



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting
February 24, 2020, 8:00am 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), Alex Caron (WPD), Erik Wells (Williston), Pam Simays (BPD), Justin Couture (BPD), Judy Dunn (BPD), Christy Lorrain (BPD), Jeff Barton (CPD), John Audy (WFD), and Rick Hebert (WPD).

1. **Call to Order** - Frank called the meeting to order at 8:03am.
2. **Agenda Approval** – Dorn moved to approve the agenda with Locke seconded. All in favor. Motion carried.
3. **Approval of Minutes from 1/21/20** – Dorn moved to approve the minutes and Baker seconded. All in favor. Motion carried.
4. **Public Comment** – None.
5. **Update from Board Members on efforts of work groups** -
 - a. **Space** - Locke reported on possibility of renovating and using space at Burlington Police Department. Using the Burlington space, the first draft capital costs are about \$1.3 million, including the same equipment set as we would have used at 19 Gregory but scaling for the four communities. The major cost is new dispatch consoles. The board members supported the use of the space in Burlington, but understood it would not be expandable in terms of square feet. McGuire asked about capital funding from the State. Locke noted that if we use another space in the more distant future, the Burlington space could be a backup. There was a question about where training could take place and it was noted that there is a space in the Burlington Police Department that could be used for this purpose.
 - b. **Policy and Procedures** – Dorn explained that Chief Burke reviewed a number of other policies and procedures. Dorn noted that in the next couple months we could have policies and procedures for review and wanted a way to allow dispatchers, as people who do the work, to provide input to the decision makers for their consideration. Frank asked that municipal management ask their dispatchers to submit names to him if and he would pick names out of a hat if there were more than one dispatcher per community. Earl suggested an alternative approach. Dorn asked how long that approach would take. Earl noted her approach could take months or years. Baker commented that each municipal manager has relationships with their employees and bargaining units and these relationships are separate from CCPSA.
 - c. **Implementation plan** – Baker discussed an update of a decision making and implementation process that could take place in order to make CCPSA operational. Some aspects include:

mentioning an agreement on location, capital and operational budgeting, signing the funding MOU, and hiring the director.

6. **Treasurer's Report on Payments / Monthly Financial Report: Board Acceptance** – McGuire noted that Burlington payment is still outstanding. Final invoice from IXP was received. Latest financial statement was discussed. Baker moved and Locke seconded to accept the Treasurer's report. All in favor. Motion carried.
7. **Board Communications and Other Matters** – None.
8. **Next Meetings** –
Monday, March 23rd 8:00-9:30AM, Colchester Town Offices, Third Floor Outer Bay Room
Monday, April 27th 8:00-9:30AM, Annual Organizational Meeting, Colchester Town Offices, Third Floor Outer Bay Room
9. **Executive session: Labor Relations and Vendor Contracts** – Dorn moved to find that premature general public knowledge of the CCPSA's vendor contracts and 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. Locke seconded. All in favor. Motion carried. Dorn moved that we enter into executive session to discuss vendor contracts and labor relations under the provisions of Title 1, Section 313(a)(1)(A), Executive Sessions, of the Vermont Statutes and Locke seconded. All in favor. Motion carried. Dorn moved to exit executive session, seconded by Baker. All in favor. Motion carried.
10. **Adjournment** - Baker moved to adjourn at 9:15am and McGuire seconded. All in favor. Motion carried.

Respectfully submitted,
Charlie Baker

Assistant Secretary