

**Chittenden County Public Safety Board of Directors**

9/17/18 8:00-9:30 AM

Colchester Town Hall, 781 Blakely Road

Outer Bay Conference Room

**Agenda**

1. **Call to Order/Introductions**
2. **Agenda Approval**
3. **Public Comment**
4. **Approval of Minutes from 6/25/18**
5. **Funding & Expense Report/Approval of Requests for Payments**
6. **Board Communications and Other Matters**
  - Emma Vaughn – Logo and Letterhead
7. **Next Meetings:**
  - Monday October 22<sup>nd</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
  - Monday November 26<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
8. **Executive Session: Contract**
9. **Adjournment**

**Chittenden County Public Safety Board of Directors**

6/25/18 8:00-9:30AM

Colchester Town Hall, 781 Blakely Road

**Meeting Minutes**

**Members Attending:** Steve Locke, Darren Adams, Kevin Dorn, Aaron Frank, Jessie Baker, Rick McGuire. **Guests:** Charlie Baker, Emma Vaughn, Erik Wells, Caroline Earle, Pam Simays.

1. **Call to Order/Introductions.** A. Frank opened the meeting at 8:00am.
2. **Agenda Approval** J. Baker moved approval. D. Adams seconded the motion. All in favor.
3. **Public Comment.** No public comment.
4. **Approval of Minutes from 4/18/18 and 5/16/18 moved** S. Locke, J. Baker 2nd. All in favor.
5. **Technical Assistance RFP.** S. Locke reviewed the status of the RFP. It was published on June 19<sup>th</sup>. Responses are due August 14<sup>th</sup>. 8 firms have requested copies of the RFP. 4 of them are in this type of work. Question for today is, who should be on the review group? There was discussion about the types of experience that would be valuable and which members would have what type of representative. The group will include Steve Locke (Burlington), Darren Adams (Milton), Aaron Frank (Colchester), Trevor Whipple (South Burlington), Chief Hebert (Winooski) and Chief Morton (Williston). There was a discussion initiated by S. Locke about including a dispatcher input into this effort. This idea was supported by the group and there will be some consultation with the attorney to understand any labor issues and create a confidentiality agreement if necessary to make it happen. Other municipal representatives may be consulting with their dispatchers. July 10<sup>th</sup> will be a site visit. There was discussion about have a meeting of the CCPSA advertised for this visit. S. Locke will send out an invite. Intent is to have a recommendation for the CCPSA's September meeting.
6. **Funding & Expense Report/Approval of Requests for Payments.** K. Dorn moved, D. Adams seconded to pay any unpaid bills submitted to CCRPC and also pay VLCT for insurance. All in favor.
7. **Financial Services Agreement.** R. McGuire reviewed the status after attorney comments. It has been approved by the Williston Selectboard. There was some discussion, then a motion to approve the agreement by Dorn, seconded by Adams. McGuire abstained. All others in favor.
8. **Budget consideration / Funding Request.** There was some discussion about the draft budget for FY19 of \$71,000. The discussion included asking municipalities once for the FY19 allocation after the consultant costs are known. A. Frank shared a memo describing the RFP that he had shared with the Colchester Selectboard. No action was taken.
9. **Board Communications and Other Matters.** Emma Vaughn reviewed four draft logos that she prepared based on feedback at the last meeting. Steve liked 1b and 3a. Darren liked 1b and 4b. Kevin preferred 1a or 4 or 3b. Jesse liked the 1's or 3b. Rick liked 1. Pam Simays liked 1 or 4. Maybe try the Maltese cross for fire in 1 and 4. Emma will update 1 and 4 with the comments incorporated.

**10. Next Meetings:**

- July 10 meeting will be warned. Time and location to be determined.
- There will be no meeting on Monday, July 23th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room.
- Monday, August 27<sup>th</sup>, 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
- Reschedule September, 24th meeting to Monday, September 17<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room

**11. Adjournment.** Adams moved and Locke seconded to adjourn at 8:41am. Motion passed.

<b>REVENUE</b>	<b>Proposed Budget FY2019</b>	<b>Actual through August</b>	<b>Budget Balance</b>
Burlington	TBD		\$ -
Colchester	TBD		\$ -
Milton	TBD		\$ -
Winooski	TBD		\$ -
South Burlington	TBD		\$ -
Williston	TBD		\$ -
Prior Year Reserves	\$ 11,000	\$ 10,512	\$ 10,512
<b>Total Revenue</b>	<b>\$ 11,000</b>	<b>\$ 10,512</b>	<b>\$ 10,512</b>

<b>EXPENSES</b>	<b>Proposed Budget FY2019</b>	<b>Actual through August</b>	<b>Budget Balance</b>
Consultant	TBD		\$ -
Insurance/VLCT	\$ 2,000	\$ 854	\$ 854
Misc	\$ 2,000		\$ -
Legal	\$ 5,000	\$ 275	\$ 275
Equipment Ops/Repairs	\$ 2,000		\$ -
<b>Total Expenses</b>	<b>\$ 11,000</b>	<b>\$ 1,129</b>	<b>\$ 1,129</b>

