



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting
April 29, 2019, 8:00-10:00am
Colchester Town Hall, 781 Blakely Road
Outer Bay Conference Room

AGENDA

- 1. Call to Order**
- 2. Organizational Meeting and Approval of updated Rules of Transaction**
- 3. Agenda Approval**
- 4. Public Comment**
- 5. Approval of Minutes from 3/22/19**
- 6. Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance**
- 7. Draft Results from IXP Consultants**
 - Section A, #11 – Recommend Options for Backup Center
 - Section A, #1 – Transition Plan for Dispatch Centers
 - Section A, #2 – Handling of Phone Calls from Jurisdictions
 - Section A, #3 – Recommendations on Development of SOPs
- 8. Update on Calls for Service (information item)**
- 9. CCPSA/Milton MOU**
- 10. Implementation Timeline Options**
- 11. 19 Gregory Lease Option**
- 12. Board Communications and Other Matters**
- 13. Next Meetings:**
 - Monday May 20th 00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
 - Monday June 27th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
- 14. Executive Session: (if needed)**
- 15. Adjournment**

CHITTENDEN COUNTY
PUBLIC SAFETY AUTHORITY

BOARD OF DIRECTORS RULES OF TRANSACTION

Adopted: April , 2019

CCPSA Board of Directors

Steven Locke, Burlington

Kevin Dorn, South Burlington

Aaron Frank, Colchester

Richard McGuire, Williston

Darren Adams, Milton

Jessie Baker, Winooski

Chittenden County Public Safety Authority
781 Blakely Rd
Colchester, VT 05446

Abstract:

The CCPSA Rules of Transaction is a policy approved by the its Board of Directors usually at their organizational meeting in April annually. The Rules outline basic operational procedures for the Board.

**Chittenden County Public Safety Authority
Board of Directors Rules of Transaction**

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DEFINITIONS:

- ~~• Members are municipalities that have joined through an affirmative vote of the voters~~
- ~~• Directors sit on the Board and represent the interests of municipalities~~
- ~~• The CCPSA (the Authority) is the union municipal district itself~~
- The CCPSA Board is the governing body and policy setting entity of the union municipal district (the Authority)

**Chittenden County Public Safety Authority
Board of Directors Rules of Transaction**

1. GENERAL

On the first Wednesday in April, or on such other date in April as is duly noticed to Member Municipalities by posting at the Members' municipal offices at least seven (7) calendar days in advance, the Board of Directors of the Chittenden County Public Safety Authority (hereafter "the CCPSA" or "the Authority") shall hold its organizational meeting at a time and place designated by the Board Chair. The aforementioned notice and posting requirements shall be in addition to any other requirements set forth in the Vermont Open Meeting Law. The Rules that follow are intended to serve as the rules of transaction until the organizational meeting is held the following year. References are made in these Rules to provisions included in the Agreement to Create the Chittenden County Public Safety Authority (hereafter "the Agreement").

~~During the 2018-2019 year that this Rules of Transaction covers, the Authority will be represented by Stitzel Page and Fletcher, PC; for Labor and Employment Law by Paul Frank + Collins, PC.; and other attorneys will be retained as approved by the Board as appropriate given the expertise required.~~

2. DEFINITIONS

- 2.1. Members are municipalities that have joined through an affirmative vote of the voters
- 2.2. Directors sit on the Board and represent the interests of municipalities
- 2.3. The CCPSA (the Authority) is the union municipal district itself
- 2.4. The CCPSA Board is the governing body and policy setting entity of the union municipal district (the Authority)

2.3. RULES OF ORDER

The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h) and be guided by Robert Rules of Order.

3.4. ELECTION / APPOINTMENT OF OFFICERS

- 3.1.4.1. Procedures for electing officers are as follows as provided for in the Agreement (Section 7 (b)): At the organizational meeting, the Board shall elect from among its Membership a Chair and a Vice Chair each of whom shall hold office for one year or until a successor is duly elected and qualified.

3.2.4.2. No Director shall be elected Chair for more than three consecutive terms unless he or she receives the affirmative vote of at least a majority of the Directors of the Board plus at least one additional member.

3.3.4.3. The Secretary and Treasurer of the Authority shall be appointed by the Board and may be a Director. The Secretary and Treasurer, with the approval of the Board, may each appoint an assistant, who shall not be a Director. The Secretary or the Board may withdraw any appointment to the position of assistant secretary at any time. The Treasurer or the Board may withdraw any appointment to the position of assistant treasurer at any time.

4.5. DUTIES OF OFFICERS

4.1.5.1. The Chair of the Board shall have the same duties and authority as the chair of a municipal legislative body under Vermont law. In the Chair's absence, the Vice Chair shall fulfill the duties and responsibility of, and have the same authority as, the Chair.

4.2.5.2. The Secretary and Treasurer shall serve at the Board's pleasure and shall perform all of the duties and functions described in the Agreement.

5.6. CCPSA BOARD MEETINGS – PUBLIC ACCESS

5.1.6.1. Definition - A meeting is generally defined as any gathering of a majority of CCPSA Directors members where CCPSA business is discussed. Social gatherings become meetings if CCPSA business is discussed by a majority of the CCPSA Directors.

5.2.6.2. Meeting Location - All meetings of the CCPSA Board of Directors shall be held at the Colchester Town Hall (781 Blakely Road, Colchester, Vermont, in the Outer Bay Conference Room on the 3rd Floor) unless otherwise specified. In all cases, meeting places must be designed to include members of the public.

5.3.6.3. Meeting Schedule - In general the CCPSA Board of Directors will meet on the fourth Monday of the month at 8 AM, and other times as appropriate. Regular meetings and starting times may be subject to change as determined by the CCPSA Board of Directors. In addition, special meetings may be called, also as determined by the CCPSA Board of Directors. (1 V.S.A. § 312 (c)(1)) Meetings for the next year are as outlined ~~below:~~ in Attachment A.

~~2018~~

~~Wednesday April 18, 7:30-9:00AM (already scheduled)~~

~~Wednesday May 16th 8:00-9:30AM (already scheduled)~~

~~Monday June 25th 8:00-9:30AM~~

~~Monday July 23rd 8:00-9:30AM~~
~~Monday August 27th 8:00-9:30AM~~
~~Monday September 24th 8:00-9:30AM~~
~~Monday October 22nd 8:00-9:30AM~~
~~Monday November 26th 8:00-9:30AM~~

5.4.6.4. Agendas - Each CCPSA Board meeting shall have an agenda. Directors who wish an issue to be added to the agenda shall notify the Chair. If two or more board members request an item to be placed on the agenda, the Chair shall grant the request. The Chair shall determine the final content of the agenda.

5.5.6.5. Posting of Agenda - At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office of each member municipality and on the Authority website. The Authority will utilize the website of the Chittenden County Regional Planning Commission, Dispatch Page, as if it were its own, for the purpose of posting agendas and minutes <https://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>. The agenda must also be made available to any person who requests such agenda prior to the meeting.

5.6.6.6. Open to Public - All meetings of the CCPSA Board of Directors and of any committees thereof shall be open to the public, except as provided for in State law. Meeting agendas shall be posted in accordance with state law.

5.7.6.7. Accessibility - The CCPSA will comply with the Americans with Disabilities Act and make every reasonable effort to accommodate all individuals interested in participating in meetings.

5.8.6.8. Access to Public Records. Public records include any communication, regardless of form, relating to the conduct of agency business (1 V.S.A. § 316). Records will be stored at the municipal office of the Secretary of the Authority. Records should be made available for public inspection and copying during normal office hours.

5.9.6.9. Electronic Mail – Communications between Directors regarding the CCPSA using electronic mail (email) could be subject to discovery as part of a lawsuit. A discussion of issues related to CCPSA using email as a forum among a quorum of the CCPSA Board can be considered as an unscheduled and unwarned meeting of the CCPSA Board of Directors.

5.10.6.10. Public Comment - There shall be reserved a period during each regular and special meeting of the CCPSA Board of Directors for public comment on any issue. This time and comment period may be subject to reasonable rules of the Chair including, but not limited to:

- Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
- Members of the public must be acknowledged by the chair before speaking.
- If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
- Public comment must be allowed prior to the CCPSA Board of Directors taking action.
- Opportunities to express one's opinion outside of the "Comment Period" may be permitted during the meeting but reasonable limits may be placed by the Chair on the duration and frequency of participation. (1 V.S.A. § 312 (h))

~~5.11.~~6.11. Minutes – Minutes must contain a list of Directors present; list of all active participants; all motions, proposals, and resolutions made, and what action taken or disposition was made; and the results of any votes, with a record of individual votes. (1 V.S.A. §312 (b)(1))

6.7. QUORUMS AND VOTING

~~6.1.~~7.1. There are six (6) members presently on the CCPSA Board of Directors. At all meetings of the Board, four Directors, who are present and eligible to vote, shall constitute a quorum for the transaction of business. A vote of four Directors is always required to take binding action. Per state statutes, Director's may participate in the meeting electronically, and shall arrange with the meeting location host in advance to do so.

~~6.2.~~7.2. A CCPSA Director need not withdraw from deliberations and action if his or her private interest is common to numerous persons in the county. In the event that a disqualified Director is the Chair of the Board, the Vice-Chair shall preside over deliberations and actions in question. If the Vice-Chair is also disqualified, a majority of the remaining CCPSA Directors shall designate a temporary chair to preside during meetings and actions on the matter in question.

~~6.3.~~7.3. Any person who perceives a conflict of interest should so indicate to the CCPSA Board of Directors in writing or on the record at a public meeting.

~~6.4.~~7.4. Directors are encouraged to state their reasons for a vote before the vote is made. After a vote the decision of the Authority is the vote of the majority of the Board.

~~6.5.~~7.5. Any CCPSA Director shall have the right to express dissent from or protest against any motion or resolution of the CCPSA Board of Directors at the time it is made and if requested, may have the reason therefore entered in the minutes.

~~6.6.~~7.6. CCPSA Directors are strongly encouraged to respect decisions of the Board in the public and political arena. The Board Chair, Vice-Chair, or other designee should represent the decision of the Board as needed to the public and media.

7.8. VOTING

~~7.1.~~8.1. The votes during all meetings of the CCPSA Board of Directors shall be transacted as follows: Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any CCPSA Director, the Chair shall take a roll call vote. The Chair shall determine the roll call vote order.

~~7.2.~~8.2. CCPSA Board votes must be taken in warned, open meetings.

~~7.3.~~8.3. Motions shall be made in the affirmative whenever possible.

8.9. COMMITTEES

~~8.1.~~9.1. Per the Agreement (Section 14) the Board shall have the authority to establish any and all committees as it may deem necessary, including committees with membership other than Directors. The Board shall establish an advisory committee comprised of the public safety chiefs or their designees from member municipalities. The Board shall define the mission, term, authority, and appointment process for any committee prior to its establishment.

9.10. RESOLUTIONS AND MOTIONS

~~9.1.~~10.1. Resolutions - An enacted resolution is a non-binding statement.

~~9.2.~~10.2. Motions - An enacted motion is a form of action taken by the CCPSA Board of Directors to direct that a specific action be taken.

~~9.3.~~10.3. Policies – An enacted policy is a binding statement on an issue and may include specific procedures to be followed by staff or members of committees.

10.11. SPECIAL CCPSA BOARD MEETINGS

~~10.1.~~11.1. The Chair or any four members of the CCPSA Board of Directors may call a special meeting.

~~10.2.11.2.~~ Notice of the special meeting shall be prepared in writing by the Secretary of the Authority. The notice shall contain the following information about the meeting: time, place, and business to be transacted.

~~10.3.11.3.~~ The only action that may be taken at a special meeting is that which is announced in the notice or agenda for the meeting.

~~11.12.~~ DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

The Board may appoint a Public Safety Communications Director who shall have the authority to employ other personnel as necessary for the conduct of the business of the Authority. The Public Safety Communications Director shall serve at the Board's pleasure and subject to such rules, policies and requirements as the Board may establish.

~~12.13.~~ PUBLIC HEARING NOTICES

Public Hearings shall be duly warned in Seven Days or the Burlington Free Press. (17 V.S.A. § 2641 (b))

~~13.14.~~ EXAMINING AND ALLOWING CLAIMS

~~13.1.14.1.~~ The Treasurer of the Authority is charged with the responsibility of examining and allowing claims against the Authority for Authority expenses and shall draw orders for such claims to the party entitled to payment per the Agreement (Section 11(a)).

~~13.2.14.2.~~ The Treasurer shall report to the Board on each review at the next meeting of the Board, including the total amount of each warrant approved with individual vendor payments, and notations of any payments not approved.

~~13.3.14.3.~~ The Treasurer shall have the custody of the funds of the Authority and shall be the disbursing officer of the Authority. The Treasurer or assistant treasurer shall sign, make, or endorse in the name of the Authority all checks and orders for the payment of monies and pay out and disburse the same per the Agreement (Section 11(b)).

~~14.15.~~ RULE AMENDMENTS

These rules may be amended by a majority vote of the CCPSA Board of Directors and should be readopted annually at the organizational meeting.

Adopted by the Board on ~~April 18, 2018~~ April , 2019

ATTACHMENT A

Meeting Schedule

Monday, May 20, 2019

Monday, June 28, 2019

Monday, July 22, 2019

Monday, August 26, 2019

Monday, September 23, 2019

Monday, October 28, 2019

Monday, November 18, 2019

Monday, December 16, 2019

Monday, January 27, 2020

Monday, February 24, 2020

Monday, March 23, 2020

Monday, April 27, 2020



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting
March 25, 2019, 8:00am
Colchester Town Hall, 781 Blakely Road
Outer Bay Conference Room

DRAFT MINUTES

In Attendance: Board Members: Jessie Baker (Winooski), Kevin Dorn (South Burlington), Richard McGuire (Williston); Steve Locke (Burlington via phone) and Don Turner (on behalf of Darren Adams - Milton). Others present: Charlie Baker (Assistant Secretary - CCRPC), Kevin Kearns (IDX via phone), Rick Hebert (WPD), Kathryn Clark (BPD), Jan Wright (BPD), Jeff Barton (CPD), Geoffrey Urbanik (Colchester), Erik Wells (Williston), Rebecca Murray (BPD), Oren Byrne (BPD), Cole Hayes (BPD), Nick DeThomas (BPD), Caroline Earle (FOP Winooski), Judy Dunn (BPD), Christy Lorain (BPD), Pam Simays (BPD), and Brandon del Pozo (BPD).

- 1. Call to Order** | Frank called the meeting to order at 8:04 am. He noted that Steve Locke and Kevin Kearns were participating via phone.
- 2. Agenda Approval** | J. Baker made a motion to approve the agenda and Dorn seconded. All in favor. Motion passed.
- 3. Public Comment** | Kathryn Clark asked if Joe Estes would be considered as a future Executive Director. Frank noted we are only in a consulting contract with IXP at this time. She also expressed concern that the consultant only met with fire dispatchers and not police dispatchers in Burlington. She also asked for a clarification in the minutes.
- 4. Approval of Minutes from February 26, 2019** | J. Baker moved and Adam seconded a motion to approve the minutes with corrections. All in favor with those changes. Motion passed.
- 5. Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance** | McGuire noted that there are updates to what was in packet. Burlington check has been received. Revenues for the year are now at \$100,905. Net revenue/expense to date is \$54,989. Dorn moved and Baker seconded a motion to approve the Treasurers Report. All in favor. Motion passed.
- 6. Draft Results from IXP Consultants** | Kearns presented on various work tasks. Presentation is attached with more detail. Below is a summary of some of the key points.

Section A, #4 - Review of Current CAD/RMS Systems – Best not to force a change in records management system at the same time as dispatch consolidation. Develop interfaces as needed. New World CAD (used as Burlington Fire CAD) should be able to meet this need.

Section A, #8 - Recommendations on Existing Technologies – There are seldom opportunities to re-use existing technologies. A new telephone system will be needed. A new stand-alone logging and recording system will be needed along with a back-up at the new center. A new stand-alone radio console system will be needed. A mix of digital and analog are common. A new stand-alone fire station alerting system will be needed. A new stand-alone local domain and network will be needed. It may be

possible for re-use of some administrative work stations. The new center will need to be set up with Burlington's fire alarm monitoring system as well as a specific 10-digit number for use by central station alarm monitoring companies used by other municipalities. A new Master Time Synchronization system will be needed. A number of video display monitors will be needed to access specific systems.

Section A, #9 - Evaluate Designated Space – Kearns described the 3,450 sf space where South Burlington PD is located. Following best practices and NFPA Standard 1221. No fatal flaws identified. They've developed a number of floor plan alternative ideas. Idea 1A includes 13 work stations, restrooms, kitchen break room, quiet room, storage space, but no internal training/meeting room. Idea 2A includes 7 work stations, restrooms, kitchen break room, quiet room, storage space, and an internal training/meeting room. Idea 3A includes 7 work stations restrooms, kitchen break room, quiet room, storage space, but no internal training/meeting room with a different layout. Plumbing is not available and the cost will vary depending on location of the restrooms and kitchen.

Section A, #10 - Radio Systems – It will be necessary to integrate all of the existing systems into the radio console system after the Regional Center is fully operational. Multi-channel radios will likely need to be added.

Comments will be accepted from the public by A. Frank (AFrank@colchestervt.gov) until 5PM Monday April 1st at which time, Frank will forward them to Deputy Chief Barton. Barton will convene a meeting of the Chiefs or designees to consider comments from the public and provide a single consolidated and non-conflicting set of comments to IXP.

Chief del Pozo reiterated complete support of the City of Burlington for regional dispatch. The support is based on improved service, not cost savings. We need to do better at listening to our employees and treating them as respectful humans. J. Baker asked for any suggestions about how we can do that better.

Clark recommended that the pay and benefits be developed as soon as possible.

(K. Dorn left the meeting.)

7. **Update on Calls for Service** | Updated information for FY was provided in the packet by Frank. This will be the metric used for billing. The second table will be updated.
8. **Board Communication and Other Matters** | Turner proposed that Milton remain as a non-voting member per Section 21, Subsection 2 of the CCPSA Charter. An MOA was proposed to be drafted for consideration by the CCPSA and Town of Milton. The CCPSA was supportive of drafting such an MOA.
9. **Next Meetings:**
 - Monday April 29th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
 - **This meeting shall serve as CCPSA's annual organizational meeting**
 - Monday May 20th 8:00-9:30AM Colchester Town Offices, Third Floor Outer Bay Room
10. **Executive Session: (if needed)** | not needed.
11. **Adjournment** | Baker moved and Turner seconded adjournment. All in favor. Meeting adjourned at 9:20am.

Respectfully submitted,
Charlie Baker
Assistant Secretary

CCPSA**Statement of Revenues & Expenditures**

REVENUE	Budget FY2019	Actual Through April 19, 2019	Budget Balance
Burlington	40,447	40,447	-
Colchester	16,477	16,477	-
Milton	10,062		(10,062)
Winooski	6,926	6,926	-
South Burlington	17,556	17,556	-
Williston	8,532	8,532	-
Interest Income	-	89	89
Prior Year Reserves	10,512	10,512	(0)
Total Revenue	110,512	100,539	(9,973)
EXPENSES			
Consultant	100,000	39,700	60,300
Insurance/VLCT	1,854	2,004	(150)
Misc	1,658		1,658
Legal	5,000	4,305	695
Equipment Ops/Repairs	2,000		2,000
Total Expenses	110,512	46,009	64,503
NET REVENUE-EXPENSES			
	-	54,530	



CONTACT:
 Aaron Frank, CCPSA Chair
afrank@colchestervt.gov | (802) 264-5509

MEMO

To: CCPSA Board

From: Aaron Frank, CCPSA Chair

Date: April 11, 2019

Re: Emergency Service Call Metrics for Chittenden and portions of Addison and Franklin Counties:
Three Year Summary

Below are comparative tables of Calls for Service for Police and Fire/Rescue by community and rescue service for the fiscal years ending June 30, 2016, 2017 and 2018. This memo is a supplement to memos specific to each fiscal year which are attached. This information is intended to be used for call estimation in developing regional dispatch level of effort, costs, and later for cost allocation.

The contracted dispatch relationships are, in most cases, with public safety agencies vs. rural Towns. As CCPSA ultimately moves on to provide contracted services, it will make sense to maintain these relationships as we will want to feedback early and often in order to maintain high levels of customer satisfaction.

FY 16, 17 & 18 Calls for Service – Dispatched from Chittenden Cty.

Municipality	FY 16 Calls for Service	FY 17 Calls for Service	FY 18 Calls for Service	Average Annual CFS	% Avg. Annual of Calls for Service
Burlington	44,550	42,020	38,564	41,711	29%
Colchester	16,373	15,367	17,289	16,343	11%
Essex *	20,535	11,799	10,589	14,308	10%
Milton	10,055	10,083	10,686	10,275	7%
Shelburne	10,911	7,397	6,285	8,198	6%
South Burlington	18,687	18,117	17,626	18,143	13%
Williston	12,239	8,272	10,887	10,466	7%
Winooski	10,302	9,615	9,319	9,745	7%
St. Mikes Rescue **	0	0	0	-	0%
Chittenden Sheriff	3,900	3,756	3,386	3,681	3%
Rural Towns	8,615	5,790	6,604	7,003	5%
Northern Addison	2,535	2,781	2,850	2,722	2%
Total	158,702	134,997	134,085	142,595	100%

* Essex does not use the regional dispatch counting method *SMC Rescue is included with Town Figures

FY 16, 17 & 18 Calls for Service – CCPSA Only

Municipality	FY 16 Calls for Service	FY 17 Calls for Service	FY 18 Calls for Service	Average Annual CFS	% Avg. Annual of Calls for Service
Burlington	44,550	42,020	38,564	41,711	38%
Colchester	16,373	15,367	17,289	16,343	15%
Milton	10,055	10,083	10,686	10,275	9%
South Burlington	18,687	18,117	17,626	18,143	16%
Williston	12,239	8,272	10,887	10,466	9%
Winooski	10,302	9,615	9,319	9,745	9%
Chittenden Sheriff	3,900	3,756	3,386	3,681	3%
Total	116,106	107,230	107,757	110,364	100%

FY 16, 17 & 18 Calls for Service – CCPSA Only without Chittenden Sheriff (CCPSA agreed to dispatch for the Sheriff without charging so this is the basis for our allocations)

Municipality	FY 16 Calls for Service	FY 17 Calls for Service	FY 18 Calls for Service	Average Annual CFS	% Avg. Annual of Calls for Service
Burlington	44,550	42,020	38,564	41,711	39%
Colchester	16,373	15,367	17,289	16,343	15%
Milton	10,055	10,083	10,686	10,275	10%
South Burlington	18,687	18,117	17,626	18,143	17%
Williston	12,239	8,272	10,887	10,466	10%
Winooski	10,302	9,615	9,319	9,745	9%
Total	112,206	103,474	104,371	106,684	100%

FY 16, 17 & 18 Calls for Service – CCPSA Only without Milton

Municipality	FY 16 Calls for Service	FY 17 Calls for Service	FY 18 Calls for Service	Average Annual CFS	% Avg. Annual of Calls for Service
Burlington	44,550	42,020	38,564	41,711	43%
Colchester	16,373	15,367	17,289	16,343	17%
South Burlington	18,687	18,117	17,626	18,143	19%
Williston	12,239	8,272	10,887	10,466	11%
Winooski	10,302	9,615	9,319	9,745	10%
Total	102,151	93,391	93,685	96,409	100%

MEMO From the Office of the Town Manager

To: Joint Survey Committee on Regional Dispatch
From: Aaron Frank, Colchester Deputy Town Manager and CFO
Date: May 10, 2017
Re: Emergency Service Call Metrics for Chittenden County and portions of Addison County

Below are tables of Calls for Service for Police, Fire/Rescue by community and rescue service; and 911 calls by community.

This information was intended to be used for call estimation in developing regional dispatch level of effort, costs, and later for possible cost allocation.

I have engaged the police and fire chiefs in developing these numbers and have backup by community. Please let me know if you would like to see the backup. The calls by community include calls responded to by Richmond, Essex, and Saint Michaels Rescue. Locally reported calls are increased by these rescue calls.

Following this exercise I have identified 21,927 (16%) more calls than DeltaWRX. This will be important in level of effort and revenue estimation.

The Police Chiefs are working with Steve Locke on refining a definition of calls for service. As you know, this is not as straightforward in police where officers self-initiate a significant portion of their calls. The definition I have used here is phone calls from people (requesting police/fire/rescue services be dispatched), plus self-initiated police calls (mostly traffic stops including tickets and warnings) plus delivery of warrants/service.

Calls for service are about 2.8 times the numbers of 911 calls. This is due to self-initiated police calls for service and people calling dispatch centers directly instead of going through 911. Some citizens are aware of the added time that our current two stage 911/dispatch system takes and avoid it by calling old police numbers or non-emergency numbers.

The contracted dispatch relationships are, in most cases, with public safety agencies vs. rural Towns. It makes sense to maintain these relationships as we will want to feedback early and often in order to maintain high levels of customer satisfaction.

DeltaWRX Consulting

Municipality	CFS (Law)	CFS (Fire/EMS)	Total
Burlington	36,000	7,500	43,500
Colchester	13,307	2,391	15,698
Essex	12,200	3,600	15,800
Milton	8,943	1,058	10,001
Shelburne	4,667	4,085	8,752
South Burlington	18,000	3,000	21,000
Williston	5,100	1,396	6,496
Winooski	9,901	1,227	11,128
St. Mikes Rescue	N/A	2,285	2,285
Chittenden Sheriff	0	N/A	0
Chitt. Rural Towns	1,400	715	2,115
Northern Addison	0	0	0
Total	109,518	27,257	136,775

Update 5/10/17

Municipality	CFS (Law)	CFS (Fire/EMS)	Total CFS	911 Calls
Burlington	37,083	7,467	44,550	15,140
Colchester	13,295	3,078	16,373	7,196
Essex	17,500	3,035	20,535	4,006
Milton	8,988	1,067	10,055	3,533
Shelburne	9,660	1,251	10,911	1,812
South Burlington	15,383	3,304	18,687	7,504
Williston	10,356	1,883	12,239	3,847
Winooski	8,957	1,346	10,302	2,657
St. Mikes Rescue *				
Chittenden Sheriff **	3,900	N/A	3,900	
Chittenden Rural Towns	5,648	2,967	8,615	5,537
Addison Towns	0	2,535	2,535	4,388
Total	130,770	27,932	158,702	55,620

Difference CFS	% Difference
1,050	2%
675	4%
4,735	30%
54	1%
2,159	25%
-2,313	-11%
5,743	88%
-824	-7%
-2,285	-100%
3,900	#DIV/0!
6,500	307%
2,535	#DIV/0!
21,927	16%

*Service assigned to Cities/Towns

**Estimate

SMC Rescue

Burlington	2
Charlotte	1
Colchester	845
Essex	153
Hinesburg	220
Huntington	1
Jericho	11
Milton	6
St. George	38
Shelburne	0
South Burlington	17
Williston	33
Winooski	958
Total	2,285

2015 calls & self-dispatched

Richmond Rescue

Bolton	85
Richmond	276
Huntington	89
Jericho	39
Mutual Aid	41
Total	530

Essex Rescue

Bolton	1
BRISTOL	2
CHARLOTTE	1
Colchester	22
Essex (Town of)	758
Essex Junction	793
FERRISBURGH	1
Grand Isle	1
Hinesburg	4
Huntington	1
Jericho	240
MILTON	4
Richmond	10
SHELBURNE	4
South Burlington	4
UNDERHILL	1
Underhill (Town of)	148
Underhill Center	14
Westford	32
Williston	7
Winooski	1
Unknown	21
Total	2,070

Rural Town Volume-in County

	Police CFS	Fire/EMS CFS	Total CFS
Richmond (SD)**	4,093	450	4,543
Underhill/Jericho (VSP)		773	773
Charlotte (SD)		567	567
Hinesburg (SD) *	1,555	651	2,206
Huntington (SD)		191	191
Westford (St. A)		119	1
Bolton (SD)		178	178
St. George *		38	38
Buell's Gore		none	
Total	5,648	2,967	8,615

(VSP = VT State Police for free; SD = Shelburne Dispatch)

* Hinesburg Fire includes St. George Fire calls

**VSP for PD; SD for Fire/Rescue

CONTACT:
Aaron Frank, CCPSA Chair
afrank@colchestervt.gov | (802) 264-5509

MEMO

To: CCPSA Board

From: Aaron Frank, CCPSA Chair

Date: April 11, 2019

Re: Emergency Service Call Metrics for Chittenden and portions of Addison and Franklin Counties: **FY 17**

Below are tables of Calls for Service for Police, Fire/Rescue by community and rescue service, and 911 calls by community for the time period FY 17 (7/1/2016-6/30/2017).

This information was intended to be used for call estimation in developing regional dispatch level of effort, costs, and later for cost allocation.

I have engaged the police and fire chiefs in developing these numbers and have backup by community. Please let me know if you would like to see the backup. The calls by community include calls responded to by Richmond, Essex, and Saint Michaels Rescue. Locally reported calls are increased by these rescue calls.

As you know, we defined calls for service in our CCPSA agreement. This is not as straightforward in police where officers self-initiate a significant portion of their calls. The definition we used is phone calls from people (requesting police/fire/rescue services be dispatched), plus self-initiated police calls (mostly traffic stops including tickets and warnings) plus delivery of warrants/service and non-law enforcement actions such as visits to schools.

Calls for service are about 2.5 times the numbers of 911 calls. This is due to self-initiated police calls for service and people calling dispatch centers directly instead of going through 911. Some citizens are aware of the added time that our current two stage 911/dispatch system takes and avoid it by calling old police numbers or non-emergency numbers.

The contracted dispatch relationships are, in most cases, with public safety agencies vs. rural Towns. As CCPSA ultimately moves on to provide contracted services, it will make sense to maintain these relationships as we will want to feedback early and often in order to maintain high levels of customer satisfaction.

FY 17 Calls for Service

Municipality	CFS (Law)	CFS (Fire/EMS)	Total CFS	% of Calls for Service	911 Calls
Burlington	34,404	7,616	42,020	31%	15,986
Colchester	11,761	3,606	15,367	11%	7,579
Essex *	7,227	4,572	11,799	9%	3,982
Milton	8,939	1,144	10,083	7%	3,590
Shelburne	6,098	1,299	7,397	5%	1,869
South Burlington	14,583	3,534	18,117	13%	8,031
Williston	6,356	1,916	8,272	6%	3,841
Winooski	8,324	1,291	9,615	7%	2,523
St. Mikes Rescue **				0%	
Chittenden Sheriff	3,756		3,756	3%	
Rural Towns	3,318	2,472	5,790	4%	5,313
Northern Addison	0	2,781	2,781	2%	2,531
Total	104,766	30,231	134,997	100%	55,245

*Essex utilizes different call for service calculation for PD than the regional dispatch charter

**Service assigned to Cities/Towns

FY17 Rural Town & EMS Data

Rural Town Volume-out of County (Shelburne Dispatch)					
			Police CFS	Fire/EMS CFS	Total CFS
Addison Towns				2,781	2,781
Franklin/Grand Isle Towns				1,407	1,407
Total			-	4,188	4,188

Rural Town Volume-in County			
	Police CFS	Fire/EMS CFS	Total CFS
Richmond (SD)	1,338	769	2,107
Underhill/Jericho (VSP)		370	370
Charlotte (SD)		621	621
Hinesburg (SD)	1,980	456	2,436
Huntington (SD)		74	74
Westford (St. A)		78	78
Bolton (SD)		68	68
St George		36	36
Buels Gore		none	
Total	3,318	2,472	5,790
(VT State Police--for Free and Shelburne)			

SMC Rescue	
Burlington	12
Charlotte	0
Colchester	889
Essex	248
Hinesburg	232
Other	14
Jericho	0
Milton	0
St. George	36
Shelburne	0
South Burlington	29
Williston	60
Winooski	1,017
Total	2,537

Richmond Rescue	
Bolton	93
Richmond	301
Huntington	86
Jericho	62
Mutual Aid	58
Total	600

Essex Rescue	
Bolton	1
BRISTOL	0
Burlington	4
CHARLOTTE	1
Colchester	47
Essex (both)	1,721
Waterbury	1
Cambridge	1
Grand Isle	0
Hinesburg	0
Huntington	0
Jericho	237
MILTON	4
Richmond	3
SHELBURNE	0
South Burlington	4
UNDERHILL	133
Underhill (Town of)	0
Underhill Center	0
Westford	15
Williston	17
Winooski	5
Unknown	23
Total	2,217

CONTACT:
Aaron Frank, CCPSA Chair
afrank@colchestervt.gov | (802) 264-5509

MEMO

To: CCPSA Board

From: Aaron Frank, CCPSA Chair

Date: March 15, 2019

Re: Emergency Service Call Metrics for Chittenden and portions of Addison and Franklin Counties: **FY 18**

Below are tables of Calls for Service for Police, Fire/Rescue by community and rescue service, and 911 calls by community for the time period FY 18 (7/1/2017-6/30/2018).

This information was intended to be used for call estimation in developing regional dispatch level of effort, costs, and later for cost allocation.

I have engaged the police and fire chiefs in developing these numbers and have backup by community. Please let me know if you would like to see the backup. The calls by community include calls responded to by Richmond, Essex, and Saint Michaels Rescue. Locally reported calls are increased by these rescue calls.

As you know, we defined calls for service in our CCPSA agreement. This is not as straightforward in police where officers self-initiate a significant portion of their calls. The definition we used is phone calls from people (requesting police/fire/rescue services be dispatched), plus self-initiated police calls (mostly traffic stops including tickets and warnings) plus delivery of warrants/service and non-law enforcement actions such as visits to schools.

Calls for service are about 2.5 times the numbers of 911 calls. This is due to self-initiated police calls for service and people calling dispatch centers directly instead of going through 911. Some citizens are aware of the added time that our current two stage 911/dispatch system takes and avoid it by calling old police numbers or non-emergency numbers.

The contracted dispatch relationships are, in most cases, with public safety agencies vs. rural Towns. As CCPSA ultimately moves on to provide contracted services, it will make sense to maintain these relationships as we will want to feedback early and often in order to maintain high levels of customer satisfaction.

FY 18 Calls for Service

Municipality	CFS (Law)	CFS (Fire/EMS)	Total CFS	% of Calls for Service	911 Calls
Burlington	30,647	7,917	38,564	29%	15844
Colchester	13,518	3,771	17,289	13%	7290
Essex *	7,610	2,979	10,589	8%	4191
Milton	9,538	1,148	10,686	8%	3540
Shelburne	4,829	1,456	6,285	5%	1865
South Burlington	13,917	3,709	17,626	13%	8708
Williston	8,894	1,993	10,887	8%	3991
Winooski	7,973	1,346	9,319	7%	2387
St. Mikes Rescue **				0%	
Chittenden Sheriff	3,386		3,386	3%	
Rural Towns	4,133	2,471	6,604	5%	5521
Northern Addison	0	2,850	2,850	2%	2740
Total	104,445	29,640	134,085	100%	56,077

*Essex utilizes different call for service calculation for PD than the regional dispatch charter

**Service assigned to Cities/Towns

FY18 Rural Town & EMS Data

Rural Town Volume-out of County (Shelburne Dispatch)					
			Police CFS	Fire/EMS CFS	Total CFS
Addison Towns				2,850	2,850
Franklin/Grand Isle Towns				1,478	1,478
Total			-	4,328	4,328

Rural Town Volume-in County			
	Police CFS	Fire/EMS CFS	Total CFS
Richmond (SD)	1,340	812	2,152
Underhill/Jericho (VSP)		364	364
Charlotte (SD)		573	573
Hinesburg (SD)	2,793	534	3,327
Huntington (SD)		34	34
Westford (St. A)		42	42
Bolton (SD)		84	84
St George		28	28
Buels Gore		none	
Total	4,133	2,471	6,604
(VT State Police--for Free and Shelburne)			

SMC Rescue	
Burlington	7
Charlotte	
Colchester	867
Essex	197
Hinesburg	243
Other	10
Jericho	
Milton	
St. George	28
Shelburne	
South Burlington	20
Williston	35
Winooski	936
Total	2,343

Richmond Rescue	
Bolton	116
Richmond	354
Huntington	62
Jericho	50
Mutual Aid	74
Total	656

Essex Rescue	
Bolton	2
Burlington	7
Cambridge	1
Colchester	30
Essex (Both)	1,798
Jeffersonville	1
Charlotte	3
St. George	9
Hinesburg	2
Huntington	0
Jericho	235
MILTON	7
Richmond	2
SHELBURNE	2
South Burlington	7
UNDERHILL	129
Underhill (Town of)	
Underhill Center	
Westford	42
Williston	13
Winooski	12
Unknown	11
Total	2,313

4/1/19 DRAFT

Agreement on the
Town of Milton's Funding and Participation
in the Chittenden County Public Safety Authority

Whereas the Chittenden County Public Safety Authority (CCPSA) by a positive vote of the voters in the Chittenden County municipalities Burlington, Colchester, Milton, South Burlington, Williston, and Winooski;

Whereas the CCPSA's formational document is known as the AGREEMENT TO CREATE THE CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY (CCPSA Agreement) and is dated and signed by authorized representatives of each of the above member municipalities in 2018;

Whereas the Town of Milton (Milton) would like to receive and pay for service from as a member of CCPSA as intended by the citizens of Milton in their March 2018 Town Meeting Day vote;

Whereas Milton does not currently operate a dispatch center, does not have dispatch staff, is comfortable with and has no operational concerns with having dispatch handled remotely from another Vermont community;

Whereas CCPSA would like Milton, as an initial member of CCPSA to pay for and receive services from CCPSA;

Whereas Milton would prefer that the CCPSA member communities figure out the details of their operation, begin operating the regional center, and then request that Milton's Selectboard ratify the CCPSA Memorandum of Agreement on Funding with Milton beginning to receive services when CCPSA is operating as a joint dispatch center/Public Safety Answering Point;

Whereas the CCPSA Agreement contemplated such an approach of the CCPSA Board requesting member communities to ratify the Memorandum of Agreement on Funding (MOA on Funding); and

Whereas the Milton wishes to clarify its fiscal responsibilities with regard to any planning, operating costs, or debt or debt like instruments (including but not limited to municipal leasing) that CCPSA may issue with or without voter approval prior to Milton's approval of the CCPSA MOA on Funding).

Now therefore, Milton and the CCPSA agree that Milton shall not be responsible for CCPSA planning, operating costs debt, or debt like instruments until Milton's Selectboard ratifies the MOU on Funding;

Milton shall be entitled to withdraw from the CCPSA under CCPSA Agreement Section 21 a) "Withdrawal prior to bonding by the Authority" even if the CCPSA has approved issuance of bonds, but only if Milton requests withdrawal from CCPSA before Milton's Selectboard ratifies the MOU on Funding;

Milton's representative to the CCPSA has voting rights as intended by the agreement but Milton's representative shall not vote on CCPSA budgets or debt related matters, until Milton's Selectboard ratifies the MOU on funding;

Milton shall not be involved in the approval of a proposed budget per the Agreement Section 16 until Milton's Selectboard ratifies the MOU on funding;

Milton's citizens shall not vote on CCPSA debt until Milton's Selectboard ratifies the MOU on Funding and Milton agrees to bind itself to any CCPSA long term debt in an irrevocable manner along with the other CCPSA Member communities;

Milton shall not receive service from CCPSA until Milton's Selectboard ratifies the MOU on Funding including an appropriate payback of startup planning, operating, and debt (or debt like instruments) paid or taken on by the other CCPSA members, as proposed by the CCPSA Board to Milton;

The "Smoothing Formula," in Appendix A to the CCPSA Agreement, the MOU on shall NOT be applied to Milton if and when Milton begins to receive services from

CCPSA, rather Milton's financial participation and their MOU on funding shall only follow the "Long Term Contributions" section of the Funding MOU; and

Nothing in this agreement shall eliminate the rights of the CCPSA to ask for Milton to ratify the costs Sharing formula in Section 17 of the MOU, and for Milton to be subject to the responsibilities and timelines therein.

Agreed by approval of the CCPSA Board of Directors on _____ and the Milton Selectboard on _____.

Milton Selectboard Chair

CCPSA Board Chair

Name

Name

CCPSA Board Work Tasks

2019-2020

DRAFT 3/25/19 Option 1: Bonding

<u>Month</u>	<u>Task</u>
April	IXP Report: IV. A. group 2
May	IXP Report: IV. A. Group 3 Input to IXP on Groups 1 & 2
June	IXP Draft final report IV. A. Input to IXP on Group 3 Input to IXP on final report IV. A. Authorize IXP Report: IV. B. Cost Estimation
July	Final report in IV. A. IXP Report: Capital and Operating Cost estimates
August	Input to IXP on Capital and Operating Cost Estimates
August *	Final IXP report Operating Cost estimates
September	CCPSA Board develops FY 21 budget and FY 21 onward capital funding
September *	CCPSA Board Recommendations to their local governments on funding Exec Director with FY 20 funds and signing MOA promising FY 21 funds.
October	Local Govt. Decisions on funding and sign MOU
November	CCPSA Board authorizes bond vote for communities who signed MOU
December	Public info on financing

** indicates possible second CCPSA meeting*

CCPSA Board Work Tasks

2019-2020

DRAFT 3/25/19 Option 1: Bonding

<u>Month</u>	<u>Task</u>
2020 January	Public info on financing
February	Public info on financing
March	TMD vote on financing capital Sign Lease, approve building improvements Sign Agreement for management services or hire Executive Dir
May	CCPSA Exec. Director begins work
June	Building upfit done Install furniture and systems
July	Systems Testing Offers to first communities Dispatchers
August	Training to first communities dispatchers
September	Service Begins 9/1/2020

CCPSA Board Work Tasks

2019-2020

DRAFT 3/25/19 Option 2: Lease Purchase

<u>Month</u>	<u>Task</u>
April	IXP Report: IV. A. group 2
May	IXP Report: IV. A. Group 3 Input to IXP on Groups 1 & 2
June	IXP Draft final report IV. A. Input to IXP on Group 3 Input to IXP on final report IV. A. Authorize IXP Report: IV. B. Cost Estimation
July	Final report in IV. A. IXP Report: Capital and Operating Cost estimates
August	Input to IXP on Capital and Operating Cost Estimates
August *	Final IXP report Operating Cost estimates
September	CCPSA Board develops FY 21 budget and FY 21 onward capital funding
September *	CCPSA Board Recommendations to their local governments on funding Exec Director with FY 20 funds and signing MOA promising FY 21 funds.
October	Local Govt. Decisions on funding and sign MOU
November	CCPSA Board authorizes lease purchase for communities who signed MOU

** indicates possible second CCPSA meeting*

CCPSA Board Work Tasks

2019-2020

DRAFT 3/25/19 Option 2: Lease Purchase

<u>Month</u>	<u>Task</u>
December	Sign Lease, approve building improvements Sign Agreement for management services or hire Executive Dir
February 2020	CCPSA Exec. Director begins work
March	Building upfit done Install furniture and systems
April	Systems Testing Offers to first communities Dispatchers
May	Training to first communities dispatchers
July	Service Begins 7/1/2020

Lease Option Agreement

Whereas the Chittenden County Public Safety Authority (CCPSA), desires to locate and obtain site control of a facility that meets certain standards for use as a future regional dispatch and public safety answering point; and

Whereas REM Development Company LLC has 3,335 SF of vacant office space located at 19 Gregory Drive in South Burlington which meets the standards identified by the Joint Survey Committee as a lease fee of \$10 per square foot base rent NNN lease plus current rates for common area maintenance charges and taxes for NNN lease; and

Whereas the CCPSA would like to remove the Property from the market for a period of one year; and

Whereas REM Development is willing to remove the Property from the market for a "Period" of one year, beginning May 1, 2019 through April 30, 2020.

Now Therefore the Chittenden County Public Safety Authority shall provide REM Development with a non-refundable option payment of \$5,000 for keeping the Property off the market for a period of 12 months as noted above, understanding that if CCPSA enters into a lease agreement for the purpose of regional dispatch with REM Development the payment shall be applied to the first year's lease and or fit up costs, understanding that if a lease is not entered into within this timeframe that the option payment is non-refundable; and

Therefore REM Development agrees to accept payment of \$5,000 for not leasing or marketing the Property for Period as outlined in this agreement.

Agreed to by

Aaron Frank,

Date

Board Chair

Chittenden County Public Safety Authority

Robert E. Miller

Date

President

R.E.M. Development Company, LLC