



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting

Monday, November 28, 2022, 8:30AM
South Burlington City Hall
180 Market Street
Conference Room 301
<https://us06web.zoom.us/j/85696700432?pwd=SmVsaCswTmFWbnhBQUo5d1JMUtZldz09>

AGENDA

- 1. Call to Order/Welcome**
- 2. Agenda approval**
- 3. Public comment**
- 4. Approve meeting minutes**
 - October 24, 2022
 - October 31, 2022
 - November 7, 2022
- 5. Update on State Grant Process (memo attached)**
- 6. CCPSA Timeline and Process**
- 7. CCPSA Remaining Voluntary Capital Contributions – FY 23**
- 8. CCPSA Operating Budget – FY 24**
- 9. Consider changes to Cost Sharing MOU (action anticipated)**
- 10. Executive Session**
 - Contracts
 - Personnel
- 11. Adjourn**

Monday, October 24, 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: Others present: Charlie Baker (CCRPC – Acting Secretary), Shawn Burke (South Burlington Police), John Audy (Winooski), Brian LaBarge (Burlington Police), Patrick Foley (Williston Police), Aaron Collette (Williston Fire).

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 September 26, 2022, meeting minutes

Wang moved acceptance of the minutes as presented; Libby seconded. All in favor. Motion carried.

5. Update on State grant process

Received preliminary notification of a grant of more than \$757,000 for equipment. This will be going to Joint Fiscal in early November. This will be one of five projects recommended for funding. The Department plans to go out with new grant rounds every four months. Frank noted that we also received a final state grant award of over \$250,000 for three consoles.

6. Update on Federal grant award/grant process

Frank reported that the person he was hoping to have work on this grant has left for another position. Locke asked if people would be good continuing with the same contracting arrangement as was previously approved. All still in agreement.

7. Architect design for 19 Gregory Drive (motion requested)

Locke discussed that we had previously discussed using a local architect. Unfortunately, the firm we were talking does not have the capacity. We have found another firm and have met with them. We are working on a contract with the firm, but timing will be a challenge. We need a design for the fit-up to proceed. More detail is in the packet seeking for authorization for a design-build contract. This work is needed for the final cost estimate for capital costs. Wang moved CCPSA to enter into a contract for design of the space at 19 Gregory Drive for up to \$125,000. Frank seconded. All in favor.

8. Treasurer's Report – Libby reported that FY22 and FY23 payments from Burlington are in process. Frank reported that we are 2/3 of the way to capital funding. He is thinking that operations may start in October 2023. Could use a group of three people to develop the FY24 budget within the next month. Frank volunteered, Locke agreed to have one South Burlington rep, Libby agreed to serve.

9. Other Items – None.

10. Next meeting - The next meetings are scheduled for November 28th and December 19th at 8:30am in South Burlington City Hall. Baker confirmed that we hope to approve FY24 budget on November 28.

11. Executive Session, Executive Director benefits and compensation

Locke invited any of the public safety chiefs to join executive session to discuss executive director search. Motion to enter executive session to discuss personnel and contracts. All in favor.

12. Adjourn

Wells moved, and Frank seconded, to adjourn the meeting at 10:10 am. All in favor. Motion carried.

Respectfully submitted,

Charlie Baker

Acting Secretary



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting

Monday, October 31, 2022
1:30 PM

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: Others present: Jessie Baker, South Burlington City Manager

1. Call to Order/Welcome

Locke called the meeting to order at 1:30pm.

2. Agenda Approval

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

3. Public comment

none.

4. Executive Session, Executive Director Interviews

Frank invited South Burlington City Manager, Jessie Baker to join interviews with possible executive directors..

Motion to enter executive session to discuss personnel and contracts. All in favor.

5. Adjourn

Wells moved, and Frank seconded, to adjourn the meeting at 4:50 pm. All in favor. Motion carried.

Respectfully submitted,

Aaron Frank

Vice Chair



CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY
Board of Directors Meeting

Monday, November 7, 2022
3:00 PM

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: Others present: Jessie Baker, South Burlington City Manager

1. Call to Order/Welcome

Locke called the meeting to order at 3:02pm.

2. Agenda Approval

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

3. Public comment

none.

4. Executive Session, Executive Director Interviews

Frank invited South Burlington City Manager, Jessie Baker to join the discussion on contract negotiations with possible executive director. Motion to enter executive session to discuss personnel and contracts. All in favor.

5. Adjourn

Libby moved, and Frank seconded, to adjourn the meeting at 4:13 pm. All in favor. Motion carried.

Respectfully submitted,
Steven Locke
Chair



State of Vermont
Department of Public Safety

45 State Drive
Waterbury, Vermont 05671-1300
<http://dps.vermont.gov/>

TO: Public Safety Regional Dispatch Applicants

FROM: Mandy Wooster, Executive Director of Policy Development

SUBJECT: Regional Dispatch Applicant Update

DATE: November 17, 2022

Overview: The Department of Public Safety presented the first phase of a [Regional Dispatch Facility Grant Plan](#) to the Joint Fiscal Committee on November 9, 2022. The plan consists of an incremental approach to funding Regional Dispatch Facilities. This approach recognizes the constraints DPS faces to properly manage and provide technical assistance to Regional Dispatch Applicants and will show proof of concept for various size projects.

DPS was approved for \$2,010,000 to provide grant funding to five specific projects (noted below) and \$260,000 for project management and technical expertise limited contract services for the administration of these grants/projects and for the evaluation of subsequent proposals made for the remaining funds. An additional \$230,000 in funding has been approved following a report on expenditures to provide DPS the flexibility to reassign funds to another project in the event a project slated for initial funding (Phase 1) under this proposal is rejected locally or significantly delayed.

Applicant Status: Applicant criteria was scored and ranked. The applicants listed above the redline are being considered for phase one project funding. This means that DPS will meet with each phase one applicant to determine compliance with grant criteria and ability to move forward transitioning agencies to their Regional Dispatch Center. Should a phase one applicant's proposal get rejected locally or be significantly delayed, consideration will be made to reassign funds to another project below the red line. The original project will be moved below the redline and remain eligible for a future phase of funding.

Application Rank	Application Entity	Funding Request	Agencies Moved from VSP	Application Score
1	Wilmington PD	\$330,768.00	3 Agencies	81
2	Hartford PD	\$479,909.98	3 Agencies	80
3	Town of Colchester (CCPSA)	\$2,865,831.02 ¹ \$757,729.02	1 Agency	79
4	Rutland County Sheriff's Department	\$321,724.26	32 Agencies	79
9	Orange County Sheriff's Office	\$119,325.58	12 Agencies	68
Phase 1	Projects	\$2,009,456.84		
5	City of Montpelier, Police Department	\$3,568,872.00 \$2,444,429.00	4 Agencies	75
6	Town of St. Johnsbury	\$395,587.52	1 Agency	73
7	Windham County Sheriff's Office	\$1,211,918.02 \$301,743.65	2 Agencies	72
8	Town of St. Albans Police Department	\$650,383.76	2 Agencies	69
10	Town of Shelburne	\$78,130.50	1 Agency	64
11	Middlebury Regional EMS	\$512,252.99	4 Agencies	63
Projects Pending	Remainder:	\$4,490,543.16		
Project Not Ranked	Town of Royalton	\$71,942.49	N/A	-

¹ Funding adjustments are noted in the [Regional Dispatch Facility Grant Plan](#)

What funding is available to projects noted below the redline?

This incremental approach does not mean that projects listed below the redline will not be funded. It signifies that the project is not included in the first phase of projects being funded. Although a timeline has not been established for second or subsequent phases of funding, we hope to make another request for release of funds in 4-6 months once we have consultants on board to assist with managing projects.

Contracted Positions: DPS was approved for \$260,000 for project management and technical expertise limited contract services for the administration of these grants/projects and for the evaluation of subsequent proposals made for the remaining funds. DPS is working diligently to prepare requests for proposals for these positions.

Please let me know if you have questions about this update. I can be reached at mandy.wooster@vermont.gov.



MEMO

To: CCPSA Board

From: Aaron Frank, CCPSA Vice Chair and Steven Locke, CCPSA Chair

Date: November 18, 2022

Re: **FY 23 Additional Local Capital Match Allocation**

Issue: Shall the CCPSA Board Approve an Additional FY 23 Voluntary Capital Match Allocation of \$1,143,000 as outlined in a November 18, 2022 memo on this topic including allocations to the five communities participating in capital funding based on the CCPSA calls for service formula, understanding that each community shall provide these funds to CCPSA no later than January 15, 2023?

Capital and Startup Operating Sharing			
Municipality	FY 20-22 Avg. Yrly. CFS	% of cost	Addn'l FY 23 Capital
Burlington	31,944	40%	\$ 463,765
Colchester	14,220	18%	\$ 206,447
South Burlington	16,250	21%	\$ 235,914
Williston	8,884	11%	\$ 128,978
Winooski	7,763	10%	\$ 114,896
Total	79,061	100%	\$ 1,143,000

Background: CCPSA has determined a need for \$3,515,297 startup monies to meet various costs including capital costs, labor costs, and operating cost. These startup monies will be consumed prior to providing dispatch services. We have been very successful with grant requests, having received \$2,072,297 in state and federal funds approved or reserved for our use. We have had two rounds of local capital funding totaling \$612,553 which have been paid to CCPSA by our five member communities. This leaves \$1,143,000 in remaining startup funds required as noted in the table below. *It is important to obtain this funding by January 15, 2023 so that we can enter a contract to upfit the facility for use as a dispatch center.*

Capital and Pre-operational 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	757,000	incuded in DPS Phase I
Additional FY 2023 Local Funds *	1,143,000	
2023 Local Funds	312,553	x
Total**	3,515,297	

** Includes \$400,000 in additional facility costs

Our Capital Costs were developed in 2018 with input from two consultants and at least one public safety chief from each community and have since been updated to include startup costs as well as capital costs.

11/18/2022	
CCPSA Startup Capital and Pre Operational Startup Cost Estimate	
Est. Cost	Items
\$20,862	Phone system
\$162,550	CAD, Tyler ONLY, Reimb to BTV
\$198,618	CAD training and customization
\$13,908	Printers and copier (1 medium sized multifunction copier and 4 laser jets)
\$9,272	Audio/video monitoring system hardware and setup: ~ ten 48" screens and 2 computers
\$2,086	Firewall/router/capacity to work with dual failover (two internet providers)
\$0	Cable and fiber modem (supplied by Comcast and Consolidated)
\$98,515	Voice logging (for CCPSA only, Locals will still need their own)
\$34,770	Server, virtualized for files/printing/domain control/CAD system
\$0	lighting and wiring, included in facility rent
\$9,736	Net clock
\$5,216	5 regular workstations
\$15,415	7 dispatch computers affiliated with CAD) system
\$5,795	5 office setups, desks, etc.
\$86,925	CAD upgrades, TYLER only to link with Valcour or another Police RMS
\$11,590	Backup copper phone system and setup
\$13,908	CAD 3 TB hot backup device, on site, connects to cloud
\$154,147	Dispatch desks - 7
\$23,180	IT setup
\$181,720	Radio improvements - without Milton (including 8 dispatch computers Radio consoles)
\$196,389	Radio improvements - without Milton (including 8 dispatch computers Radio consoles)
\$252,744	Radio improvements - without Milton (including 8 dispatch computers Radio consoles)
\$148,280	Radio improvements - without Milton (including 8 dispatch computers Radio consoles)
\$405,650	Facility upgrade
\$57,950	GIS setup
\$57,950	Moving and setup of PSAP equipment (equipment provided by 911 bd.)
\$177,070	Contingency 8.2%
\$2,344,245	Subtotal Startup Capital
\$522	gas, for heat for 3300 SF
\$847	cable internet
\$1,179	four cell phones for managers and director
\$1,289	annual email/calendar via subscription
\$1,326	phone repair contract, Mitel
\$1,596	VLETS and Open Fox
\$2,946	backhaul of radio over copper via telecom to local PD's
\$3,020	Scheduling crew app type software
\$3,069	dues and subscriptions
\$3,069	office equipment
\$3,069	travel training
\$3,609	fiber internet via Consolidated. Maybe can share with SB.
\$3,683	unemployment
\$3,978	copper phone, 20 lines at \$27/mo.
\$4,604	off-site warm backup servers
\$4,727	Uniforms
\$5,156	Workers comp.
\$5,586	janitorial
\$6,138	office supplies
\$6,138	payroll services
\$6,138	general supplies
\$6,445	background checks
\$9,821	audit
\$12,277	HR advice on non-routine issues
\$12,277	Misc.
\$15,346	financial services
\$17,188	property and casualty
\$18,415	legal
\$23,326	CAD annual maintenance
\$30,692	24 hour IT support and maintenance (not including capital)
\$39,900	Rent, taxes electricity, common area maint.
\$257,377	Subtotal Startup (Pre-Operational) Operating
\$132,000	Director Salary, employer paid taxes and benefits
\$104,000	Manager's Salary
\$75,000	Misc. Expenses
\$151,200	Training Pay for Dispatchers: Reimbursement to communities
\$51,475	Contingency
\$513,675	Subtotal Labor and Contingency
\$3,115,297	Grand Total Startup Costs

Calls for Service

Municipality	FY 20 Calls for Service	FY 21 Calls for Service	FY 22 Calls for Service	Average Annual CFS	% Avg. Annual of Calls for Service
Burlington	35,061	28,789	31,982	31,944	40%
Colchester	15,192	15,042	12,426	14,220	18%
South Burlington	17,109	16,399	15,241	16,250	21%
Williston	11,124	9,159	6,369	8,884	11%
Winooski	9,847	8,434	5,009	7,763	10%
Total	88,333	77,823	71,027	79,061	100%



MEMO

To: CCPSA Board

From: Aaron Frank, Vice Chair; Steven Locke, Chair; and Derek Libby, Member

Date: November 18, 2022

Re: **FY 24 Operating Budget - Part 1 of 2 - Expenses**

Issue: Shall the CCPSA Board separately vote to: (1) allow an alternative budget process as provided for in section 16 (a) of the voter approved [“Agreement to Create the Chittenden County Public Safety Authority,”](#) and (2) approve an FY 24 Operating Budget of \$ \$2,891,379, understanding that CCPSA has not budgeted and does not plan to provide dispatch services until October 1, 2023, and that communities need to budget for initial dispatch operations for a three month period (i.e., from July 1, 2023 to September 30, 2023) in their municipal budgets, in addition to providing for CCPSA funds for FY 24?

Estimated Operating Costs FY 24 without Williston Police assuming 31 staff for 9 months			
Municipality	FY 20-22 Avg. Yrly. CFS	% of cost	Local CCPSA Costs
Burlington	31,944	45%	\$ 1,297,945
Colchester	14,220	20%	\$ 577,785
South Burlington	16,250	23%	\$ 660,255
Winooski	7,914	11%	\$ 321,561
Williston (Fire only, beginning 11/1/23)			\$ 33,833
Total	70,328	100%	\$ 2,891,379

Budget Background: With the successful grant making and incremental contributions to capital costs from our five initial member communities* (Burlington, Colchester, South Burlington, Winooski and Williston) CCPSA is positioned to start up without debt or capital costs. We also have startup operating monies that will fund activities until October 1, 2023, when we plan to begin providing dispatch services to Burlington and South Burlington.

Operating Budget: The non-capital costs of dispatch are predominantly: a) staff related expenses, b) professional services and insurance, c) software and IT services; and rent, utilities, services, telecom and supplies. Below is the budget and details about what is included in each of these four areas. A more detailed budget, for information and not adoption, follows at the end of this document.

FY 24 CCPSA Operating Budget

Cost	Cost Area
\$2,508,360	Wages & Salaries, Benefits & Employer Taxes
\$190,203	Professional Services & Insurance
\$91,886	Software and IT Services
\$100,931	Rent, Utilities, Services, Telecom, & Supplies
\$2,891,379	Total

A: Staff related expenses include thirty-one staff including 26 Public Safety Communicators; 4 Managers, and one Director as well as employer paid taxes, such as Social Security, Workers Compensation, Unemployment and employer paid insurance.

B) Professional services and insurance include: dues and subscriptions, travel for training, payroll and services, background checks, audit, human resource advice, financial services, property and casualty insurance and legal expenses.

C) Software and IT services include: Microsoft office suite, online employee scheduling software, off site warm backup servers, computer aided dispatch annual maintenance costs, IT support costs, and IT security services.

D) Rent, utilities, services, telecom and supplies include: Rent, electricity, gas heat, cable internet, cell phones, phone repair, connection to radio system, small office equipment, land line telephones, janitorial services, miscellaneous, office supplies, and general supplies.

Background: A full year of costs for CCPSA operations in FY 24 are estimated at \$3,855,171. CCPSA plans to begin operations for at least two communities as of October 1, 2023. The first three months of FY 23 (July 1 to September 30th) are funded through the startup monies, which are part of the capital funding. Nine months of operations in FY 24 are estimated at 75% of the year-round costs, at \$2,891,379.

Williston: Williston has participated in capital funding for CCPSA but due to unexpected short-term changes does not desire to receive dispatch for police services until FY 25. This budget does not require Williston to pay for overhead or management costs in FY 24. Williston's share of these costs is shifted to the other communities for FY 24 as a one-year temporary measure to allow Williston to transition to CCPSA in FY 25.

CCPSA plans to begin dispatching for Williston Fire/Rescue as of November 1, 2023 at a charge of \$33,883 for seven months, or \$4,833 per month, which is based on the cost per call for the other communities of \$50.39 (total FY 24 budget divided by rolling average of calls for communities other than Williston in FY 20-22). This budget includes seven months of Williston Fire and Rescue Dispatch.

Future Budget (FY 25): For FY 25, CCPSA Members should expect to pay something close to the below, adjusted by calls for service averages for each community and cost increases between the date of this Memo and when the FY 25 budget is adopted. This assumes that CCPSA dispatches for Williston Fire and Police for the entire year in FY 25. (There is a provision for alternatives for Williston in the companion memo regarding Funding Allocations.)

Estimated Operating Costs FY 24 assuming 34 staff			
Municipality	FY 20-22 Avg. Yrly. CFS	% of cost	Local Op Costs
Burlington	31,944	40%	\$ 1,554,690
Colchester	14,220	18%	\$ 692,077
South Burlington	16,250	21%	\$ 790,859
Williston	8,884	11%	\$ 432,378
Winooski	7,914	10%	\$ 385,168
Total	79,212	100%	\$ 3,855,171

FY 24 CCPSA Operating Budget - Detail, not for adoption

Cost		Items
\$	1,500	Gas, for heat for 3300 SF
\$	1,275	Cable internet
\$	1,910	Five cell phones for managers and director
\$	7,136	annual MS Office email/calendar via subscription
\$	2,100	Phone repair contract
\$	6,813	Backhaul of radio over copper via telecom to local PD's
\$	4,125	Scheduling crew app type software
\$	1,125	Dues and subscriptions
\$	3,750	Office equipment
\$	3,750	Travel for training
\$	1,875	Fiber internet
\$	7,661	Copper phone, 20 lines
\$	11,250	Off-site warm backup servers
\$	7,157	Uniforms
\$	3,750	Janitorial
\$	6,000	Office supplies
\$	30,000	Payroll and HR services
\$	6,000	General supplies
\$	7,500	Background checks
\$	7,500	Audit
\$	18,750	HR advice on non-routine issues
\$	7,500	Misc.
\$	37,500	Financial services
\$	57,828	Property and casualty
\$	26,250	Legal
\$	52,125	CAD annual maintenance
\$	7,500	24 hour IT support and maintenance
\$	9,750	IT Security services
\$	43,639	Rent including electricity
\$	383,019	Total

* CCPSA's Board allowed Milton to opt out of initial funding for CCPSA, given its unique circumstance of not directly operating a dispatch center as do the other members, understanding that Milton is interested in the opportunity to participate in CCPSA after it is operational, and that said participation would also require reimbursement for startup capital and operating costs. See pages 9-12 [here](#). For purposes of sharing costs, Milton is not included as a member in this memo.



MEMO

To: CCPSA Board
From: Aaron Frank, CCPSA Vice Chair and Steven Locke, CCPSA Chair
Date: November 19, 2022
Re: **FY 24 Operating Budget - Part 2 of 2 – Funding Allocations**

Issue: To ensure that regional dispatch operations begin in FY 24, CCPSA requires certainty that its Members will pay their respective shares of the CCPSA operating costs for FY 24, as noted generally in Table 1 and as defined more precisely in both Tables A and B, below.

Table1: Estimated Operating Costs FY 24 without Williston Police assuming 31 staff for 9 months

Municipality	FY 20-22 Avg. Yrly. CFS	% of cost	Local CCPSA Costs
Burlington	31,944	45%	\$ 1,297,945
Colchester	14,220	20%	\$ 577,785
South Burlington	16,250	23%	\$ 660,255
Winooski	7,914	11%	\$ 321,561
Williston (Fire only, beginning 11/1/23)			\$ 33,833
Total	70,328	100%	\$ 2,891,379

Background: CCPA's Charter, the 2018 ["Agreement to Create the Chittenden County Public Safety Authority,"](#) includes a provision in the voter approved section on Cost Sharing, Section B "Initial Contributions," which assumed members would combine dispatch services in incremental fashion to create regional dispatch. In other words, it was envisioned that initially two communities would develop their own budget for combined dispatch operations, and agree to and fund their shares without a required mandate, and that, thereafter, a third community and so on would join in the same manner. However, following the approval by the voters, only two member communities desired that envisioned approach. The CCPSA Board adopted the majority view, which was to combine members into a single entity, with all receiving dispatch services from CCPSA almost simultaneously.

This approach of combining all Members at once was much slower and caused delay in implementing CCPSA. However, that additional time allowed us to apply for and receive about \$2M in state and federal capital grants. Our case for this funding was far more compelling as a larger group.

Changes in approach have necessitated changes in cost-sharing mechanics. First, the concept of voluntary Initial Contributions among at least two communities, as envisioned under Section B of the voter approved Agreement's Cost Sharing section has not been utilized as envisioned, as the majority of CCPSA did not desire an incremental approach to its creation.

Second, while CCPSA has raised capital funding from its members* under Section C of the Agreement's section on Cost Sharing ("Long Term Contributions"), that funding has been treated as if it were part of the "Initial Contributions" under the Agreement. Under the Agreement, Initial Contributions are technically voluntary. These are only "technically voluntary" contributions because under the approach of all members receiving dispatch services almost simultaneously, we have significantly higher initial capital and startup costs and all members must all contribute to them for CCPSA to move forward. So, all Members have now contributed toward two rounds of local capital funding under this framework.

Under this approach of all communities beginning dispatch services at about the same time, it is not possible to implement the so-called “Smoothing Formula.”

The FY 24 operating funding allocations, for Burlington, Colchester, South Burlington and Winooski, are being approached in the same manner as capital funding – under the Long Term Contributions, but also technically voluntary under the definitions in the Cost Sharing section of the Agreement. Again, these contributions, while technically voluntary **must** be agreed to because without these contributions, CCPSA cannot move forward and begin operations.

A slightly revised “Appendix A to Agreement to Create the Chittenden County Public Safety Authority MEMORANDUM OF UNDERSTANDING (MOU) ON COST SHARING” is proposed for adoption by the Board and Member communities that excludes the concept of voluntary funding and smoothing.

Burlington, Colchester, South Burlington and Winooski: These four communities shall begin paying their share of the cost areas B, C, and D, plus the costs of the director and four managers as of October 1, 2023, regardless of when they begin to receive dispatch services in FY 24. Because it is not possible at this time to say with absolute certainty which of these four communities will begin receiving dispatch services from CCPSA at what point in FY 24, it is necessary to have two different funding options: A) Funding for costs prior to receiving dispatch services, and B) Funding for costs after receiving dispatch services.

Cost for these four communities, for each month beginning October 1, 2023 and onward, prior to receiving dispatch services are noted below in Table A.

Table A: Monthly Management, B, C, and D Costs			
Municipality	FY 20-22 Avg. Yrly. CFS	% of cost	Monthly Costs
Burlington	31,944	45%	\$ 43,911
Colchester	14,220	20%	\$ 19,547
South Burlington	16,250	23%	\$ 22,337
Winooski	7,914	11%	\$ 10,879
Total	70,328	100%	\$ 96,675

Burlington, Colchester, South Burlington and Winooski shall begin paying their share of the dispatch costs for CCPSA based on the costs in Table B during the month that they begin receiving dispatch services.

Table B: Monthly Costs for Dispatch Services			
Municipality	FY 20-22 Avg. Yrly. CFS	% of cost	Monthly Costs
Burlington	31,944	45%	\$ 144,216
Colchester	14,220	20%	\$ 64,198
South Burlington	16,250	23%	\$ 73,362
Winooski	7,914	11%	\$ 35,729
Williston (Fire only)			\$ 4,833
Total	70,328	100%	\$ 322,338

Communities will pay under Table A or Table B, not both. These costs may be pro-rated if regional dispatch service does not begin on the first of a month.

Williston does not desire to receive dispatch for police services until FY 25, as it has had to make some unexpected adjustments to provide for that service in the last year. CCPSA plans to begin dispatching for Williston Fire/Rescue as of November 1, 2023, at a charge of \$33,883 per year or \$4,833 per month, which is based on the current annual cost of Williston’s contracted fire and rescue dispatch service.

If Williston does not transition its police dispatch to CCPSA on July 1, 2024, Williston shall pay:

- 1) a fire and rescue dispatch fee based on the same basis as the above paragraph and

2) a monthly overhead fee of \$11,076 plus the cost increase from FY 24 to FY 25 for every month beyond June 2022 that CCPSA is not receiving the full Williston share of funding. This is a contribution of overhead costs for CCPSA. At a 5% increase between FY 24 and FY 25, this cost is estimated to be \$11,630 per month for FY 25.

Evidence of Firm Commitment Make FY 24 CCPSA Operating Contributions. CCPSA's members have different local methods for funding CCPSA, some of which require voter approval and some of which do not. In order to have certainty that all members agree to fund CCPSA as described generally in Table 1 and, more specifically, in Tables A and B, the following is proposed for those communities who wish to receive Police, Fire and Rescue dispatch services in Fiscal Year 2024:

A) Communities where the municipal budget is approved by the public on Town Meeting Day (March 6 or 7, 2023):

- 1) By December 31, 2022, the Chief Executive of each community shall submit a memo to the CCPSA Chair, copied to that community's legislative body, explaining specifically how the FY 24 CCPSA operating funding is planned to be funded by that community, citing public budget documents to the extent possible.
- 2) The legislative body shall ratify the MOU on funding no later than March 15, 2023

B) Communities where the municipal budget is approved after Town Meeting Day 2023:

- 1) By December 31, 2022, the Chief Executive of each such community shall submit a memo to the CCPSA Chair, copied to that community's legislative body, explaining specifically how the FY 24 CCPSA operating funding is planned to be funded by that community.
- 2) The legislative body shall ratify the MOU on funding no later than January 15, 2023

* CCPSA's Board allowed Milton to opt out of initial funding for CCPSA, given its unique circumstance of not directly operating a dispatch center as do the other members, understanding that Milton is interested in the opportunity to participate in CCPSA after it is operational, and that said participation would also require reimbursement for startup capital and operating costs. See pages 9-12 [here](#). For purposes of sharing costs, Milton is not included as a member in this memo.

Calls for Service

Municipality	FY 20 Calls for Service	FY 21 Calls for Service	FY 22 Calls for Service	Average Annual CFS	% Avg. Annual of Calls for Service
Burlington	35,061	28,789	31,982	31,944	40%
Colchester	15,192	15,042	12,426	14,220	18%
South Burlington	17,109	16,399	15,241	16,250	21%
Williston	11,124	9,159	6,369	8,884	11%
Winooski	9,847	8,434	5,009	7,763	10%
Total	88,333	77,823	71,027	79,061	100%



MEMO

To: CCPSA Board

From: Aaron Frank, CCPSA Vice Chair and Steven Locke, CCPSA Chair

Date: November 19, 2022

Re: **Amendment to CCPSA MOU on Funding**

Issue: Shall the CCPSA Board amend the Appendix A to Agreement to Create the Chittenden County Public Safety Authority MEMORANDUM OF UNDERSTANDING (MOU) ON COST SHARING as is authored in those agreements to remove two no longer necessary sections on “Initial Contributions” and a “Smoothing Formula,” prior to requesting ratification by member communities who we expect to receive CCPSA Police, Fire and Rescue dispatch services in FY 24?

Background: The CCPSA Charter, the “Agreement to Create the Chittenden County Public Safety Authority” approved by the voters in 2018 included a section titled “MEMORANDUM OF UNDERSTANDING (MOU) ON COST SHARING.” We are ready to have the legislative bodies of the communities who plan to receive Police, Fire and Rescue dispatch services in FY 24 ratify this agreement and have made edits to remove two no longer needed sections of the agreement addressing “Initial Contributions” and a “Smoothing Formula..

Detail: CCPA’s Charter, the 2018 [“Agreement to Create the Chittenden County Public Safety Authority”](#), includes a provision in the voter approved section on Cost Sharing, Section B “Initial Contributions,” which assumed members would combine dispatch services in incremental fashion to create regional dispatch. In other words, it was envisioned that initially two communities would develop their own budget for combined dispatch operations, and agree to and fund their shares without a required mandate, and that, thereafter, a third community and so on would join in the same manner. However, following the approval by the voters, only two member communities desired that envisioned approach. The CCPSA Board adopted the majority view, which was to combine members into a single entity, with all receiving dispatch services from CCPSA almost simultaneously.

This approach of combining all Members at once was much slower and caused delay in implementing CCPSA. However, that additional time allowed us to apply for and receive about \$2M in state and federal capital grants. Our case for this funding was far more compelling as a larger group.

Changes in approach have necessitated changes in cost-sharing mechanics. First, the concept of voluntary Initial Contributions among at least two communities, as envisioned under Section B of the voter approved Agreement’s Cost Sharing section has not been utilized as envisioned, as the majority of CCPSA did not desire an incremental approach to its creation.

Second, while CCPSA has raised capital funding from its members* under Section C of the Agreement's section on Cost Sharing ("Long Term Contributions"), that funding has been treated as if it were part of the "Initial Contributions" under the Agreement. Under the Agreement, Initial Contributions are technically voluntary. These are only "technically voluntary" contributions because under the approach of all members receiving dispatch services almost simultaneously, we have significantly higher initial capital and startup costs and all members must all contribute to them for CCPSA to move forward. So, all Members have now contributed toward two rounds of local capital funding under this framework.

Under this approach of all communities beginning dispatch services at about the same time, it is not possible to implement the so-called "Smoothing Formula."

The FY 24 operating funding allocations, for Burlington, Colchester, South Burlington and Winooski, are being approached in the same manner as capital funding – under the Long Term Contributions, but also technically voluntary under the definitions in the Cost Sharing section of the Agreement. Again, these contributions, while technically voluntary **must** be agreed to because without these contributions, CCPSA cannot move forward and begin operations.

A slightly revised "Appendix A to Agreement to Create the Chittenden County Public Safety Authority MEMORANDUM OF UNDERSTANDING (MOU) ON COST SHARING" is proposed for adoption by the communities that concludes the concept of voluntary funding and smoothing.

This proposed Appendix A MOU amendment has been reviewed and approved by the CCPSA Attorney, Joe McClean.

Appendix A to Agreement to Create the Chittenden County Public Safety Authority

FIRST AMENDED MEMORANDUM OF UNDERSTANDING (MOU) ON COST SHARING

A. Introduction.

This First Amended Memorandum of Understanding (MOU), appended to the Agreement to Create the Chittenden County Public Safety Authority as Appendix A, describes the agreed cost-sharing mechanism among Members. Each Member separately adopted and ratified the initial version of this MOU as a condition of receiving dispatch and other services from the Chittenden County Public Safety Authority (the “CCPSA”). Terms used in this First Amended MOU shall have the same meaning attributed to them in the Agreement.

B. Contribution Formula

Prior to receiving Police, Fire and Rescue Dispatch Services from CCPSA, all CCPSA members shall agree to be subject to the Contributions Formula set forth below, which shall thereafter commence and continue unless and until modified by the Board.

- (a) Step 1: The CCPSA Board shall determine net costs of the CCPSA, aggregating all CCPSA operating expenses, capital expenses, capital reserve contributions, grant revenues, public safety answering point (PSAP) revenues, contract revenues, excess initial contribution repayments and any CCPSA deficits or liabilities.
- (b) Step 2: The CCPSA Board shall determine the three-year rolling average of calls for service in each Member community (regardless of whether the Member received service from CCPSA during that period) expressed as a percentage:
 - i. “Calls for service” in member communities shall mean calls for any emergency service agency (including non-municipal agencies serving the community) in a community, including police, fire, and rescue services. Calls for service shall be counted per agency responding, and not per incident, shall include agencies responding to mutual aid calls, and shall include any call that reasonably causes a public safety employee to take an action or expend agency resources, whether agency-initiated or citizen-initiated.
 - ii. To avoid a charge back through the County tax, the Chittenden County Sheriff’s Department shall not pay for calls.
- (c) Step 3: The CCPSA Board shall apportion Step 1 net costs based on Step 2 percentages, as defined above.

For example: If the CCPSA’s net cost for a fiscal is \$3.1M and the three-year rolling average of calls totals 143,652, and the Town of Colchester has 16,373 average annual calls

for service during the same time period, Colchester's proportional share of the net costs would be 11.4%, or \$353,328.

C. Reimbursement for Excess Initial Contributions

Member communities that provide contributions toward startup and operating expenses over and above their base Initial Contributions (i.e., "Excess Initial Contributions"), shall be entitled to reimbursement from those communities that did not make Excess Initial Contributions. Such reimbursement may occur over a five to ten year period, based on an individual Member community's contributions and all Members' shares, utilizing the steps described below.

(1) Step 1: CCPSA's Board shall determine aggregate Excess Initial Contributions of all Members.

(a) Excess Initial Capital Contributions may include contributions of "capital equipment."

i. Capital equipment shall include, but is not limited to, the following:

Computer aided dispatch software purchase and license fees, including alteration thereof to serve more than one member of regional dispatch in linking to 911; GIS; law enforcement records management; fire records management; station alerting; NCIC/VCIC and related databases; voice logging and recording systems; facility improvements; electrical, telecom or IT wiring; telecom equipment; furniture; servers and IT network infrastructure; radio equipment; PSAP equipment, including design or engineering costs related to any of the above.

ii. To qualify for reimbursement under this section, the contributed capital equipment must have had more than a one-year useful lifespan or a value greater than \$5,000 at the time of purchase. Multiple single items contributed contemporaneously must have an aggregate value of more than \$5,000.

iii. Capital equipment contributions must have been made and the equipment must be in use by regional dispatch before long term funding contributions by Members are required.

iv. Capital equipment purchased prior to July 1, 2017 shall not be eligible for contribution. All equipment purchased prior to such date which is usable and desired by CCPSA shall be contributed as a part of local dispatch transition at no charge or cost to CCPSA.

(b) Qualifying excess contributions are contributions that exceed (1) the municipally budgeted operating costs or (2) assessments paid by the Member municipality as Initial Contributions. Such contributions may include, but are not limited to, funding earmarked for new CCPSA dispatch resources such as managers, trainers, an executive director, or IT staff or for specific operating costs such as rent, utilities, consulting and other related costs and fees.

- (c) Credit for making Excess Initial Contributions must be requested by the contributing Member within 90 days of the creation of CCPSA (if the contribution was made prior to the creation of CCPSA) or within the 60 days prior to the contribution, if it is made after the expenditure and following the creation of CCPSA. CCPSA's Board shall consider such requests and provide written notice to the contributing Member regarding eligibility for reimbursement under this subsection within 60 days of such request. In the event that a Member is aggrieved by a determination of the CCPSA Board regarding the eligibility of a contribution for reimbursement, the aggrieved Member may appeal to the Board within 30 days of the date of such notice. If an appeal is submitted, the Board shall hold a hearing on the appeal as provided in the Agreement.
- (2) Step 2: Allocate the aggregate Excess Initial Contributions among all Members based on a three-year rolling average of call percentages to determine the first year's net costs.
- (3) Step 3: Determine payback for, or contributions required to pay others back for, Excess Initial Contributions based on actual contributions of such resources, as designated and acknowledged by the CCPSA Board.
- (4) Step 4: Combine formula funding with payback of excess initial contributions to determine net funding and determine payback period such that reimbursement occurs over the shortest possible. Reimbursement for Excess Initial Contributions shall be accomplished in ten years or less from the date that notice of eligibility is provided.

C. MOU Adoption and Amendment.

- (1) This MOU shall be approved by an affirmative vote of the majority of the CCPSA Board.
- (2) Each community wishing to be a Member shall, by action of its legislative body, ratify this MOU before the Member community may receive police, fire and rescue services from the CCPSA.
- (3) Following initial adoption and ratification, this MOU may be amended by an affirmative vote of the majority of the CCPSA Board, subject to ratification by the legislative bodies of those Members who comprise said majority. All amendments or modifications to this MOU shall be in writing.