



Monday, July 25, 2022
8:30 AM

DRAFT MINUTES

Board Members: Steven Locke (Chair – South Burlington), Aaron Frank (Vice Chair – Colchester), Jessie Baker (South Burlington), Erik Wells (Williston), and Elaine Wang, (Winooski).

Attendees: Jessie Baker (South Burlington), and John Audy, (Winooski). Others present: Charlie Baker (CCRPC – Acting Secretary), Aaron Collette (Williston Fire), and Patrick Foley (Williston Police),

1. Call to Order/Welcome

Locke called the meeting to order at 8:34am. Jessie Baker is participating as an observer as Chief Locke will be the official South Burlington representative.

2. Agenda Approval

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

3. Public comment

none.

4. Approve June 27, 2022, meeting minutes

Wang moved acceptance of the minutes as amended; Baker seconded. All in favor. Motion carried.

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

Locke shared a memo from DPS last week. To summarize, it is anticipated that the grant application will be released later this week. There are significant minimum qualifications. The deadline is likely early September with decisions hoping to be made by the end of September. Motion by Wang to have Frank draft, submit application and execute grant as needed. Wells seconded. All in favor. Motion carried.

6. Update on Federal grant award/grant process

Wells reported that we are about ready to submit; hopefully today.

7. Executive Director draft job description

The CCPSA reviewed at the last meeting. The draft description was included in this meeting's packet for comment. Wang asked about having the initial phase staffed by a consultant. Audy expanded on this thought and there will be conversations with individual services. Frank noted that this had been explored earlier, but consultant services were found not to be a good candidate for taking on the director role as the consultants providing services as directors supported public safety dispatch entities that had host governments that provided support services ; Wang noted that there are potential problem points that may come up with different agencies which may be better to have a consultant in that role as opposed to a staff position. Baker explained that we may get there and agreed that some conversation may be hard, but she hoped that we would all be able to work through these issues in a cooperative spirit. Locke suggested that managers will have to very engaged with their departments and chiefs to ensure success. Wells agreed and noted how important it is to find the right person for this role.

8. Update on voluntary assessments

Wells reported no change on this item. Wang reported that FY23 assessment was approved. Wells will invoice Winooski. Locke reported that FY22 and FY23 Burlington funds are being held in a reserve fund.

9. Review FY23 budget

Wells shared the draft FY23 budget. Frank moved, Wells seconded, to adopt the FY23 budget. All in favor. Motion carried.

10. Other business

No other business.

11. Next meeting

The next meetings are scheduled for August 29th at 8:30am in South Burlington City Hall and **September 26th at 9:30 at 19 Gregory Drive in South Burlington.** .

12. Executive Session, Executive Director next steps

Frank moved, Wells seconded, to find that premature general public knowledge of the CCPSA's contract with an executive director would clearly place this Board at a substantial disadvantage, because the Board risks disclosing its negotiation strategy if it discusses the proposed contract terms in public. All in favor. Motion carried.

Frank moved, Wells seconded, that we enter into executive session to discuss the Boards contract with an executive director under the provisions of Title 1, Section 313(a)(1)(A), Executive Sessions, of the Vermont Statutes. All in favor. Motion carried.

Frank moved, Wells seconded, exiting executive session with no action taken. All in favor. Motion carried.

13. Adjourn

Wells moved, and Frank seconded, to adjourn the meeting at 9:58 am. All in favor. Motion carried.

Respectfully submitted,
Charlie Baker
Acting Secretary