



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

## 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](mailto:AFrank@colchestervt.gov)) until 5PM Monday April 1<sup>st</sup> 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 29<sup>th</sup> 8:00-9:30AM Colchester Town Offices, Third Floor Outer BayRoom
    - **This meeting shall serve as CCPSA's annual organizational meeting**
  - Monday May 20<sup>th</sup> 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