



Monday, August 29, 2022  
8:30 AM

## DRAFT MINUTES

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

**Attendees:** Jessie Baker (South Burlington), and John Audy, (Winooski). Others present: Charlie Baker (CCRPC – Acting Secretary), Richard Weinisch (Burlington Police), Aaron Collette (Williston Fire), Shawn Burke (South Burlington Police), Brian LaBarge (Burlington Police), and Michaela Foley (Milton).

### 1. Call to Order/Welcome

Locke called the meeting to order at 8:30am.

### 2. Agenda Approval

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

### 3. Public comment

none.

### 4. Approve July 25, 2022, meeting minutes

Wells moved acceptance of the minutes as amended; Frank seconded. All in favor. Motion carried.

### 5. Update on State grant process

Our application for \$2.8 million is complete and will be submitted by this Friday. Colchester will be the applicant. Frank also provided an update on the previous State grant. \$178,000 has been received for six dispatch consoles. The total amount of this grant is about \$253,000.

### 6. Update on Federal grant award/grant process

Frank reported that the grant application has been submitted. Timing for receipt of the grant is not clear.

### 7. Executive Director job posting and recruitment

Baker provided an update per the memo, and it is now posted on the website. Dawn Francis (former Colchester Town Manager) has volunteered to assist in the review of candidates. Baker reviewed the schedule hoping to conclude the process in November. Baker asked if there are other places to post? Locke suggested APCO and NENA websites. Ideas to encourage diverse candidates would be welcomed. Francis would like some guidance on criteria for screening the candidates. Looking for someone with a proven track record. Suggestions included: personnel/HR management experience, budget creation and oversight, startup experience, operational knowledge of fire, EMS, police (approach to learning our specifics; flexible and creative); experience with dispatch, general government knowledge, and multijurisdictional, and discipline experience/collaboration (interest groups, municipalities, fire, police, EMS), and commitment to ensuring equitable service delivery.

Interview process. First round – first round with up to 12 reps from communities and police and fire. Board member to participate. Engage with chiefs to identify operations questions. Managers to identify budget and HR questions. Locke will coordinate with chiefs to identify representatives. Offer to Milton to sit in on this process. Hoping for five or six candidates to be interviewed in the first round with panel in person and potential for candidates to be remote or in person. Have the panel do individual scoring with comments about pros for each candidate and what they would need to be successful and then group scoring to determine the best candidates to move forward to the board. They should then appoint a delegate for fire and a delegate for police to provide guidance to the board. Board would like to see two or three candidates forwarded to them. Wang and Frank to monitor the first round. Potential dates: October 5, 7, 11, 12, optional - 17, 18. Second round with board should be in person.

**8. CCPSA design/layout**

Locke is recommending layout 1A as recommended by the consultant. This provides the best long term option.

**9. CCPSA appointments**

The official documentation for South Burlington and Milton appointments are in the packet.

**10. Other business**

No other business.

**11. Next meeting**

The next meetings are scheduled for September 26<sup>th</sup> at **9:30 at 19 Gregory Drive** in South Burlington. October 24<sup>th</sup> at 8:30am in South Burlington City Hall.

**12. Executive Session, Executive Director benefits and compensation**

Frank moved, Wells seconded, to find that premature general public knowledge of the CCPSA's contract with an executive director, service contracts and real estate 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, service contracts and real estate 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 10:30 am. All in favor. Motion carried.

Respectfully submitted,

*Charlie Baker*

*Acting Secretary*