

Joint Survey Committee for Chittenden County Public Safety Services

Meeting Minutes – March 30, 2017

Present: JJ Audy, Winooski; Steve Locke, Burlington; Joe Colangelo, Shelburne; Aaron Frank, Colchester; Kevin Dorn, South Burlington; Darren Adams, Milton.

Also: Ann Janda (Shelburne), Jessie Baker (Winooski), Andrew Bolduc (South Burlington), Charlie Baker and Lee Krohn (CCRPC), Mike Major (Chittenden County Sheriffs)

1. **Call to Order:** the meeting was called to order by Interim Chair Frank at 8:05 A.M.
2. **Agenda Approval:** motion by Colangelo to approve the agenda; seconded by Locke and approved unanimously.
3. **Public Comment:** None.
4. **Approval of Minutes from 3/9/17:** motion by Locke to approve as presented; seconded by Colangelo and approved unanimously.
5. **Actions – Organizational:** Tabled again by consensus until a decision is made to appoint a representative from Essex to the Committee.
6. **Technical committee update:** Locke reported on the Warren County site visit on April 13, and setting up a visit to Essex County, MA as well. These are combined dispatch centers with similar call volumes and CAD, handling Police/Fire/EMS. Will check with Ken Morton re: budgets and size of centers. We are in the queue with Homeland Security for a radio frequency consolidation study. Police Chiefs will get together to review dispatcher duty lists and to determine duties which need to stay local versus move to the regional center. Efforts are being made to obtain federal assistance in consolidating radio frequencies. Burlington is about to issue its RFI/RFP for a new CAD system. Will include link to Valcoun. Looking to meet local need, as well as potential regional need. Need to ensure assignability of contract to a regional entity.
7. **Update on Municipal Meetings:** C. Baker and others have visited with legislative bodies in Westford on 3/9, Burlington on 3/13, Jericho on 3/16, Underhill on 3/28. Upcoming are Bolton and Huntington on 4/3, Charlotte on 4/10, Hinesburg on 4/17, and St. George on 4/20. Boards have appreciated the updates and are generally supportive of the effort. There are always questions we can't yet answer.
8. **Update on Communications with Dispatchers:** Janda reported on communications with dispatchers to date. Understandably, reactions are mixed, and questions remain.

9. **Update on Current Cost Compilation/Funding Metric/Calls:** Frank is working with Tom Hubbard to compile common/comparable cost information. Seeking to capture full overhead/supervision costs for comparison. Info varies by town, as dispatch is not typically a separate, distinct budget category. Working to distill as best as possible to understand current costs.

Calls for service (CFS) are also being gathered for analysis. Key here will be ensuring consistency in how different agencies compile and categorize these data. May need to differentiate between citizen-initiated calls and officer-initiated calls; and may need to separate out data for citizen calls in... (a motor vehicle accident could generate many calls, but be considered a single incident). Consistency important both for comparisons and for possible use in a cost allocation formula.

C. Baker is preparing population/employment/housing/grand list/large retail data for all municipalities, which will also help in working toward a cost allocation formula.

10. Update on Union Municipal District Agreement (Charter) Drafting:

Dorn and Bolduc led a review of the current draft. While a somewhat streamlined approach that does not repeat all aspects of governing statute, it does include all required elements.

Purpose: confine to dispatch or leave open for other services without having to amend? Consensus was keep it simple and limit to dispatch for now. For amendment process, discussion whether to require amendment by votes of member legislative bodies (p. 11), or by the Board of Directors themselves. Each has pros and cons; consider also how the municipal bond bank will see these.

Power: District becomes a municipality, with all powers enabled for a body politic in 24 VSA. Requires approval of the voters in the proposed member municipalities, and by the Attorney General.

Board of Directors: discussion of composition and appointments. Consider adding a statement about the skills/values sought in Directors; 'should' vs 'shall' be a Manager or Mayor (or their designee...). First (shall be expert in muni management or public safety)? Proposed to include one Board member representing all client/contracting towns. Board members described in paragraph #27... move toward the front of the document. Possibly add Hinesburg as a member after meeting with them, due to situation being similar to Milton as they once provided full survive dispatch but merged with another Town.

13: Clarify hiring authority.

17: Budget - follows model of CSWD but timely enough to incorporate into municipal budgets. Majority vote of member municipalities to approve. Provisions follow if disapproved. Some elements may need to be clarified.

18: Cost Sharing Formula - need clarity but flexibility. Does the actual formula need to be part of this agreement, or described in a separate MOU? Or a hybrid... have the initial formula in this agreement, to be revisited during the first year of operation? Further discussion tabled until costs are determined and draft formula developed. It was agreed that it's a high priority to get more accurate cost data soon.

11. Update: Timeline

Eventual goal is to bring forward for review by legislative bodies in time for discussion and approval for Town Meeting warnings. Remember that the AG needs 30 days to review before warned for vote. This would mean December 1 at the latest.

12. Funding & Expense Report

Recap: In FY17, Participating municipalities contributed a total of \$41,000 toward the initial study; roughly \$1500 remains. All municipalities in the county included a fair share contribution toward \$50K for FY 18, based upon population proportionality. We have also requested that the Legislature provide a \$50K match. Rep. Maureen Dakin of Colchester worked hard on this, and the House Appropriations Committee had it in until the end. Need to work on the Senate Appropriations Committee. Remember key talking points: working toward more effective, more efficient, higher quality service provided in more equitable fashion. The Legislature created the E-911 study committee to review emergency dispatch issues, and we are working to help solve those issues.

13. JS Committee and Management Matters and Communications: none.

14. Next Meetings

- a) Wednesday 4/26 8-10 AM Colchester Town Offices, Second Floor, Champlain Room
- b) Wednesday 5/24 8-10 AM Colchester Town Offices, Second Floor, Champlain Room

15. Adjournment: motion Colangelo to adjourn; seconded by Locke and approved unanimously. The meeting was adjourned at 10:30 A.M.

Respectfully submitted by Lee Krohn