



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting
January 21, 2020, 7:00am Colchester
Town Hall, 781 Blakely Road Outer Bay
Conference Room

**DRAFT
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), Kyle Blake (BFFA), Erik Wells (Williston), Pam Simays (BPD), Rick Carey (Essex PD), Judy Dunn (BPD), Nick DeThomesis (BPD), Kathryn Clark (BPD), John Audy (Winooski), and Rick Hebert (WPD).

1. **Call to Order** - Frank called the meeting to order at 7:03.
2. **Agenda Approval** – Locke moved to approve the agenda with Dorn seconded. All in favor. Motion carried.
3. **Public Comment** – None.
4. **Approval of Minutes from 11/25/19** – Dorn moved to approve the minutes and Baker seconded. All in favor. Motion carried. McGuire abstained.
5. **IXP Final Report/Completion of Work Tasks B1 and B2** — Kevin Kearns is participating via Skype to review Operational and Capital Cost Estimates, Section B of the report.

Operational costs are divided into three groups: personnel, technology, and operations and maintenance. Personnel costs are projected with an annual 3% escalation rate inclusive of labor, benefits and employer paid taxes. K. Clark asked if the support staff training would be trained for IXP or the local group. Kearns responded that this training would be local staff. Kearns reviewed each of the three cost group tables for the first five years. Total is estimated to be \$4,350,975 for FY21. Clark had a question about the projected salary for the Director. Kearns responded that the cost shown is for IXP to provide that position, benefits and add related consulting services, not salary alone

Capital Costs are broken into the following categories: Facility; Furniture, Fixtures & Equipment; Technology Systems & Equipment; and, Backup Center Reconfigurations. Kearns reviewed the details of these costs. The total one-time capital cost is estimated to be \$2,195,215.

Clark asked about the details of the training program for those planning to go into the regional center. Kearns responded that the training program would need to be developed during the six months prior to start-up. Clark asked if potential staff would have to work overtime to get trained. Kearns responded that yes, there would be some overtime required. She asked how far in advance the training would be scheduled. Kearns responded that the training should be done close to the “go live” date so as to be most effective.

Frank asked for comments by the end of next week: January 31st.

- 6. Direction of CCPSA** – Locke noted that the financial obligation of starting this up all at once may not work for Burlington. McGuire asked if anyone had run the cost per call numbers. Frank noted that our existing dispatch costs for FY 21 total about \$2.9 million for the five communities while the estimate is for \$4.3 million. McGuire thinks the cost per call is \$43 versus the \$35 he is currently paying to Shelburne. Locke noted that the new capital costs are inflating this cost and that we are probably going to have to look at some different way to do this. Dorn, Frank, and Baker agreed. Locke offered that Burlington would be willing to discuss being a host for the facility to go one community at a time. A slower consolidation would decrease the new costs. Frank confirmed with Barton that Burlington has the largest dispatch center space. Baker agreed that we need to look at a different model. She also noted that the incremental approach would need to be under the CCPSA umbrella and happen as quickly as possible. Dorn noted that this would shift the focus to investing in our people rather than investing in a new location. Baker noted that a concern about going incremental and it may cause staffing issues with centers not in the first phase. Locke responded that there would need to be some more serious commitment from all of the participating municipalities. Baker agreed with municipal votes on the effort. Frank noted that this will be complicated and slower, especially without IXP assistance. Dorn asked about incremental versus all in at Burlington. Locke responded that all communities would be significantly more than two communities. Looking at this with all of the construction upfront may be a way to seek buy-in of all communities at one time. Locke asked about the radio infrastructure costs – probably radio console costs, antennae, and tie-in costs. Frank summarized that the significant upfront costs are the space fit-up and radio costs. Baker suggested focusing on hiring the executive director to lead these efforts. There was discussion about how to share that cost and commit to moving forward. Blake asked how you honor the commitment to the dispatchers. Frank responded that the commitment to hiring dispatchers coincided with their local dispatch concluding. Clark commented that the dispatchers should receive offers at the same time. Frank asked Locke and Barton to work on facility cost. Dorn suggested and offered to get started on the policy and procedures. Baker agreed to work on a transition plan. Blake asked if IXP is done. Frank responded that they have fulfilled their contract to prepare the report. Baker noted that we all need to update our Councils/Selectboards. Locke noted that there probably needs to be a human resources work group also.
- 7. Treasurer’s Report on Payments / Monthly Financial Report: Board Acceptance** – McGuire noted that legal counsel is raising their rates July 1. Invoice from IXP was received. Locke moved and Dorn seconded to pay 80% at this time. Burlington committed to pay their bill soon. Latest financial statement shows about \$16,000. Locke moved and Dorn seconded to accept the Treasurer’s report. All in favor. Motion carried.
- 8. Board Communications and Other Matters** – Frank noted that there is a response to Caroline Earle in the packet.
- 9. Next Meetings** –
Monday, February 23rd 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room
Monday, March 23rd 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room
- 10. Executive session: Labor Relations and Vendor Contracts** – None.
- 11. Adjournment** - Dorn moved to adjourn at 8:07am and Locke seconded. All in favor. Motion carried.

Respectfully submitted,
Charlie Baker

Assistant Secretary