

## Chittenden County Public Safety Board of Directors Meeting Minutes

**Meeting:** May 16, 2018 from 8:00am to 9:30am

**Location:** Colchester Town Hall, 781 Blakely Rd.

**Board of Director Attendees:** Aaron Frank, Colchester Town Manager; Jessie Baker, Winooski City Manager, Richard McGuire, Williston Town Manager; Kevin Dorn, South Burlington City Manager; Steve Locke, Burlington Fire Chief Engineer.

**Other Attendees:** Erik Wells, Williston; Charlie Baker, CCRPC; Emma Vaughn, CCRPC; Pam Simays, Burlington Police Department; Jon Wheeler, Colchester PD; Megan Severance, Colchester PD/CRS; Judy Dunn, Burlington Police Department

**1. Call to Order/Introductions** | Aaron Frank called the meeting to order. All in attendance introduced themselves.

**2. Agenda Approval** | Aaron Frank recommended adding an Item 6A – Approval of bills not previously approved and an item 6B – Approve the purchase of insurance and authorize the Chair to sign on behalf of the CCPSA. **Steve Locke made a motion, seconded by Jessie Baker, to amend the Agenda to add Item 6A and item 6B.** No discussion. **Motion carried unanimously.**

**3. Public Comment** | None.

**4. Appointment of Asst. Treasurer and Asst. Secretary** | **Steve Locke made a motion, seconded by Jessie Baker, to appoint Charlie Baker as Assistant Secretary.** No discussion. **Motion carried unanimously.** **Richard McGuire made a motion, seconded by Kevin Dorn, to appoint Jennifer Kennelly as Assistant Treasurer.** No discussion. **Motion carried unanimously.**

**5. Technical Assistance RFP** | Steve Locke updated the group on the status of the draft RFP. After the April 18 CCPSA meeting, a group was assembled (including Jeff Barton, LT. Operations, Colchester Police Dept. and Jannine Wright, Deputy Chief of Admin., Burlington Police Dept.) to develop an RFP as requested to provide more information needed to make CCPSA operational. The RFP includes both a component of information to be developed and an option to provide an Executive Director to bring CCPSA to an operational and run it for the first five years. Jessie Baker requested to walk through the draft RFP. Jessie asked if we know firms that do this? Steve Locke answered that there were at least three large firms that provide these services: Mission Critical Partners, LR Kimball, and IXP.

There was a discussion regarding the scope of the RFP and the cost. Aaron Frank noted that he and Charlie Baker worked up a draft budget a year ago and he reworked it a bit for this purpose.

The Board walked through the draft RFP document. Jessie Baker suggested the following edits:

**Goal section (page 2)** | Add to the goal; that the selected firm will provide information to CCPSA board members that will help them support the decision of their City Councils and Selectboards on whether or not to sign the memorandum on cost sharing which will commit the communities to pay for and receive dispatch services.

**Organization background (page 2, 2<sup>nd</sup> paragraph)** | Add St. Michael's rescue services.

**Scope of services A.3.** (page 3) | Add to the task or a new task, how dispatch will interact with each alarm ordinance in each community

**Scope of services A.5.** (page 4) | Add compensation to this. Steve Locke noted that compensation was purposefully left off because that will estimated locally. No change needed.

**Scope of services A.** (page 4) | The firm should recommend a budget and capital plan for the organization.

**Deliverable Dates** | Clarification is needed in this task description to refer to tasks in section IV.

**Evaluation Process and Selection** | Charlie Baker suggested that Price be reduced to 20% as the current % added up to 110%.

**Attachment A** | Reference back to page 3 title of the attachment.

There was a discussion about whether any others need to review the RFP and provide feedback to Steve before it's released. It was decided that it's high level enough that further review is not needed. Kevin Dorn suggested it's sent out right away. Jessie Baker noted that she thinks it will cost more than we think. Aaron asked if Steve would do some proofing of the dates, and that the group could work on additional funding sources while the RFP runs. The consensus was to have Steve go forward with issuing the RFP. **Kevin Dorn made a motion, seconded by Jessie Baker, to authorize Steve to release the RFP.** No discussion. **Motion carried unanimously.**

**6. Funding & Expense Report/Approval of Requests for Payments** | Treasurer Rick McGuire completed the application to become a VLCT member. Insurance is effective as of May 1, and a bill will follow. A federal tax ID # was acquired. As Williston will be providing ongoing financial support, Rick thought it would be useful to have a written agreement that spells out responsibilities of the Town and the CCPSA. There is no proposal to charge the CCPSA for this work at this time; that might change in the future if the work load changes/increases. The agreement is for one year (July 1-June 30). Kevin agreed to have the South Burlington City Attorney review the agreement, and then it will be sent to the Williston Selectboard for approval, then come back to the CCPSA for approval.

**7. Budget consideration / Funding Request** | Aaron provided a walkthrough of the draft budget to obtain an additional \$50,000 from the communities in FY 19 to supplement the approximately \$10,000 that may remain on 6/30/18. Jessie noted that the consultant cost could be considerably more than the \$43,000 budgeted. Aaron asked the members to consider any FY 18 year end funding or other resources their communities could provide to the authority for FY 19 to cover the professional services. **Kevin Dorn made a motion, seconded by Jessie Baker, to authorize the CCRPC to pay any bills not previously approved to be paid.** No discussion. **Motion carried unanimously. Kevin Dorn made a motion, seconded by Rick McGuire, to authorize CCRPC to pay the bill to join VLCT.** No discussion. **Motion carried unanimously.**

#### **8. Board Communications and Other Matters**

**a. Steve Locke - PSAP update and Enterprise Communications Systems** | Steve attended an E-911 Board meeting on April 18. The E-911 Board said if the community can be served by a one stage center (vs. two stage), that is preferred – and that it recommended the CCPSA becomes a PSAP. The state currently funds 24 positions across the state and doesn't want to increase that number (6 total PSAPs - 4 municipal and 2 state). The E-911 Board will review who would give up positions and where the best place is for PSAPs to be located. Steve noted that 4-5 seats are being considered for allocation to the CCPSA based on call volume. This would include the consoles and equipment, but doesn't mean the 4-5 seats would always be staffed. Part of CCPSA budget would need to pay for this transition. E-911 won't take on the expense of transferring equipment. Steve updated the group about the E911 Board seeking input on proposed rules for Enterprise Communications Systems. Steve will be sending a note on behalf of the CCPSA in agreement with the concept of ensuring that the phone systems used can tell exactly where the phone call comes from (within a building, not just the building itself). Schools are going through this statewide.

**b. Logo and Letterhead** | Emma Vaughn asked the group if there are any specific elements that should be considered when designing the CCPSA logo. Discussion ensued regarding including elements such as communications, police, fire, EMT, words, icons, and colors. Emma agreed to put

together three logo concepts for consideration a week before the next meeting.

c. **Other matters** | Jessie Baker noted that we should warn approval of April 18 minutes for the next meeting. Charlie Baker asked if there has been communication with Shelburne regarding the E-911 Board conversation regarding PSAPs. Jessie Baker said there was an article in Shelburne News and that she believes they are aware; Steve Locke noted that this is a very early stage of discussion and that the Board is not ready to take any seats away in FY19.

**9. Next Meeting** | Monday, June 25<sup>th</sup>, 8:00-9:30AM – Colchester Town Offices, Third Floor – Outer Bay Room

**10. Adjournment** | **Kevin Dorn made a motion to adjourn, seconded by Jessie Baker. Motion carried unanimously.** The meeting adjourned at 8:55am.

Respectfully submitted,  
Emma Vaughn, CCRPC Communications Manager