



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting
September 23, 2019, 8:00am
Colchester Town Hall, 781 Blakely Road
Outer Bay Conference Room

FINAL MINUTES

Attendees: Members: Aaron Frank (Chair – Colchester), 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), Erik Wells (Williston), Rick Hebert (WPDP), Pam Simays (BPD), Judy Dunn (BPD), Cole Hayes (BPD), and Caroline Earle (FOP).

1. **Call to Order** - Frank called the meeting to order at 8:02.
2. **Agenda Approval** – Locke moved to approve the agenda and Baker seconded. All in favor. Motion carried.
3. **Public Comment** – none.
4. **Approval of Minutes from 7/22/19** – Locke moved to approve the minutes and McGuire seconded. All in favor. Motion carried.
5. **Treasurer’s Report on Payments / Monthly Financial Report: Board Acceptance** – McGuire distributed a financial report through the end of August. Everyone is paid up except Burlington. Funds available as of the end of August are \$38,272. Dorn moved acceptance of the Treasurer’s Report and Baker seconded. All in favor. Motion carried.
6. **Update on IXP Report, Section A Report Revisions – Staffing and Station Recommendations: Board Discussion** – Locke reported on a meeting with the police chiefs to discuss the proposed dispatch workloads. Everyone agrees that adding a dedicated station for fire dispatch makes sense. Police chiefs need to review the list of current functions to determine what remains in police departments versus goes to the regional center. We do not want to understaff at the outset. There was more discussion to understand how the situation would work between call takers, police, and fire/rescue dispatchers. Assumption is based on all five municipalities coming at the same time. The plan will need to be amended depending on individual municipal decisions. It is anticipated that we will need to operate as dispatch center before looking to become a PSAP. There was discussion about phasing and spreading the cost over more than one fiscal year. There were pros and cons discussed. Number of dispatchers and number of stations need to be decided for budgeting purposes. **Dorn moved that we ask IXP to budget the proposal with 5 additional dispatchers, Locke seconded. All in favor. Motion passed.** This was noted that this decision is for the purpose of developing a budget which may be modified after we see more specifics and more detailed decisions are made in the future.

The chiefs recommended that we build 13 workstations. 10 stations would be equipped. The additional stations would be for future growth. **Locke moved that we ask IXP to budget for 10 workstations and a layout for 13. Dorn seconded. All in favor. Motion carries.**

Earle asked about the status of the plan for transitioning current workforce. Frank noted that it is still premature as municipalities have decided to participate. She asked that the board outline a process.

7. Timeline Update/Discussion – Frank reviewed the timeline included in the packet. Highlights include: November - finalize the budget. December/January - municipalities make decisions. February - hire director. March - building fit-up happens. April - managers start work. May – begin training dispatchers. July – service begins. There was discussion about how the timing will work for various components including capital investment. There may be another meeting needed to discuss budget details.

8. Board Communications and Other Matters – None.

9. Next Meetings –

Tuesday, October 15th 1:30PM, Colchester Town Offices, Third Floor Outer Bay Room

Monday, October 28th 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room

Monday, November 18th 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room

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

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

11. Adjournment - Baker moved to adjourn at 10:22AM and Locke seconded. All in favor. Motion carried

Respectfully submitted,
Charlie Baker

Assistant Secretary