



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting

Monday, August 29, 2022 8:30 AM
South Burlington City Hall
180 Market Street
Conference Room 301

Join Zoom Meeting

<https://us06web.zoom.us/j/86777673011?pwd=K242N2IJUWhBYTVYQ2NtWXdBaGdFUT09>

Meeting ID: 867 7767 3011

Passcode: 782445

AGENDA

1. Call to Order/Welcome
2. Agenda approval
3. Public comment
4. Approve Meeting Minutes
 - July 25, 2022
5. Update on State grant process
6. Update on Federal grant award/grant process
7. Executive Director job posting & recruitment process
8. CCPSA design/layout
9. CCPSA delegates/appointments
10. Other business
11. Next meeting
12. Executive Session
 - Executive Director benefits & compensation
 - Service Contracts
 - Real Estate
13. Adjourn



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



southburlington

VERMONT

To: CCPSA Board of Directors
From: Jessie Baker, South Burlington City Manager
Date: August 15, 2022
Re: CCPSA Executive Director Recruitment

At your meeting on July 25, 2022, you reviewed the Executive Director job description. I was asked to post this position and outline a recruitment process for your consideration. Below are additional details for your discussion at your August 29th Board Meeting.

Job Posting: The Executive Director position is now posted here: www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/ and on CCRPC's job board. It has also been submitted to the Vermont League of Cities and Towns for posting. Over the next week, we will post it more widely.

Recruitment Support: At our last Board meeting, we discussed having a professional help with administrative support, resume review, and facilitate the interview process. Dawn Francis, former Vermont manager, has generously volunteered her time to support this process. Additionally, Charlie Baker has offered that CCRPC can continue to administratively support this process.

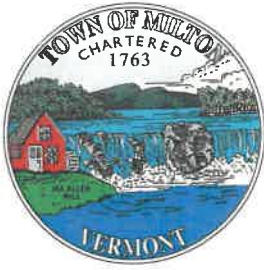
Division of Duties:

Dawn Francis will review resumes and rank based on a Board identified selection criteria, provide guidance on interview processes, attend all interviews, and facilitate the conversations, and provide input, feedback, and additional resources for the Board's consideration as they make their hiring decisions.

CCRPC will host the position posting, collect resumes and package them for Dawn, the Board, and interview team. If they have capacity, they will also schedule interviews.

Process and Timeline – For discussion on August 29th

1. August 15 – Post the position
2. August 29 – Recruitment process conversation at Board meeting – to include selection criteria and interview process
3. September 16 – Posting closes
4. September 19 – CCRPC sends resumes to Dawn
5. September 26 – Board meeting – Review resume ranking and decide who to interview
6. Late September/early October – schedule interviews
7. Weeks of October 10 and 17 – Interviews and reference checks
8. October 24 – Board meeting – Dawn and Board review all candidate data and Board provides direction on finalists
9. November – Board members negotiate contract with finalist(s)



TOWN OF MILTON

43 Bombardier Road • Milton, Vermont 05468

TELEPHONE: 802-893-6655 • FAX: 802-893-1005 • www.miltonvt.gov

August 9, 2022

Chittenden County Public Safety Authority
7900 Williston Road
Williston, VT 05495

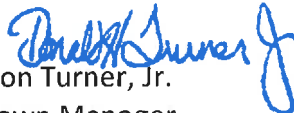
Dear CCPSA Board of Directors,

Per Section 6(b) of the Agreement to Create the Chittenden County Public Safety Authority, and effective today, August 9, 2022, I have appointed Public Safety Director Michaela Foody to the Chittenden County Public Safety Authority (CCPSA) Board of Directors to represent the Town of Milton. Michaela Foody has attended meetings of the CCPSA Board as the Milton representative since late 2020. Therefore, it is in the best interest of the Town of Milton and CCPSA for her to serve as the Milton designee moving forward.

This notice will be provided to the Milton Selectboard for their awareness on August 15, 2022.

I look forward to staying up to date on the work of the CCPSA in the months and years to come.

Sincerely,


Don Turner, Jr.
Town Manager



southburlington

VERMONT

August 8, 2022

Chittenden County Public Safety Authority
7900 Williston Road
Williston, VT 05495

Dear CCPSA Board of Directors,

Per Section 6(b) of the Agreement to Create the Chittenden County Public Safety Authority, and effective July 11, 2022, I have appointed Fire Chief Steven Locke to the Chittenden County Public Safety Authority (CCPSA) Board of Directors to represent the City of South Burlington. Chief Locke has served as the Chair of the CCPSA Board since June 28, 2021. Therefore, it is in the best interest of South Burlington and CCPSA for him to serve as the South Burlington designee moving forward.

This notice will be provided to the South Burlington City Council for their awareness on August 15, 2022.

I look forward to staying up to date on the work CCPSA in the months and years to come.

Sincerely,

A handwritten signature in blue ink that reads "Jessie Baker". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jessie Baker
City Manager

ALTERNATIVE 1A – Prior to learning that the wall along Line C of the building layout could not be removed, we had looked at a layout we called Alternative 1 that concentrated all of the operational spaces to the left of that wall and all of the administrative and support spaces to the triangular portion to the right of that wall. Upon learning that the wall could not be removed and that only framed openings of approximately 5’ could be considered, we modified this strategy into Alternative 1A, which is shown below in Figure 2.

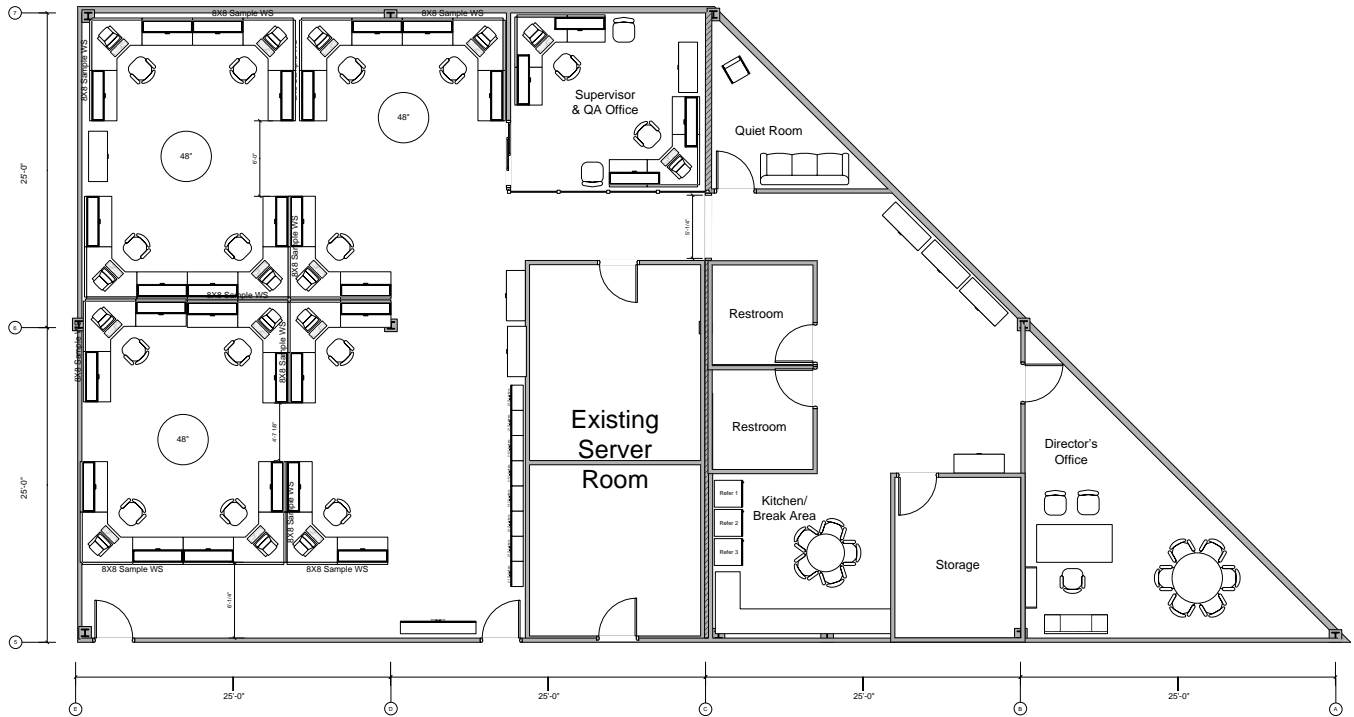


Figure 2 - Alternative 1A

In this configuration, the Center could fit 13 console furniture positions capable of being equipped for PSAP, dispatch or combined PSAP/Dispatch functionality. All critical personnel support functions also fit within the layout including restrooms, a quiet room, a kitchen/break area and a storage room.

ALTERNATIVE 2 – In this layout (Figure 4 below), consideration was given to possible layouts that moved the employee support areas (kitchen/break, restrooms, etc.) to the left side of the space so they are co-located with the operational area. This configuration takes the maximum position count down to 7 but accommodates a larger meeting/training space. This layout also keeps the kitchen/break area roughly the same size as in the Alternative 1 scenarios, which results in the lack of any designated storage space (so storage cabinets and/or shelving would have to be deployed on the ‘administrative’ side of the space).

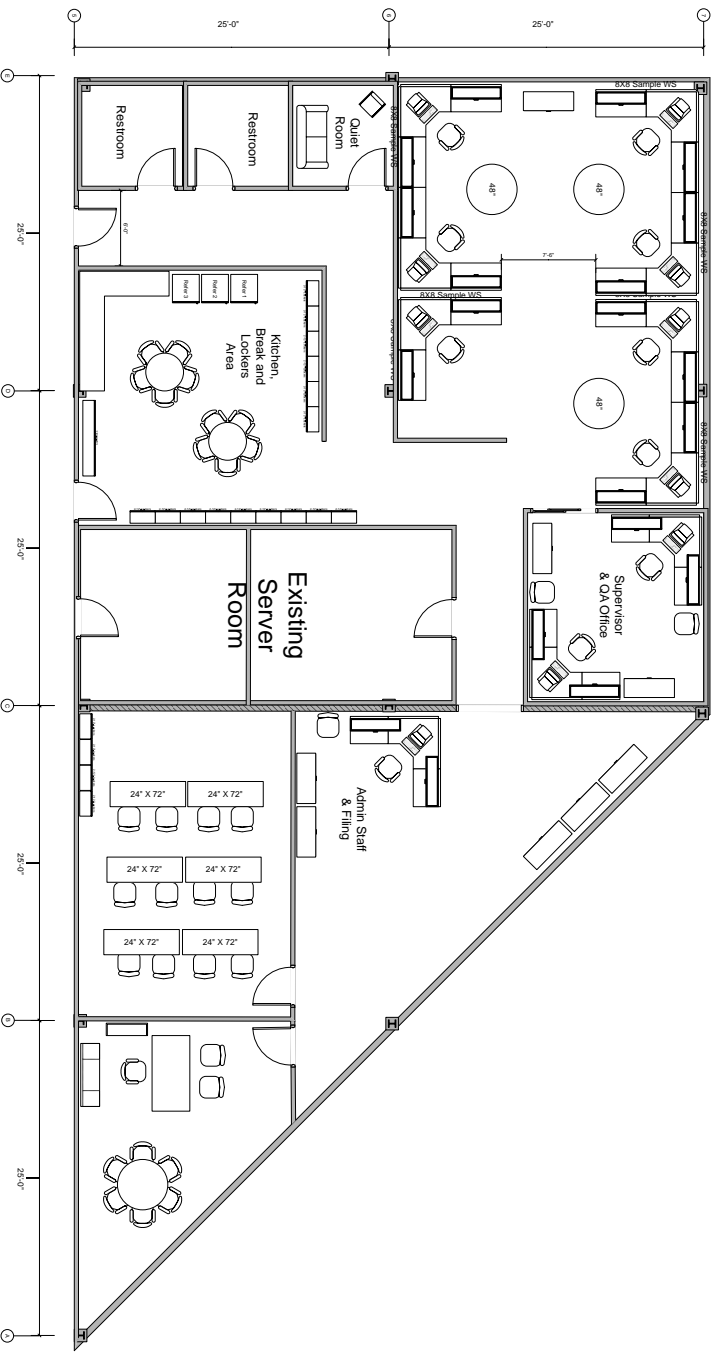


Figure 4 - Alternative 2