sessions, and to include Coffey, Locke, Francis, Baker, Janda, and Krohn. Colangelo Seconded. Approved unanimously. Dorn moved to exit executive session. Colangelo Seconded. Approved unanimously.
13. **Next Meetings**
Thursday 3/30/ 8-10 AM Colchester Town Offices, Second Floor, Champlain Room
Wednesday 4/26 8-10 AM Colchester Town Offices, Second Floor, Champlain Room
14. **Adjournment** Colangelo moved adjournment. Approved unanimously.

Respectfully submitted by
Lee Krohn