



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting

Monday, April 18, 2022 8:30 AM
South Burlington City Hall
180 Market Street
Conference Room 301

<https://us02web.zoom.us/j/87026993554?pwd=TzNadVY4NlRoYjMyakFUZTZwK2FuUT09>

AGENDA

1. Call to Order/Welcome
2. Agenda approval
3. Public comment
4. Approve Meeting Minutes
 - February 28, 2022
5. Discussion on DPS plan for support of regional dispatch centers
6. Discussion updated proposed startup timeline & costs
7. Review financial report
8. Other business
9. Next meeting
10. Adjourn



Monday, February 28, 2022
8:30 AM

DRAFT MINUTES

Attendees: Steven Locke (Chair – Burlington), Aaron Frank (Vice Chair – Colchester), Jessie Baker (South Burlington), Erik Wells (Williston). Others present: Charlie Baker (CCRPC – Acting Secretary), Aaron Collette (Williston Fire), Cassandra Stirling (Burlington PD), Patrick Foley (Williston Police), Shawn Burke (South Burlington Police).

1. Call to Order/Welcome

Locke called the meeting to order at 8:31am.

2. Agenda Approval

Frank moved the agenda as presented. J. Baker Seconded. All in favor. Motion carried.

3. Public comment

None.

4. Approve January 24, 2022, meeting minutes

Frank moved approval of both minutes; Baker seconded. All in favor. Motion carried.

5. Discussion on DPS plan for support of regional dispatch centers

Locke noted the Governor proposed \$11 million for the transition to regional dispatch centers. There is discussion about what the grant application might look like so that funds could be awarded as close to July 1 as possible. Questions remain about the maximum amount, match, eligible activities, etc. Baker suggested that it might be getting near the time to bring on a director to manage this effort. This topic will be on a future agenda.

6. Discussion on new HLS grant opportunity

Locke reported that there is a grant due this Friday. He is submitting a grant for three consoles at \$148,288.

7. Discussion on potential 2019 HLS additional award

\$252,744 is the updated amount of this grant for two more consoles. This is about \$105,000 more than they thought at the last meeting. Frank noted that the Town would move forward on purchases up to the grant amount.

8. Review Financial Report

Wells reported that there were virtually no changes, just one invoice from VLCT. There were no questions.

9. Other business

No other business.

10. Next meeting

The next meeting is scheduled for April 18th at 8:30. Hoping for an in-person meeting at South Burlington City Hall.

11. Adjourn

Locke adjourned the meeting at 8:47am.

Respectfully submitted,
Charlie Baker



MEMO

To: CCPSA Board
 From: Aaron Frank, CCPSA Vice Chair
 Date: March 29, 2022
 Re: CCPSA Draft Startup Timeline and Costs

Following the discussion at our last meeting, and considering the input of the board members who spoke on this topic, Congressman Welch’s Community Project Funding of \$750,000 for CCPSA, a State of Vermont Homeland Security Grant of \$252,744, and a grant opportunity we may have with the passing of the State of Vermont FY 2023 budget, I have updated the following: A) timeline, B) table of funding sources, C) allocation of local startup funding, D) capital funding needs, E) startup operating costs, and F) annual operating costs. The capital funding needs and annual operating costs were developed some time ago with input from the public safety chiefs.

We do not need a decision on these issues at this time. I have drafted this so that we can see a possible path to implementation with additional capital and startup funding.

A) Draft Timeline:

Outline for CCPSA Go Live

Date	Milestone
5/15/2022	Commitment on State Startup Funds
6/30/2022	Commitment on Local Startup Funds
9/1/2022	CCPSA Director Begins
12/15/2022	All 5 Communities Leg Bodies Ratify Funding Agreement *
1/1/2023	Facility Upfit Begins
3/1/2023	Three Managers Begin
5/1/2023	Training Dispatchers Begins
7/1/2023	2 Communitis Dispatched by CCPSA
12/31/2023	All 5 Communities Dispatched by CCPSA
4/1/2024	Become Operational as a PSAP

*Voters have already agreed to charter, including funding agreement

B) Table of Funding Sources

Capital and Startup Funding for FY 23		
Source	Amount	Secured
2021 Local Funds	300,000	x
State Grant 2022	252,744	x
Federal FY 22	750,000	x
2023 State Funds	1,500,000	
2023 Local Funds	285,244	
Total	3,087,988	

C) Allocation of Local Startup Funding

Startup Capital and Operating Sharing			
Municipality	FY 19-21 Avg. Yearly. CFS	% of cost	FY 23 Capital
Burlington	33,670	40%	\$ 113,054
Colchester	15,659	18%	\$ 52,580
South Burlington	16,903	20%	\$ 56,756
Williston	9,307	11%	\$ 31,249
Winooski	9,412	11%	\$ 31,604
Total	84,951	100%	\$ 285,244

D) Capital Funding Needs

Preliminary Estimate	11/26/2018	updated March 2022						
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							
\$ 2,344,245	Escalation to FY 223 Costs							
\$ 116,667	Ten Months of Director Salary, and Employer paid taxes and benefits							
\$ 30,000	Six months of facility lease							
\$ 2,490,912	Total Capital Related							

E) Startup Operating Costs

Operating Costs FY 23	
4 months x 3 Managers	\$ 104,000
5 Months Operating Expenses *	\$ 209,877
Misc. Expenses	\$ 75,000
Training Pay For Dispatchers	\$ 151,200
10% Contingency	\$ 57,000
Total	\$ 597,077
* FY 2018 Estimate of \$410,290 escalated to FY 23	
\$	503,704.33

F) Annual Non-Labor Operating Costs (FY 18 Est)

Annual Cost	Items
\$850	gas, for heat for 3300 SF
\$1,380	cable internet
\$1,920	four cell phones for managers and director
\$2,100	annual email/calendar via subscription
\$2,160	phone repair contract, Mitel
\$2,600	VLETS and Open Fox
\$4,800	backhaul of radio over copper via telecom to local PD's
\$4,920	Scheduling crew app type software
\$5,000	dues and subscriptions
\$5,000	office equipment
\$5,000	travel training
\$5,880	fiber internet via Consolidated. Maybe can share with SB.
\$6,000	unemployment
\$6,480	copper phone, 20 lines at \$27/mo.
\$7,500	off-site warm backup servers
\$7,700	Uniforms
\$8,400	Workers comp.
\$9,100	janitorial
\$10,000	office supplies
\$10,000	payroll services
\$10,000	general supplies
\$10,500	background checks
\$16,000	audit
\$20,000	HR advice on non-routine issues
\$20,000	Misc.
\$25,000	financial services
\$28,000	property and casualty
\$30,000	legal
\$38,000	CAD annual maintenance
\$50,000	24 hour IT support and maintenance (not including capital)
\$56,000	Rent, taxes electricity, common area maint.
\$410,290	Total