



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting
July 22, 2019, 8:00am
Colchester Town Hall, 781 Blakely Road
Outer Bay Conference Room

FINAL MINUTES

Attendees: Members: Aaron Frank (Chair – Colchester), Tom Hubbard on behalf of Kevin Dorn (Vice Chair – South Burlington), Jessie Baker (Winooski), Rick McGuire (Treasurer – Williston), and Steve Locke (Secretary – Burlington). **Others present:** Charlie Baker (Assistant Secretary – CCRPC), Geoffrey Urbanik (Colchester), Rick Hebert (WPD), Kyle Blake (BFFA), Pam Simays (BPD), Kerin Stackpole (Paul Frank + Collins), Leo Wermer (SBFD), and Jeff Barton (CPD).

1. **Call to Order** - Frank called the meeting to order at 8:01.
2. **Agenda Approval** – Baker moved to approve the agenda and Locke seconded. All in favor. Motion carried.
3. **Public Comment** – none.
4. **Approval of Minutes from 5/20/19** – Locke moved to approve the minutes and Baker seconded. All in favor. Motion carried.
5. **Treasurer’s Report on Payments / Monthly Financial Report: Board Acceptance** – McGuire reported that revenue have exceeded expenses by \$35,290 through June 30. Locke moved acceptance of the Treasurer’s Report and Hubbard seconded. All in favor. Motion carried.
6. **Update on Section A Report Revisions** – Locke reported on visit to IXP communication center outside of Atlanta. The major issue of interest was the number of dispatchers needed to serve our communities. There was discussion reviewing how that operation worked. It’s a much larger area, so some comparisons are difficult. That community has done a lot of public education for people to call 911 for every type of call. There would be a benefit when a major incident happens. How does a dispatcher monitor all of the radio channels? There may be opportunities to reduce the number of frequencies being used. They run a six-week training academy for new dispatchers. It is a very professional operation with any feedback provided in a very formal manner. They have 10-12 dispatchers on duty for their 345,000 population vs. the draft IXP report for CCPSA proposing 6 staff for our 100,000 population (with one extra for 7 total during peak). There may need to be more discussion in the report about how to deal with multiple radio channels for each dispatcher. There is discussion about looking for other operations to visit in the northeast.
7. **Notice to Proceed on Section B of Report** – This is the budgeting section. IXP is working on this. A key component is the number of dispatchers. We need to come together on this so that they can move forward. The floor plan also needs to be finalized. Including how many work stations.
8. **FY 20 Budget: Not including pre-operational expenses** – McGuire reviewed the draft budget for FY20. Locke moved approval of the FY20 Budget and Voluntary Assessment and Hubbard seconded. All in favor. Motion carried. Frank noted that there would be an amendment to the budget following ratification of the funding MPO to include pre-operational expenses largely funded through and related to capital.
9. **FY 20 Voluntary Assessments** – see above.

10. Timeline Review – Frank reviewed the timeline included in the packet. It is critical to determine the staffing number and/or technology solutions for the budget. It is the intent to get a recommendation from the police chiefs to resolve these questions.

11. Board Communications and Other Matters – None.

12. Next Meetings –

Monday, August 26th 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room

Monday, September 23rd 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room

13. Milton/CCPSA Agreement: attached to packet for information only

14. Executive session: Labor - Hubbard 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 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 and Baker seconded. All in favor. Motion carried.

McGuire moved to exit executive session and Baker seconded. All in favor. Motion carried.

15. Adjournment - Locke moved to adjourn at 9:55am and Baker seconded. All in favor. Motion carried

Respectfully submitted,
Charlie Baker

Assistant Secretary