



MEMO

To: CCPSA Board of Directors
From: Steve Locke, CCPSA Chair
Aaron Frank, CCPSA Vice-Chair
Date: July 19, 2021
Subject: CCPSA Progress

Issue: How will the CCPSA restart its efforts towards implementing regional dispatch following a year of relative inactivity, Milton's withdrawal from financial commitments, and Williston's increased interest following changes in the level of services provided by the Vermont State Police dispatch?

Outline: This memo includes: Background on our efforts to date; perspective on where we are and how we may advance; proposal on the near term efforts; capital sharing; recommendation; timeline; and our capital estimate.

A: Background: Interest in regional dispatch began in 1967. Communities have shared and provided dispatch for others in various manners since then. An effort from about 1993 to 2000, [Vision 2000](#) identified that regional dispatch was desirable and possible. Based on the need for 5.5 persons needed to fully staff one position 24/7/365, by working together, Milton/Colchester were able to fill their needs with eight staff, where ten or more were needed when running separate municipal dispatch centers.

The current effort began in 2016 with focus on both implementation of services and governance—with the governance work largely completed. The [governance recommendation](#) in January 2017 was to create CCPSA. The [service recommendation](#) included a measured approach of joining one community together to provide regional dispatch services at a time under a regional framework where all could eventually join. This acknowledged the magnitude of the challenge of regional dispatch in the absence of county government or the willingness of the municipalities to select a single municipality to serve as the host government, which would provide the dispatch and supportive services to the others under contract. Public safety staff visited multiple regional dispatch entities. Despite extensive research, there do not appear to be ANY regional dispatch entities in the country that are not part of, or operated by, another larger government. This is unsurprising given Vermont's somewhat unique absence of general purpose regional government.

[Presentations in 2018](#) in advance of the public vote included joining communities together for provision of regional dispatch services one community at a time under a charter that allows all communities to ultimately receive service. [The CCPSA agreement](#), approved by the voters includes a mechanism in its funding agreement to permit two or more communities to join together at a time and voluntarily contribute to CCPSA's operations and receive services, with other communities joining in with voluntary

contributions until such time as all members had received services for two years, at which time the long term funding formula would be take over.

Six of the seven communities [approved the creation of CCPSA](#) by a vote of their voters on Town Meeting Day 2018. It passed in all communities where it was [endorsed by the public safety chiefs](#) and failed where it was not.

Following the passage, board members were enthused. Milton wanted CCPSA to become a public safety answering point immediately and not in a phased fashion. A majority of others wanted a quicker path to all communities receiving service under CCPSA. All the board members were interested in obtaining a more detailed outline of operational details, staffing and costs. Member community public safety chiefs helped board members develop a capital budget in [December 2018](#) (page 13) totaling \$2,022,166. CCPSA obtained voluntary contributions of [\\$110,000 from its members, issued an RFP and hired a consulting firm to complete a report](#) which was accepted by the board on February 24, 2020.

The input from the police chiefs and public who attended meetings (who happen to be public safety staff in our member communities) indicates a discomfort with the staffing levels proposed by CCPSA's two consultants, DeltaWRX and IXP. Research by board members and Colchester's actual experience indicate that the consultants are correct. But change is difficult and we don't want to under-resource something as important as public safety dispatch. The incremental approach of communities coming together more slowly may provide the opportunity to prove the staffing levels out with lower risk and with more comfort of the chiefs and those of the commenters.

B: Perspective: Eighteen months after determining regional dispatch's [net new costs](#) and [allocations thereof](#) at our [December 2018 meeting](#) (see pages 8-19for details) we have not advance as far as any on the board would like, even considering the time lost due to COVID.

As we acknowledged in the beginning, implementing regional dispatch in Chittenden County—without a county or host government--is a substantial project. All substantial projects need to be broken into manageable tasks. The one we suggest we attend to now—at the expense of all others—is to amass the capital needed for CCPSA.

C: Proposal: In 2018, we estimated the capital costs at \$2,022,166. Assuming escalation of these costs at 3% annually (which is not unusual for public safety services and equipment) the 2023 capital cost would be \$2,344,245. To setup the capital equipment, technology and begin attending to a multitude of operational issues, we might wish to hire the executive director six month in advance of the completion of capital equipment setup, in about January of 2023. Six months of salary benefits and employer paid taxes is estimated at \$70,000. We would also need to sign a lease and begin occupying space prior to construction and set up of equipment, so would need to budget \$20,000 for four months of lease and related fees (the last four months of FY 23) which are approximately \$60,000 per year including the \$11/SF lease plus utilities plus common area maintenance This makes the total financial need related to capital setup and facility fit-up about \$2,434,245.

Members, excluding Milton, agreed to obtain funding to provide for the space fit of regional dispatch at cost of \$350,000 according to funding splits identified in [October 2020](#). Congressman Welch is advancing a community project funding in the amount of \$750,000 in the FY 22 federal budget. If this funding is authorized, our capital needs are \$1,314,245. The federal budget goes into effect November 1, 2021, but it is often until mid-December that the budget is passed by both houses of Congress. Should this project be authorized in the federal budget, it provides an opportunity for us to provide local funding totaling \$1,334,245 in our FY 23 budgets as noted below. If it is not, we should consider trying to amass the required \$2,084,245 capital over two fiscal years.

D: Capital Sharing

Municipality	FY 17-19 Avg. Yrly. CFS	% of cost	FY 23 Capital
Burlington	39,248	43%	\$ 569,664
Colchester	16,467	18%	\$ 239,007
South Burlington	17,648	19%	\$ 256,154
Williston	8,932	10%	\$ 129,644
Winooski	9,630	10%	\$ 139,776
Total	91,924	100%	\$ 1,334,245

After our legislative bodies approve the capital, as cash in FY 2023 budgets or approve financing the municipal share through an individual or joint lease purchase agreement, which can be committed by Town Meeting Day 2022 for four of the Communities and by June 30, 2022 for Burlington, we can focus on implementation plans.

Reflecting on our initial plans, the changes in approach after the successful vote, it seems we need to acknowledge the magnitude of this effort and move back to implementing steps.

E: Recommendation: The CCPSA board obtains commitments for capital contributions from their member community legislative bodies for FY 23, which can take the form of cash, or available cash from approved individual municipal financing, or group municipal financing, understanding that some communities may be in a position to and prefer to provide cash. These approvals would need to be granted by 12/15/2021 with funding available by 7/1/2022. Cash would be put in escrow and only be available for capital expenses and only after all members contributed or made available their share of resources. Should any members decline to commit or decline to fund following commitments, they would be asked to leave CCPSA or enter into an agreement not to contribute financially or to vote on budget issues as has Milton.

F: Tentative Future Timeline – Assuming Capital by Cash and or Lease-Purchase:

Month Task

2022

- October Pricing for building upfit
- November Advertise for Executive Director
- December Municipal Budgets include funding for CCPSA Operating Costs in FY 24

2023

- January Sign ten year lease for building, sign contract for building improvements, Hire Executive Director
- February Exec. Director begins work Begin Hiring process for Managers
- March Building upfit done, Install furniture and systems
- May Managers begin part time, Systems testing,
- June Offers to first communities Dispatchers
- July Training to first communities dispatchers
- August Service Begins 8/1/2023 for first two communities

Attachment C: CCPSA Capital Cost

Preliminary Estimate 11/26/2018

Capital Cost	Item(s)
\$ 18,000	Phone system
\$ 162,550	CAD, Tyler ONLY
\$ 171,370	CAD training and customization
\$ 12,000	Printers and copier (1 medium sized multifunction copier and 4 laserjets)
\$ 8,000	Audio/video monitoring system hardware and setup: ~ ten 48" screens and 2 computers
\$ 1,800	Firewall/router/capacity to work with dual failover (two internet providers)
\$ -	Cable and fiber modem (supplied by Comcast and Consolidated)
\$ 85,000	Voice logging (for CCPSA only, Locals will still need their own)
\$ 30,000	Server, virtualized for files/printing/domain control/CAD system
\$ -	lighting and wiring, included in facility
\$ 8,400	Net clock
\$ 4,500	5 regular workstations
\$ 13,300	7 dispatch computers affiliated with CAD) system
\$ 5,000	5 office setups, desks, etc.
\$ 75,000	CAD upgrades, TYLER only to link with Valcour or another Police RMS
\$ 10,000	Backup copper phone system and setup
\$ 12,000	CAD 3 TB hot backup device, on site, connects to cloud
\$ 133,000	Dispatch desks - 7
\$ 20,000	IT setup
\$ 672,246	Radio improvements - without Milton (including 8 dispatch computers Radio consoles)
\$ 350,000	Facility upgrade
\$ 50,000	GIS setup
\$ 50,000	Moving and setup of PSAP equipment (equipment provided by 911 bd.)
\$ 130,000	Contingency 7%
\$ 2,022,166	Total Estimated Capital