

Chittenden County Public Safety Authority Board of Directors Meeting Minutes

Meeting: April 18, 2018 from 7:30am to 9:00am

Location: Colchester Town Hall, 781 Blakely Road

Board of Director Attendees: Aaron Frank, Colchester Deputy Town Manager; Jessie Baker, Winooski City Manager; Richard McGuire, Williston Town Manager; Kevin Dorn, South Burlington City Manager; Darren Adams, Milton Selectboard Chair; and Steve Locke, Burlington Fire Chief Engineer.

Other Attendees: Regina Mahony, Chittenden County Regional Planning Commission; Erik Wells, Williston; Al Barber, Hineburg; Judy Dunn, Burlington; Jan Wright, Burlington; Michael Warren, Burlington; Brandi Barbeau, Burlington; Christie Lorrain, Burlington, and Pam Simays of Burlington.

1. **Call to Order/Introductions.** Aaron Frank called the meeting to order. All in attendance introduced themselves.
2. **Oath of Office.** Aaron Frank, Jessie Baker, Richard McGuire and Kevin Dorn took the CEO of City or Town oath of office for execution of duties for the Chittenden County Public Safety Authority Board of Directors. Darren Adams, Steve Locke and Aaron Frank took the appointed by a CEO of City or Town oath of office for execution of duties for the Chittenden County Public Safety Authority Board of Directors.
3. **Election of Officers.** Steve Locke made a motion, seconded by Jessie Baker, to elect Aaron Frank as Chair and Kevin Dorn as Vice Chair of the Chittenden County Public Safety Authority Board of Directors. No discussion. **Motion carried unanimously.**

Discussion ensued regarding the role of the Treasurer. Steve Locke made a motion, seconded by Jessie Baker, to elect Richard McGuire as Treasurer of the Chittenden County Public Safety Authority Board of Directors. No discussion. **Motion carried unanimously.**

Discussion ensued regarding the role of the Secretary. Aaron Frank suggested that we elect someone now, and at the next meeting we can identify an Alternate with a Staff person who may be able to assist with minutes. Kevin Dorn made a motion, seconded by Jessie Baker, to elect Steve Locke as Secretary of the Chittenden County Public Safety Authority Board of Directors. No discussion. **Motion carried unanimously.**

4. **Rules of Transaction/Annual Meeting Items.** The draft 'Board of Directors Rules of Transaction' were reviewed. The draft was prepared by Richard McGuire. It was clarified that these will be reviewed and amended on an annual basis as needed. Amendments discussed:
 - Clarify that the listed legal firms are commitments for just the first year
 - Meeting Schedule – Reschedule the September 24th meeting as that is the ICMA annual meeting.
 - Agendas – Add that if two or more members agree to add an agenda item it shall be added.
 - Public Comment at meetings – Add a sentence about the ability for the Chair to set a time limit if needed (2 to 3 minutes).
 - Section 6.6 – It was acknowledged that adhering to the decision of this Board may be challenging at times as they also need to adhere to the decisions of their own legislative bodies. No change needed.
 - Electronic voting – Add the statutory authority and requirements regarding Board of Director meeting participation via the phone.

Kevin Dorn made a motion, seconded by Jessie Baker, to approve the Board of Directors Rules of Transaction with amendments as discussed. No discussion. **Motion carried unanimously.**

5. **Agenda Approval.** Jessie Baker made a motion, seconded by Darren Adams, to approve the agenda. No discussion. **Motion carried unanimously.**

6. **Public comment.** None.
7. **Treasurer Request.** Treasurer Rick McGuire agreed to look into logistical needs (state and federal tax IDs, checking account, etc.) to establish the Town of Williston as the Fiscal Agent for the Chittenden County Public Safety Authority. Jessie Baker will share the Fiscal Agent MOU between the City of Winooski and the Special Investigations Unit as an example. The Chittenden County Public Safety Authority will be subject to its own audit.
8. **VLCT Membership.** Membership was investigated as an option for insurance. To get insurance from VLCT you need to become a member. Regardless of going through VLCT for insurance, there are many benefits of becoming a member and the Board agreed that there would be value added from VLCT membership. Kevin Dorn made a motion, seconded by Darren Adams, to become an Associate Member of VLCT. No further discussion **Motion carried unanimously.**
9. **Insurance Quotes.** Aaron Frank recused himself from the decision and vote of choosing an insurance carrier, but not future insurance decisions, as he is a member of the VLCT PACIF Board. Kevin Dorn took on the Chair. The Board of Directors reviewed the memo from Jennifer Kennelly regarding two options for insurance: VLCT PACIF and Hickok and Boardman. Steve Locke made a motion, seconded by Jessie Baker, to seek insurance from VLCT PACIF. No discussion. **Motion carried unanimously..**
10. **Becoming a PSAP.** The Board discussed the draft resolution in the packet. There was discussion about whether becoming a PSAP is a desire of the Board and if so, informing the E911 Board of that intent. The intent of becoming a public safety answering point (PSAP) is to reduce response times. In the Fall the E911 Board took a position that if this passed and if Shelburne joined they'd support moving the equipment to this organization. Without Shelburne it is a different situation; however collectively we make up a 1/5th of the state's population and significant call volume. Discussion about whether the E911 Board would transfer PSAP from Shelburne to this group. The E911 Board will need to decide how many PSAPs they are willing to host/support. There was discussion about consideration of Shelburne so they could join the Authority if they wanted to but not to the point of spending money to plan for them. Kevin Dorn made a motion, seconded by Darren Adams, to approve the resolution with the following changes: add CCPSA to the top, remove 'draft', and correct the typo in Designation in the title. No further discussion **Motion carried unanimously.**
11. **Moving Forward.** Aaron Frank listed numerous items ahead of the Board that need to be figured out, including but not limited to: the appropriate time to hire an Executive Director, determine and configure and provide coverage for the number of radio channels used to dispatch, sign lease, RFP for operations, etc. There was a discussion about whether to hire an Executive Director first or issue an RFP for a consultant for operations planning. There was a question about whether doing things ourselves which continues relationship building may help set the stage for trust in the process rather than bringing in an outside expert? While an outside consultant could cause some distrust if folks don't like what it says, a director or the effort could swim upstream against challenging questions that may best be answered by people in the business of starting and operating dispatch/PSAP's. There was also discussion regarding the scope and cost of an operations consultant. Steve Locke and Trevor Whipple will work on a draft RFP and bring it to the next meeting for a discussion regarding the scope, cost and how to pay for it. There was agreement to move forward on final planning with phased implementation as opposed to incrementally adding communities without as much of a formal end stage plan. It was acknowledged that this is a different approach than discussed previously; and may mean more investment and or more commitment from everyone now or earlier in the process. There was a suggestion to investigate the \$2 million federal grant the Sheriffs Dept. received as a possible funding source for CCPSA.
12. **Technical Assistance.** This agenda item was covered under the item of moving forward.
13. **Funding & Expense Report.** The report is included in the packet. Until Williston gets set up CCRPC will continue to bring funding requests forward next month. Jessie Baker recommended that the Board begin to establish a

FY19 budget to start to understand what expenses we may have going forward. The Board brainstormed the following expenses as a starting point: Consultant for operations planning, legal, and audit.

14. **Board Communications and Other Matters.** Emma Vaughn at CCRPC has agreed to design a logo for free. The Board agreed to take her up on that offer. Aaron Frank will ask her to attend the next meeting to discuss.
15. **Next Meeting:** May 16th 8am-9:30am at the Colchester Town Offices, Second Floor, Champlain Room. CCRPC agreed to help with minutes as the Board is getting set up over the coming year.
16. **Adjournment.** The meeting adjourned at 8:45a.m.