



## Central Vermont Public Safety Authority

*"Together is Better"*

---



Minutes February 15, 2018

Board Members Present: Dona Bate, Kimberly Cheney, Thomas Golonka, Martin Prevost

Guests: Steve McKenzie, Joe Aldous, David Delcore, Caroline Earl

Golonka opened the meeting at 6:35

Public Comments: Earl stated she was working with dispatchers to create a statement of recurring scenarios that adversely impact communications.

Paco Aumand added that in a meeting with Barre Deputy Fire Chief Aldsworth, Montpelier dispatcher supervisor Fred Cumming and Paul Cerutti, they described a situation in which there was fire called in from Calais to be responded to by Woodbury, however Barre Dispatch was on the line and blocked communications between Montpelier, Calais and Woodbury which are served by a tower in Woodbury. Barre cannot hear communications from that tower. Paco observed there must be a technological remedy to allow all dispatch staff to know what is occurring to prevent interference.

Payment of invoices was moved by Cheney, seconded by Prevost and approved.

Bate suggested Paco purchase a printer as it would be less costly than paying for copies as occurs at present.

Executive Director's Report. Paco supplemented his written report. The written report is incorporated into these minutes.

- a) Inconclusive discussion ensued about proposed posting of messages on Front Porch Forum. Posting to be at discretion of Board Chair, Golonka.
- b) Suitable space available for single site dispatch center on Granger Road at \$14 square foot.  
Other possibilities in Barre are old Ward 5 school, and Alumni hall.
- c) The Authority has been invited to present at a Chamber of Commerce public forum in May 2018
- d) a "Working Group" to discuss merger with Capital Fire consisting of Cummings, Aldous and Cerutti has been constituted.
- e) Both Police chiefs urged Authority not to focus on policy and procedure for dispatching at this time – some issues will require negotiations with the union. Earl stated some rules could be management prerogative while others are working condition which need to be bargained.
- f) Financial expenditures are within budget. He is forecasting a carry forward of about \$46,000
- g) Capital Fire is forecasting a vote on merger in May. The principal issues remain what services would be provided and at what cost.

General Discussion followed regarding creation of WORKING GROUPS to plan for merger. Paco will do written task summary for each group. All groups will be advisory to the Board. There will be four groups:

Dispatching, Simulcast and Communication Committee

Building Committee

Staff, Budget and Capital Improvements

Policies and Procedures and Training Committee – There is not agreement that these topics should be addressed right now.

These committees or topic areas will form the Communication Improvement Working Group (CIWG). Other considerations regarding this working group includes:

- a) All group members will be volunteers without pay
- b) Barre City needs a simulcast radio system
- c) Any project must include all the radio needs for central Vermont
- d) there needs to an inventory of equipment and personnel needs.

Discussion concerning vendor of new radio equipment. Motorola appears to have the most experience in the area. Concern was noted about a “no-bid” contract with one vendor, however, cost as well as quality of service with a new vendor are concerns.

Cheney moved, Prevost seconded, and Board approved a motion to approve plan laid out by Paco in his report.

Cheney moved, seconded by Bate and voted to adjourn at 8:15.

# Memo

To: Board of Directors  
From: Francis X. Aumand III, Executive Director  
cc:  
Date: February 14, 2018  
Subject: Executive Director's Report

---

The following is my report for the period December 7, 2017 – January 31, 2018.

## **Administrative Issues – Update**

### Educational Articles

I have prepared an article that can be presented as a letter to the editor in support of our FY 19 budget. Kim Cheney has also prepared messages that can be placed in the front-page forum. These are attached.

### Dispatch Center Building Space

I met with Mark Browning and Reuben Stone, of Stone & Browning Property Management on 2/10/18 to tour their property on 654 Granger Rd, Berlin. This property could be used as a dispatching center. It is a 2100 sq. ft space that could be modified to meet our needs. They charge \$14 per sq. ft. which includes everything but electricity (heat, trash removal included). Renovations of this property to fit our needs would be at their expense. I informed them of our planning process of which they were very understanding and suggested they had plenty of space that could be utilized by us when the time comes to actively look for space.

Joe Aldsworth has also mentioned that the Ward 5 building in Barre City is available and could be used for dispatching space.

### Public Forums

I spoke with Bill Moore about the idea of presenting to his membership about CVPSA issues and dispatching. We tentatively will present to the Chambers membership in May.

**Legislative Issues** - I continue to monitor S. 273 and attend the legislative committee hearing on this topic each week. After Friday of this week we may know if any parts of this piece of legislation will be reported out of the Senate Government Operations Committee.

I will be attending the VLCT legislative day to be held on Thursday 2/15/18.

I attended a legislative reception presented by the Chamber and the City of Montpelier.

**Communication Improvement Working Group** – During a meeting with Fred Cummings, Paul Cerutti and Joe Aldsworth it was proposed that four committees be formed. I have designed this concept into one working group that will be comprised of people who can serve on these committee. This concept will be discussed at the 2/15/18 board meeting. The draft document detailing the expectations of the CIWG is attached to this document.

I will be meeting with Tony Facos and Tim Bombardier on Wednesday 2/14/18 to discuss the draft CIWG plan.

**Capital Fire Mutual Aid System, Inc.** – I drafted a letter for the CFMAS to offer support for the public safety planning grant portion of S.273.

I held a meeting with Fred Cummings, Paul Cerutti and Joe Aldsworth to discuss “stories” of dispatching improvements, and planning committees. At this meeting Joe mentioned that Tim Bombardier has expressed interest that the Barre City Police Department is in need a simulcast radio system and this project should be included in the Capital West simulcast radio system project.

**Financial Report** - I expect to present the December and January financial report to the Board on 2/15/18.

**CVPSA Improved Social Media Services** – I had a follow up phone call with Kate Paine about her previous quote of \$27,000 for a variety of social media improvements. My discussions with her focused on the need to improve our web site. Her price for this portion of work is below.

| Total | Description                                                                                                                                                                                                                                                                                                                                                                                        | Rate       | Qty | Line |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------|
|       |                                                                                                                                                                                                                                                                                                                                                                                                    |            |     |      |
|       | Website development                                                                                                                                                                                                                                                                                                                                                                                | \$6,000.00 | 1   |      |
|       | \$6,000.00                                                                                                                                                                                                                                                                                                                                                                                         |            |     |      |
|       | <ul style="list-style-type: none"><li>• New, revised website for CVPSA to be WordPress-based (or similar Content Management System (CMS))</li><li>• Separate web development firm to fulfill and complete website overhaul (NOT developed/designed by Kate Paine)</li><li>• Web firm would work directly with CVPSA</li><li>• Kate Paine would serve as project manager/point of contact</li></ul> |            |     |      |

She indicated that this price was an estimate and that it could be as high as \$7,000. This web site development would allow us to update that material ourselves. The Board needs to consider this project in the context of the other projects (training) of the Board.

## Communications Improvement Working Group (CIWG) DRAFT

A “Communications Improvement Working Group (CIWG)” is being created to help guide the development of a consolidated single site dispatching center and to help plan for a simulcast radio system. The goal of this group is to collaboratively work to develop agreed upon plans that will lead to a new dispatch center located somewhere in the Central Vermont area. To effectively handle the vast radio traffic that exists within the two centers now a new simulcast radio system is proposed. This group will assist in developing a plan, specifically a funding plan, for this new system.

The CIWG will consist of four committees, outlined below.

**Dispatching, Simulcast and Communication Committee** – This committee will work on all issues dealing with the logistics of combining the dispatch centers. They will also provide planning guidance on the new radio simulcast system. Radio issues are crucial to efficient dispatching. Therefore, this committee should provide guidance on the radio system. It is expected that other communication issues, such as telephones will also be discussed in this committee.

**Building Committee** – This committee will focus on finding an agreeable location for the new center.

**Staff, Budget and Capital Improvements** – This committee will work on staffing and the money issues of the project. A capital improvement plan will be developed as part of this committee’s work.

**Policies and Procedures and Training Committee** – This committee will begin work on policies, procedures and the training need for dispatchers.

**How the CIWG will work.** Individuals made up of managers and staff from police, fire/EMS and dispatchers will be asked to participate. This includes representatives from Capital West. Members of the Board of Directors of the CVPSA may also participate. Any stakeholders who wish to participate may also be included. It is important that this working group be a collaborative process

The working group members will break into the committees mentioned above based on their interest or expertise. It is expected that the Executive Director of the CVPSA will document the plans based on information provided by the CIWG. The committees will work to provide the information necessary to build a workable plan. The Executive Director, to the extent possible, will be the staff the executes the work necessary to complete the plans.

The committees will meet at least once a month. Communication will also occur via email.

Employees serving on this committees will be compensated by their respective organizations for this work. **(Need to get approval for this statement.)**

Members of the Communications Improvement Working Group.

|               |                  |                      |                   |
|---------------|------------------|----------------------|-------------------|
| Joe Aldsworth | Fred Cummings    | Kim Cheney           | Dispatcher(s)     |
| Tony Facos    | Tim Bombardier   | Tim Morris – invited | Police Officer(s) |
| Paul Cerutti  | Fire Fighter/EMT | Public Member?       |                   |

Central Vermont Public Safety Authority Update  
(Suggested letter to the Editor)

The Central Vermont Public Safety Authority (CVPSA) for the past two years has been working with dispatchers and City offices to develop and implement a consolidated dispatch plan that will work for both Montpelier and Barre City. A Plan must be one that both employees and City Councilor's can support. We have developed two plans that keep both dispatch centers in place while working to connect them using technology. Both have been rejected as unworkable. The consensus is that a combined single location dispatching center is the best way to meet the needs of the public safety services in Central Vermont. Planning for a single site dispatching center will be a major focus of the Authority's work this year.

A key feature of the plan will be to correct a major radio communication problem that exists. It interferes with dispatching in the approximately 20 municipal fire departments within Central Vermont that Barre and Montpelier now dispatch for. The solution requires working collaboratively with the Capital Fire Mutual Aid System to fix that radio interference and "talk over" problems when more than one user keys on the channel that exist with the current system. This will take time and resources. We also are in talks with the Capital Fire Mutual Aid System. The CVPSA Board has invited Capital Fire to join as a member of the Central Vermont Public Safety Authority. This will provide CVPSA with a larger member base but will also provide Capital Fire with a stronger voice in the policy discussions that occur. We think that by enlarging the participation of the CVPSA we can better serve the greater Central Vermont area.

The Central Vermont Public Safety Authority has been working hard to prove its value in delivering an affordable, integrated and efficient system of public safety services in Montpelier and Barre City. We have secured \$75,000 in grant money to connect the two dispatching centers, provided training for dispatchers and worked diligently to develop consensus on how to provide the best dispatching services within Central Vermont. Your continued support of our efforts as we move into 2018 and 2019 will be appreciated.

