



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY  
Board of Directors Meeting  
February 12, 2019, 3:00pm  
Colchester Town Hall, 781 Blakely Road  
Outer Bay Conference Room

## FINAL MINUTES

**In Attendance:** Board Members: Steve Locke (Burlington), Aaron Frank (Colchester), Jessie Baker (Winooski), Kevin Dorn (South Burlington), Richard McGuire (Williston); and Darren Adams (Milton). Others present: Justin Couture, Pam Simays, Judy Dunn, Kathryn Clark, Oren Byrne, Nick Dethommasis, Joe Corrow, Jan Wright, Geoffrey Urbanik, John Audy, and Caroline Earle, Fraternal Order of Police (Winooski)

- 1. Call to Order** | A. Frank called the meeting to order at 3:05PM. The Board members introduced themselves to the audience.
- 2. Agenda Approval** | made a motion to approve the agenda and S. Locke D. Adams seconded. All in favor. Motion passed.
- 3. Public Comment** | No members of the public wished to comment on items not on the agenda. Catherine Clark had questions about the article in the Colchester Sun. A. Frank provided a summary of the discussion around the implications of Milton exiting their contract with Colchester. There was discussion about the potential dates for actions. There has been some discussion about Colchester discussing working with South Burlington. C. Clarke expressed frustration that there was a public timeline for consolidation. A. Frank noted that there was discussion with South Burlington, but it was not a timeline for the CCSPA. He noted that there is no timeline for any further steps with South Burlington. The article noted that there may be a call center prior to taking on PSAP responsibilities. A. Frank noted it is likely that a regional call center would likely have to be set up prior to being a PSAP. S. Locke explained that the E911 board had provided guidance about setting up a call center with multiple towns before becoming a PSAP. She asked about having a civilian supervisor. She expressed frustration about the 71 seconds wait time. S. Locke explained about the wait time. She asked about the schedule in the packet which will be discussed later.
- 4. Approval of Minutes from January 18 and January 28, 2019** | Locke moved, Dorn seconded. All in favor.
- 5. IXP Consulting Services Project Change Request** | Frank noted that we received a new proposed project lead, Michelle Kessler. Locke noted that they would need to be screened before visiting each dispatch center. Frank noted that process is in motion so that they should be able to conduct information gathering at the end of February.

Baker noted that the schedule and task list need to better reconciled. She asked for a conversation about how the process will work. Will it be more effective if we give them an end date, was it July 1? Locke noted that their proposal suggested that this first phase would take 110 days. Perhaps we should provide them more time for this first phase. Locke suggested asking them how much more time would be useful. Frank noted that we should have feedback loops. Baker suggested that we set a policy goal and that the consultant figure out the best way to work. She would like to see more check-in points for different sub-tasks with the CCPSA. She suggested asking them what the best steps should be done first. Locke concurred. Frank noted that the current contract doesn't have a lot of engagement suggesting that the

reporting could be broken up in pieces. Dorn agreed with these ideas. Frank suggested amending the contract to address the lead staff and asking them to come back with a revised timeline with more engagement. Frank and Baker will work with the consultant on a revised timeline.

Locke moved, and Adams seconded, that we move to approve the project change request adding Kessler to the project team not including the timeline. Frank and Baker will talk with the consultant about a revised timeline. All in favor.

6. **Possible Executive Session: Labor Relations** | Adams made a motion, and Dorn seconded, to enter executive session to discuss labor relations as prescribed by state statute. All in favor. Adams moved, and Dorn seconded, that premature knowledge of labor relations could do harm to the CCPSA. All in favor. Came back into session at 3:58.
7. **Hiring Commitment** | Dorn moves, seconded by Adams, CCPSA's Board of directors moves that in the efforts to retain experienced and talented dispatch staff and continuity for dispatch operations, CCPSA shall, when an individual dispatcher's position at a CCPSA member local government is eliminated due to that member local government's specific transition to regional dispatch, CCPSA shall offer the dispatcher a position at CCPSA, conditional to completion of an application and background checks. Full time dispatchers who have not yet completed all training at their member local government, shall be offered jobs at regional subject to the above, but shall be required to successfully complete any training program at CCPSA.

Clarke asked about the certainty of this. Group discussion noted that it is a commitment to hire every dispatcher that is interested and passes the background check. We don't know what the application looks like yet. Important to note this board would be responsible. We are making a commitment, we hear you, you are necessary, and we want to say here is our vision. This new government is different than the municipalities, so each new application must be completed and submitted. Caroline was asked about her thoughts. She noted that this is extremely well intentioned, noting the challenge of potential transitions to a new entity. She wasn't sure if it might raise some issues of potential collective bargaining.

McGuire noted that the Board's intent is clear. All in favor.

8. **Process for Developing Wages and Benefits** | Locke noted that we need to get our HR managers together to bring together a proposal for the Board. Frank noted that this is information we'll be providing to the consultant at a high level. There was general support for this.
9. **Board Communications and Other Matters** | Baker asked about the consultant's schedule. They will be visiting the dispatch centers at the end of February. It is expected that visit all of the dispatch centers. Adams suggested that we move our meeting to be able to meet with the consultant. Baker suggested moving the meeting to the 26<sup>th</sup>. There was agreement. Locke noted a conflict with March 25<sup>th</sup>. It was decided to meet on March 18<sup>th</sup>.

**10. Next Meetings:**

- Tuesday February 26<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
- Monday March 18<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer BayRoom
- Monday April 29<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer BayRoom

11. **Adjournment** | Locke made a motion to adjourn, seconded by Adams. All in favor. Motion passed. The meeting adjourned at 4:18pm.

Respectfully submitted,  
Charlie Baker