



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

FINAL MINUTES

In Attendance: Board Members: Aaron Frank (Chair - Colchester), Jessie Baker (Winooski), Kevin Dorn (Vice Chair - South Burlington), Richard McGuire (Treasurer - Williston); Steve Locke (Secretary - Burlington via phone) and Darren Adams (Milton via phone). Others present: Charlie Baker (Assistant Secretary - CCRPC), Kevin Kearns (IXP via phone), Don Turner (Milton), Geoffrey Urbanik (Colchester), Kathryn Clark (BPD), Jan Wright (BPD), Jeff Barton (CPD), Cole Hayes (BPD), Caroline Earle (FOP Winooski), Judy Dunn (BPD), Pam Simays (BPD), Kyle Blake (BFFA), Justin Couture (BPD), and Mike Venezia (WFD).

1. Call to Order - Frank called the meeting to order at 8:06.

2. Organization Meeting and Approval of updated Rules of Transaction – Frank asked for a motion to elect officers for the coming year. Baker moved, Adams seconded the slate of officers as follows: Aaron Frank as Chair, Kevin Dorn as Vice Chair, Rick McGuire as Treasurer, and Steve Locke as Secretary. All in favor. Motion passed.

McGuire reviewed proposed changes to the Rules of Transaction. They are: removed legal counsel specific reference, added a definitions section, and moved the meeting schedule to appendix. Locke noted that June meeting should be June 24th. There was discussion about two options for language to address board alternates. This language is intended to address the temporary need when a Director cannot attend. Dorn moved an amendment to address the temporary designation as follows:

If a Director is aware that attendance at a Board meeting is not possible, then the Director may temporarily designate someone as a Temporary Director. Such designation should be in writing on paper or by email sent to the Chair of the Board of Directors at least 72 hours in advance of the meeting. Such designation as Director shall remain valid only for the meeting or meetings specified. If the appointing Director leaves the Board for any reason as described in Section 8 of the Agreement to Create the Chittenden County Public Safety Authority, then the vacancy shall be filled as provided for in Section 8.

Meeting Attendance - Individuals who may be periodically designated as a Temporary Director as outlined above are encouraged to attend all meetings but may vote only if duly designated as a Temporary Director. Each Director may name a Likely Temporary Director who shall be included in the distribution list of Board papers and agenda packets.

Locke seconded the motion. Frank, Adams, Dorn, Locke, and McGuire voted in favor. Baker abstained. Motion passed.

McGuire moved approval of the rules of transaction as amended. Baker seconded. All in favor. Motion passed.

3. Agenda Approval – Dorn moved approval of the minutes. Baker seconded. All in favor. Motion passed.

4. Public Comment – none

5. Approval of Minutes from 3/22/19 – Baker moved approval of the minutes. Seconded by Dorn. All in favor. Motion passed.

6. Treasurer’s Report on Payments / Monthly Financial Report: Board Acceptance – McGuire noted that there was nothing to add to the written report. Revenue \$100, 539. Expenses \$46,009. Net Revenue-Expenses \$54,530 to date. Jessie moved Kevin seconded. All in favor. Motion passed.

7. Draft Results from IXP Consultants - K. Kearns presented on various work tasks 11, 1, 2, 3. Presentation and draft report is attached with more detail. Below is a summary of some of the key points. He started with a review of what was covered in the 1st briefing – Items #4 Review of Current CAD/RMS Systems, 8 Recommendations on Existing Technologies, 9 Evaluate Designated Space, 10 Radio Systems. Below are brief summaries of the next four items covered.

#11 Recommend Options for Backup Center – Colchester and Burlington are the best options to become a backup. Burlington has the most space for positions and may simplify the migration of the CAD and fire alarm system as well as fit in well with a 2-phase transition process.

#1 Transition Plan for Dispatch Centers – Recommends transition be planned in 2 phases: Colchester, South Burlington, Williston, and Winooski in the first phase; Burlington in the second phase. Regional policies and procedures and training program will need to be developed to prepare for transition. The training team should be composed of at least one individual representing each of the existing centers. Training should be provided to all personnel from all 5 centers in mixed training groups. Kearns will update the draft report to include mention of inclusion of firefighters and police officers regarding their role with regard to understanding any new procedures. Kearns agreed to consider an alternate of having Burlington be in the first phase to allow for an immediate backup location.

#2 Handling of Phone Calls from Jurisdictions – 9-1-1 calls would continue to be received from the State PSAPs until this center were to become a PSAP. The draft report proposed routing non-emergency and police business calls to the regional dispatch center, to collect data on the calls and evaluate and adjust, allowing non-emergency and business call handling (local or regional) to be a local decision, and for adjustments to be made after the regional dispatch entity is operational. A public education campaign is likely to be needed about the proper use of 9-1-1, non-emergency and business phone numbers.

#3 Recommendations on Development of Policies and Procedures – This is an important first step. IXP recommends forming a work group with an individual representing each dispatch center, and one from each: law enforcement, fire service, and emergency medical services.

At the next meeting, IXP will review Items #5, 6, 7, and 12.

Frank noted that drafts of the sections of the report are available on the website. Please provide any comments on the draft report to afrank@colchestervt.gov by May 10th.

8. Update on Calls for Service – Frank noted the updated information was provided in the packet which will be used to estimate cost shares and workload. There were no questions.

9. CCPSA/Milton MOU – Turner discussed the draft agreement between Milton and the CCPSA which Frank drafted and which was included in the meeting packet. Frank clarified that Milton would not be voting on budget items. Milton agreed to reimburse the CCPSA for legal expenses incurred in drafting this agreement. McGuire suggested making it shorter in part by deleting most of the Whereas clauses. Locke asked why they should be voting on any topic. It was noted that this draft agreement limits Milton’s role beyond the CCPSA

agreement and Milton wants to make sure they are not negatively impacting the other communities that are investing in this effort. There was general support for this with some edits. Frank asked the members for comments to be sent to him before the next meeting.

10. Implementation Timeline Options – Frank reviewed two different timelines. One with bonding and one with lease purchase. The bonding option would have operations start in September 2020 while the lease purchase option would have operations start in July 2020. There was a question about how soon we could bring on the Executive Director and it was noted that could happen as part of management services for the building improvements. Adams noted that the lease purchase option is what precipitated Milton’s desire for more clarity in the agreement. Frank added that bonding causes the same issue as lease purchase would for Milton.

11. 19 Gregory Lease Option – Frank noted that the lease option expired in May 2018 and recommended a voluntary assessment to raise the \$5,000 for the next year based on population or calls for service to cover the cost of the lease option. This will be a decision item for the next meeting.

12. Board Communications and Other Matters – McGuire noted the financial services agreement between CCPSA and Williston expires on June 30, 2019. This will be a decision item at the next meeting

13. Next Meetings –

Monday, May 20th 8:00-9:30

Monday, June 24th 8:00-9:30

14. Executive session - Dorn moved to find that premature general public knowledge of the CCPSA's labor relations would clearly place CCPSA at a substantial disadvantage, because the CCPSA risks disclosing its negotiation strategy if it discusses the proposed terms in public. McGuire seconded. All in favor. Motion passed.

Dorn moved that we enter into executive session to discuss confidential communications regarding labor relations under the provisions of Title 1, Section 313(a)(1)(A), Executive Sessions, of the Vermont Statutes. McGuire seconded. All in favor. Motion passed.

Dorn moved to exit executive session. Baker Seconded. All in favor. Motion passed.

15. Adjournment - Dorn moved to adjourn at 10:19am. Baker Seconded. All in favor. Motion passed

Respectfully submitted,
Charlie Baker
Assistant Secretary