

**Chittenden County Public Safety Board of Directors**

1/22/19 8:00-9:00 AM

Colchester Town Hall, 781 Blakely Road

Outer Bay Conference Room

**Agenda**

- 1. Call to Order**
- 2. Agenda Approval**
- 3. Public Comment**
- 4. Approval of Minutes from 12/17/18**
- 5. Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance**
- 6. IXP Presentation, Joe Estey**
- 7. Board Communications and Other Matters**
- 8. Next Meetings:**
  - Monday February 25<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
  - Monday March 25<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
- 9. Executive Session: Contract (if needed)**
- 10. Adjournment**



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY  
Board of Directors  
12/17/18 8:00-9:30am  
Colchester Town Hall, 781 Blakely Road  
Outer Bay Conference Room

## DRAFT Minutes

**Attendees:** Board Members: Kevin Dorn, South Burlington; Rick McGuire, Williston; Darren Adams, Milton; Steve Locke, Burlington; Aaron Frank (Chair), Colchester; and, Jessie Baker, Winooski. Others: Charlie Baker (Asst Secretary), CCRPC; Emma Vaughn, CCRPC; Erik Wells, Williston; Caroline Earle, Fraternal Order of Police – Winooski, Judy Dunn – City of Burlington Dispatch Supervisor.

1. **Call to Order/Introductions** | A. Frank called the meeting to order at 8:03am.
2. **Agenda Approval** | S. Locke made a motion to approve the agenda and J. Baker seconded. All in favor. Motion passed.
3. **Public Comment** | None.
4. **Approval of Minutes from 10/22/18** | J. Baker made a motion to approve the minutes from 10/22/18 and D. Adams seconded. All in favor. Motion passed.
5. **Logo Finals: Emma Vaughn** | E. Vaughn provided a brief overview of potential templates, including for agendas/minutes and future business cards. S. Locke requested a memo template. It was the consensus of the group to move forward with the templates provided; E. Vaughn will provide them to the group in the appropriate formats including memos and lettersl.
6. **Milton Update** | D. Adams noted that Milton might not renew its dispatch services with Colchester; instead, they are considering a one-year contract with St. Albans Central for a July 1 start date. This move is related to cost savings. D. Adams noted that Milton will evaluate participation in CCPSA going forward. A. Frank noted that Colchester feels strongly that their dispatch works better with a partner. Discussion ensued about the ability for Milton to participate after the one-year contract.
7. **Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance** | R. McGuire noted there is a little over \$60k in revenue to this date, with a little over \$2k in expenses. A clarification was made on the budget: For prior year reserves, the budget showed \$111,000, but the budget distributed shows \$110,512. The correct amount is \$110,512. R. McGuire will adjust accordingly. K. Dorn made a motion to accept the financial report and D. Adams seconded. All in favor. Motion passed.
8. **FY 19 Budget: Amendment Approval and Voluntary Contributions from Member Communities** | A. Frank read a proposed motion to amend the budget due to reduced member contributions. K. Dorn made a motion to approve and S. Locke seconded for the purpose of discussion. J. Baker asked if lowering the consultant expense is feasible; A. Frank explained the consultant was willing to reduce expenses without the Milton work. R.

McGuire asked if it was necessary to amend the budget. S. Locke indicated that he believes it needs to be adjusted to maintain transparency that we have lost a partner (Milton). A discussion ensued about what is lost from the consultant contract if it is reduced by \$10k to account for losing a partner. A. Frank noted that the consultant contract was budgeted at \$100k, but it's actually only about \$91,500 – so we are only removing about \$2,500 from the consulting contract. The only thing that will change is removing the study of Milton's services; there will be no reduction in services performed for the other members. R. McGuire noted he is not in favor of changing the budget, but is in favor of changing the contract. S. Locke noted that so long as we don't overspend our income, he is fine with that. K. Dorn withdrew the initial motion and S. Locke concurred. Motion withdrawn.

9. **IXP Contract Amendment** | S. Locke made the following motion: Shall the CCPSA Board of Directors approve the chair to negotiate and execute a contract change with IXP to: 1) reduce the consulting contract by \$2,560 in Part B to match the expected revenue for this task; and 2) reduce the study or evaluation of Milton dispatch/PSAP needs to the level of other communities in Chittenden County which are not funding this study. S. Locke made a motion and R. McGuire seconded. All in favor. Motion passed.
10. **FY 20 Estimate of Capital and Management Costs Overview** | S. Locke walked the group through the included [PowerPoint presentation outlining cost estimates](#). These estimates were prepared by S. Locke, A. Frank and representatives from each community at the request of the CCPSA board at a previous meeting. Discussion ensued about cost estimates, capital cost, and offsetting revenue. S. Locke noted a correction to the fifth sub-bullet on page 8: The revenue should read \$180,000 rather than \$184,000. A. Frank noted that these numbers are very close to what DELTAWRX came up with originally and that most were supported by estimates from vendors.
11. **FY 20 Voluntary Contributions – Discussion** | A. Frank walked the group through the included [PowerPoint presentation outlining cost allocations](#). R. McGuire noted that he had been thinking that CCPSA would initially only provide fire dispatch calls for Williston rather than also including police. It was the consensus of the group, upon reviewing the cost allocations, that IXP should begin the study and provide recommendations on how to proceed (whether that ends up being incrementally or in full). It was the consensus of the group to proceed with the existing scope of work for IXP, and that the process does not need to slow down. A. Frank noted that IXP may be present at the next meeting and that he expects to sign the notice to proceed today based upon this discussion.
12. **Board Communications and Other Matters** | None.
13. **Next Meetings:**
  - Monday January 28<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
  - Monday February 25<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
14. **Executive Session: Contract (if needed)** | None.
15. **Adjournment** | K. Dorn made a motion to adjourn and D. Adams seconded. All in favor. Motion passed. The meeting was adjourned at 9:09am.

**Amendment #1 to CCPSA and IXP Contract dated October 22, 2018**

This amendment includes the following changes

**1) Schedule A Statement of Work**

IXP Shall reduce the study or evaluation of Milton dispatch/PSAP needs to the level of other communities in Chittenden County which are not funding this study.

**2) SCHEDULE B Fees and Payment Terms Compensation:**

Payment of Consulting Services for services described in Schedule A, Section B (RFP Section IV. B.): Shall be reduced from \$13,100 to \$10,540.

The parties are signing this Agreement on the date stated in the introductory clause.

**CHITTENDEN COUNTY  
PUBLIC SAFETY  
AUTHORITY**

By: *Aaron Frank*  
Name: Aaron Frank  
Title: Board Chair

**IXP CORPORATION**

By: *Lawrence D. Consalvo*  
Name: Lawrence D. Consalvo  
Title: President + COO

## Current Work Tasks of IXP/CCPSA Contract

### **A. Prepare operational outline for Regional Dispatch/PSAP (within an incremental growth model) including the following issues/areas:**

1. Develop a process to transition up to five separate dispatch centers into one consolidated regional dispatch center with limited disruption, including recommending any services that should remain with the local communities.
2. Develop a process to handle phone calls from different CCPSA member communities based on input previously received from police chiefs (and to be provided to selected consultant) regarding what processes must stay at local police departments, what processes should be handled by regional dispatch, and processes on which decisions must be made including:
  - a. 9-1-1 calls
  - b. business lines
  - c. non-emergency calls for service.
3. Consider current dispatch center policies, procedures and practices (to be collated by a single contact at CCPSA by CCPSA) for the hired consultant and develop/recommend public safety communications policies and procedures that are consistent with industry best practices and standards.
4. Review current CAD/RMS systems and make recommendations for future use.
5. Recommend appropriate staffing levels and shift configurations for consolidated dispatch center that considers the following factors and provide an explanation of the methodology used to determine results:
  - a. PSAP requirements
  - b. 9-1-1 call volume
  - c. radio traffic
  - d. non-emergency phone activity
  - e. Number of officers on per jurisdiction
  - f. Training, Management, and QA/QC
6. Recommend best strategy to transition current workforce into new consolidated center, understanding the need to retain current dispatchers in local dispatch until their communities are dispatched by regional, training and possible joint employment by local and regional dispatch for a period of time, and within the constraints of applicable labor laws and in consultation with CCPSA's labor attorney
7. Recommend best call-taking strategy (one stage with combined PSAP/dispatch positions or two stage with separate PSAP and dispatch positions) for a combined PSAP/Dispatch Center given expected call volume.

8. Provide recommendations on the most efficient way to incorporate the use of existing technology, including the following:
  - a. 9-1-1 customer premises equipment,
  - b. computer-aided dispatch (CAD),
  - c. recording equipment,
  - d. radio equipment,
  - e. networking
  - f. workstation equipment
  - g. fire alarm monitoring system
  
9. Evaluate the designated space and provide recommendations for configuration based on the operational and staffing requirements, including:
  - a. comfort
  - b. security
  - c. utilities
  - d. technology
  - e. environment needs
  - f. console position, configuration and planned assigned use
  - g. adjacency access such as lockers, break room, storage, and access to restrooms
  
10. Using information provided by a single representative of CCPSA, including a list of all member community public safety radio channels, their current use, frequency licenses, and approximate coverage per channel, provide recommendations on radio system(s), head end, microwave, back-haul, frequencies, licensing, the reuse or repurposing of existing (in place) equipment and frequencies, considering end of useful life of current equipment, replacement and upgrades. (This should not be an ultimate radio system for CCPSA but rather one that will be sufficiently robust, efficient, and effective until such time as CCPSA determines if it wishes to develop, or own, or operate a radio system covering all of its member communities. CCPSA does not plan on even such an endeavor until CCPSA has been operating with all its member communities.) Please note however, that CCPSA prefers copper back haul vs. internet back haul for resiliency purposes.
  
11. Provide recommendations for an emergency backup dispatch center to ensure continuity of operations, based on an understanding of centers previously operated by CCPSA member communities, understanding that the PSAP function need not be backed up.
  
12. Review alarm ordinances in the six member communities, to be provided as a single package to selected contractor by CCPSA, and provide recommendations including: a) any proposed changes to individual municipal alarm ordinances and b) whether to repeal individual municipal alarm ordinances and replacement with a common regional alarm ordinance (a power which CCPSA has).