Central Vermont Public Safety Authority

"Together is Better"

Regular Board of Director's Meeting
MINUTES December 7, 2017

BOARD PRESENT: Dona Bate, Mike Smith, Martin Prevost, Samuel Dworkin, Douglas Hoyt

Board Absent: Kim Cheney and Tom Golonka

OTHERS: Paco Aumand, Robert Seager, David Rubalcaba, Caroline Earle, Steve Mackenzie

Meeting called to order by Vice Chair: Mike Smith at 6:30PM

Agenda approved by consensus of those board members present.

One payment to the Vermont League of City and Towns (PACIF) was approved and signed.

Minutes of Nov 16th approved on motion of **Doug Hoyt** seconded by **Dona Bate.**

Executive Director's Report; Paco Aumand provided an overview of recent activities including work that has been done putting together the FY 19 budget, FY 18 budget projections and an updated FY 18 monthly financial statement. The Executive director's report is incorporated into these minutes. Also incorporated into these minutes is:

- the draft 2017 annual report,
- the presented draft FY 19 budget,
- the FY 18 yearend financial projections
- and the updated FY 18 monthly financial statement.

Paco also updated the Board on the outcome of the CVPSA executive committee meeting that was held on 11/30/17. The notes from this meeting are incorporated into these minutes.

A discussion was held concerning the recommendations of the executive committee to freeze training. **Sam Dworkin** did not think it wise to not spend money on dispatcher training. **Dona Bate** also thinks that dispatching training should be funded.

FY 19 Budget Discussion: The discussion of the executive committees meeting lead into discussing the FY 19 budget. Th issue of using capital reserve funds to off set the funding request to the Cities was talked about along with not funding dispatcher training. **Caroline Earle** mentioned that CVPSA is at a critical point in its existence and CVPSA should include dispatcher employees in the decision making over dispatcher training. **Steve Mackenzie** mentioned that due to budget pressures in Barre City he was only able to recommend funding of $25,000 for CVPSA any requested funds above this amount would have to decided by the City Council.

The board members present felt that more discussion on the budget should be held with the entire board present. Therefore, on a motion made by **Martin Prevost**, seconded by **Sam Dworkin** the discussion to table the FY 19 budget was approved.

A brief discussion was held concerning the upcoming meeting with Capital Fire Mutual Aid System (CFMAS) scheduled for December 13, 2017 at Alumni Hall in Barre City. The discussion centered around is the meeting still on and who was going to it. If a quorum of board members were in attendance should the meeting be warned? It wat felt that because it was a meeting being called by CFMAS it did not have to be warned but no CVPSA business should be discussed outside of the issue of a simulcast radio system and CFMAS joining CVPSA. Paco Aumand was to confirm the meeting and let all board members know of the confirmation.

The board meeting was adjourned at approximately 7:40 p.m.

Memo

To: Board of Directors

From: Francis X. Aumand III, Executive Director

cc:

Date: December 7, 2017

Subject: Executive Director's Report

The following is my report for the period November 9, 2017 – December 7,2017.

Administrative Issues – Update

I have prepared an alternative dispatching plan that involves just Montpelier. This has been discussed with the Board on two occasions. During this reporting period I met with Councilor Ashely Hill to discuss the revised Montpelier dispatching plan. Because of these discussions a meeting was held between Tom Golonka, Dona Bate, Bill Fraser, Tony Facos and Bob Gowan about dispatching. At this meeting and the briefing of the Board about the meeting, on 11/16/17, that CVPSA would not be moving forward with the Montpelier dispatching plan.

CVPSA will be pursuing a budget request for FY 19 that will target a $1.5M simulcast radio project and working with Capital Fire Mutual Aid System to invite them to become a member of CVPSA.

Work has involved putting together projected FY 18 yearend financial statements along with the FY 19 budget projections and a draft annual report.

An executive committee was also held on 11/30/17 to discuss the path forward and the FY 19 budget.

Dispatch Executive Committee Meeting – None has been scheduled.

Capital Fire Mutual Aid System, Inc. – Draft cost estimates for implementation of a $1.5M simulcast radio project bond have been prepared and discussed with the executive committee.

Financial Report - A financial report through the end of November is being presented to the Board at the 12/7/17 meeting.

Notes from Executive Committee Meeting
November 30, 2017 beginning at 4:00 p.m.

BOARD PRESENT: Mike Smith, Tom Golonka, Kimberly Cheney

OTHERS: Paco Aumand, Bill Fraser, and Steve Mackenzie

A discussion was held regarding the proposed budget for the CVPSA in FY 19. This discussion involved the City Managers form both Barre City and Montpelier in terms of what they felt the City Councils would accept. At a previous meeting with the City Council's CVPSA had indicated they would not be seeking new money from the City taxpayers for FY 19. However, that statement was made when the dispatching plan with Montpelier was expected to be implemented. As the dispatching plan is not part of the FY 19 budget process the CVPSA is now faced with putting together a budget plan.

The City Managers indicated they believed the City Council's would entertain a budget request that was perhaps less than previous years but that included defined project deliverables.

The committee discussed how much projected money from FY 18 would be potential be available for the capital reserve fund and how much money out of the capital reserve fund should be applied to the FY 19 budget. It was decided to recommend that $40,000 of capital reserve funds should be directed to the FY 19 budget. It was also recommended that the total budget should be that amount that was asked for in FY 18 ($100,000) and that training funds would not be budgeted in FY 19 and all funds be moved into contractual. The committee believes the major project in FY 19 will be the simulcast radio project and ensuring that Capital Fire Mutual Aid System becomes a member of CVPSA.

The committee recommended that all expenses for dispatcher training be frozen until the Board could discuss the FY 19 budget and until we had a clearer picture of unspent FY 18 funds that could be directed into the capital reserve fund.

The Executive Director was requested to prepare a draft FY 19 budget for the next Board meeting.

CENTRAL VERMONT PUBLIC SAFETY AUTHORITY

After several years of planning the Central Vermont Public Safety Authority (CVPSA) became a reality. In 2014 a legal charter was created by the Vermont General Assembly. The proposal (House Bill 892, 2014 legislative session) was signed into law by Governor Peter Shumlin on May 20, 2014. The voters of the Cities of Montpelier and Barre approved the creation of an authority. Although the CVPSA is a separate municipality, it is accountable to the voters of Montpelier and Barre. The Authority exists for only one purpose and will have but one management goal: to enable central Vermont Communities to be safer from crime, fire, and medical emergencies through thoughtful, technologically sophisticated, communications and response between providers and community.

The proposed requested budget amount from the tax payers in both Cities for fiscal year 2018-2019 is reduced by 40% this year. While the operating funds are level funded in FY 2018-2019 from FY 2017-2018 the CVPSA is planning on utilizing projected capital reserve funds to lower the requested tax payer allocation. The cost allocation breakdown for both cities follows the cost model that has been adopted by both City Councils.

Prior to 2016 the Authority's Board of Directors spent much of its time assessing the dispatching services in the area and developing a plan to regionalize these services. The Board presented a two- dispatch center plan to both City Councils in December 2016. Opposition to this plan was voiced be City management and employees causing the CVPSA to re-think the proposal. During 2017 much time was spent on meeting with management and staff to determine the best dispatching solution. Consensus was that a single site dispatching solution was the preferred path forward. This change in direction was going to require more planning than could be accomplished in 8 months. Therefore, the CVPSA proposed again the two-center concept as a way of phasing in the new management structure while working on how to share calls for service and to accomplish the planning necessary to transition to a single site. This was also rejected. A third plan was developed that called for the CVPSA board to oversee certain aspects of dispatching while working collaboratively with the Montpelier City Council and staff without transferring staff to the employment of the CVPSA. Management from the City of Montpelier felt this type of oversight was not needed and in practice would be cumbersome to implement. This plan has been stalled in favor of doing more planning surrounding the development of single dispatching site.

The board is now working towards adding the Capital Fire Mutual Aid System as a new member to the CVPSA. Ongoing plans will also take place in 2018 to identify a location and costs associated with a single dispatching facility. Everyone believes that the single site concept is the best way to achieve an integrated full service public safety dispatching system.

A major radio problem involving Canadian interference and frequency talk congestion has been identified as a significant issue for Central Vermont Fire/EMS dispatching services. Working with both Cities and the Capital West Dispatch Committee to seek a bond for a new simulcast radio system by FY 2020 will be a major focus of the CVPSA in 2018. This radio interference is the single biggest problem with communications in Central Vermont and fixing it will significantly improve dispatching and communication efficiency. The Central Vermont Public Safety Authority as a broad based governing body is uniquely positioned to help all Central Vermont communities collaboratively work on a financial solution to this radio problem.

The CVPSA web page is operational with agenda, minutes of the meetings and other planning documents available for review at www.cvpsa.org. Agendas of Board meetings and minutes are also available at both the Montpelier and Barre City web sites.

The Board of Directors and staff of the Central Vermont Public Safety Authority include the following.

Tom Golonka, Chair

Tom is a Montpelier City Council Member appointed to the CVPSA board in August of 2014. His current term expires in March of 2018. In his professional career, Tom is a partner with Silverlake Wealth Management in Williston and Montpelier, VT. In addition to his membership on the Montpelier City Council, Mr. Golonka is on the board of the Vermont Municipal Employees Retirement System (VMERS), a member of the board of the Central Vermont Medical Center, and a member of the Vermont Pension Investment Committee (VPIC).

Michael Smith, Vice Chair

Michael is a Barre City Council member appointed to the CVPSA board in August of 2014. He is active in the Barre community and has served on both the Greater Barre Public Safety Advisory Committee and the Greater Barre Community Justice Center board. Michael works as a driver for the Ready To Go Program of Good News Garage based in Burlington. His two year term on the board expires in March of 2016 and has been re-appointed in a term that expires in March of 2018.

Robert Sager, Treasurer

Bob has been a long-standing member of the efforts to bring about public safety regionalization to Central Vermont. He served on previous study committees leading up to the creation of the Authority. He was President, Vice President and Treasurer of the Barre Partnership, President of the Barre Merchants Bureau. He has also served on various city committees and is currently on the Barre Partnership's Economic Development Committee, Retail Committee and on the board of the Barre Lions Club. He is a retired business owner.

Dona Bate

Dona is a Montpelier City Council Member who was appointed to the CVPSA board in august of 2014. Her current term expires in March of 2017. Dona operates her own business, dbate Speaking; where she is a speaker, trainer and facilitator. Dona brings five years of service to the public safety committee which studied the feasibility of this regional public safety authority, and which successfully advocated for its being chartered. Dona says, "regional services will benefit both residents and employees."

Kimberly Cheney

Kim is an Attorney living in Montpelier who was appointed in August 2015 as an at large member of the Board for a term expiring in March, 2016 and was subsequently elected in 2016 for a three year term ending in March of 2019. His service as Washington County State's Attorney and Vermont Attorney General brings practical public safety experience to the board. He joined the Board saying: "Regionally managed public safety can bring communities to work together for the benefit of those who serve and those who are served."

Douglas Hoyt

Douglas Hoyt was raised in Montpelier and graduated from St Michael's High School. He has since attained an Associate's Degree in Criminal Justice from Vermont College and a Bachelor's Degree in Government from Norwich University. He is also a Graduate of the FBI National Academy. Doug has retired from active law enforcement serving as Montpelier's Chief of Police for 26 years. His was elected to the Board in March of 2015 to a term that expires in 2018.

Martin Prevost

Martin has lived in Barre City since 1978 when he moved here from Montreal. He was appointed to the Board in March of 2015 to a term that ends in March of 2017. He is a currently employed by the Vermont Department of Liquor Control and was previously a Barre City Police Officer. He has been active in the Barre community including serving as school board member and city councilor as well as other civic boards and committees.

Sam Dworkin – Need bio info

Francis (Paco) X. Aumand III, Executive Director

Mr. Francis (Paco) X. Aumand III has 39 years of law enforcement experience including service at the municipal and State levels in Vermont. Before his appointment as Executive Director for the Central Vermont Public Safety Authority, in July of 2015, he served as the Deputy Commissioner for the Vermont Department of Public Safety. Mr. Aumand also was employed as Executive Director of the Vermont Criminal Justice Training Council, and he served with the Bellows Falls Vermont Police Department for 14 years, the last 7 of those years as Chief of Police. He holds a Master of Science in Administration from St. Michael's College, Colchester, VT.

CENTRAL VERMONT PUBLIC SAFETY AUTHORITY

The Central Vermont Public Safety Authority (CVPSA), comprised of the City of Montpelier and the City of Barre, is dedicated to establishing an affordable, integrated, efficient system of public safety services (fire, police, emergency medical services and dispatching), initially for the Twin Cities and possibly for all Central Vermont. A long journey begins with the first step – creating a single dispatch system to enhance public welfare by providing rapid, coordinated response to emergencies in member communities with highly qualified personnel.

The first budget for CVPSA began in fiscal year 2016, which finished the year with an $18,724 surplus. Fiscal year 2017 involved the receipt of $75,000 in federal grant money to pay for of new radio equipment and a bridge allowing communication between Montpelier and Barre City. FY 18 began with a surplus that is a result of holding payment for the installation of the radio equipment.

In fiscal year 2019, the CVPSA will continue the development of a single site dispatching service. More importantly CVPSA is working to bring the Capital Fire Mutual Aid System into the CVPSA as a member. We collectively will work on developing a simulcast radio system that will improve dispatching services for fire departments within 20 Central Vermont communities.

The fiscal year 2020 and 2021 budget projection at this time continues a financial status quo until a commitment by the Cities is received to move staff operations (dispatching) under the CVPSA.

The fiscal year budget for 2018-2019 (FY 19) is represented below along with projections for future years.

Central Vermont Public Safety Authority Budget Projections					
Budget Summary:	**FY 17 Approved Actual**	**FY 18 Approved Budget**	**FY 19 Budget Requested**	**FY 20 Projected Budget**	**FY 21 Projected Budget**
Expenditures					
Personnel	$ 53,764	$ 61,000	$ 91,390	$ 80,020	$ 80,020
Operating	$ 3,500	$ 8,505	$ 8,610	$ 8,900	$ 8,900
Dispatch Training	$ 25,000	$ 10,000			
Joint Operations Planning		$ 5,515			
Total Expenditures	$82,264	$ 85,020	$ 100,000	$ 88,920	$ 88,920
Montpelier Dispatching					
Barre City Dispatching	$ -				
Total Dispatch Expense	$0	$ -	$ -	$ -	$ -
Total CVPSA and Dispatch	$82,264	$ **85,020**	$ 100,000	$ 88,920	$ 88,920
Revenue	**FY 17 Actual**	**FY 18 Actual**	**FY 19 Request**	**FY 20 Budget**	**FY 20 Budget**
Balance on Hand	$ 18,724	$ 59,322	$ 40,000		
Miscellaneous					
Montpelier CVPSA Formula	$ 47,000	$ 39,959	$28,200	$ 41,792	$ 41,792
Montpelier Dispatch Costs			$ -	$ -	$ -
Barre CVPSA Formula	$ 53,000	$ 45,061	$31,800	$ 47,128	$ 47,128
Barre Public Dispatch Costs			$ -	$ -	$ -
Total Revenue	$118,724	$ **144,342**	$ 100,000	$ 88,920	$ 88,920

The following is a detailed breakdown of the budgets for the Central Vermont Public Safety Authority.

Central Vermont Public Safety Authority Budget Projections					
Expenses	FY 17 Budget Actual	FY 18 Budget Approved	FY 19 Budget Projected	FY 20 Budget Projected	FY 21 Budget Projected
Personnel Services:					
2016-01 Executive Director	$ 47,200	$ 61,000	$ 63,000	$ 64,000	$ 64,000
2018-01 Public Safety Director					
2016-02 FICA & Medicare		$ 4,880	$ 5,040	$ 5,120	$ 5,120
2016-03 VLCTMembership and Ins.	$ 2,652	$ 2,100	$ 2,142	$ 2,300	$ 2,300
2016-04 Professional Services	$ 3,912	$ 8,000	$ 21,208	$ 8,600	$ 8,600
Total Personnel Services	$53,764	$75,980	$ 91,390	$ 80,020	$ 80,020
Operating Expenses:					
2016-05 Equipment	$ 75,125	$ 255	$ 260	$ 300	$ 300
2017-06 Training	$ 4,053	$ 10,000			
2018-02 Joint Operations Planning		$ 5,515			
2017-07 Mileage Travel		$ 500	$ 500	$ 500	$ 500
2016-08 Office Supplies	$ 1,201	$ 500	$ 600	$ 600	$ 600
2016-09 Technology Services	$ 385	$ 7,250	$ 7,250	$ 7,500	$ 7,500
Total Operating Expenses	$80,764	$24,020	$ 8,610	$ 8,900	$ 8,900
Total CVPSA Expenditures	**$ 134,528**	**$ 100,000**	$ 100,000	$ 88,920	$ 88,920
Montpelier Dispatching Services					
Barre City Dispatching Services					
Total Dispatch Expense					
Total CVPSA and Dispatch	**$134,528**	**$100,000**	**$ 100,000**	**$ 88,920**	**$ 88,920**
Revenue	**FY 17 Budget**	**FY 18 Budget**	**FY 19 Budget**	**FY 20 Budget**	**FY 21 Budget**
Balance on Hand 7/1/15	$ 18,725	$ 59,322	$ 40,000		
Miscellaneous- Grant	$ 75,125				
Montpelier CVPSA Formula	$47,000	$47,000	$28,200	$ 41,792	$ 41,792
Montpelier Dispatching Costs					
Barre CVPSA Formula	$53,000	$53,000	$31,800	$47,128	$47,128
Barre Dispatching Costs					
Total Revenue	**$193,850**	**$ 159,322**	**$ 100,000**	**$ 88,920**	**$ 88,920**

Central Vermont Public Safety Authority
FY 18 Budget Summary by Month
PROJECTED

Expenses	Budget FY 18	July	August	September	October	November	December	January	February	March	April	May	June	Spent	Balance	% Spent
Personnel Services:																
2016-01 Executive Director	$ 61,000	$ 17,390			$ 15,046			$ 17,390			$ 17,390		$ 15,046	$ 82,262	$ (21,262)	134.86%
2016-02 FICA & Medicare	$ 4,880													$ -	$ 4,880	0.00%
2016-03 VLCT Membership and Ins.	$ 2,100					$ 540	$ -		$ 1,932					$ 2,472	$ (372)	118%
2016-04 Contractual	$ 8,000		$ -	$ 555	$ -	$ -		$ 500		$ 500		$ 600	$ -	$ 2,155	$ 5,845	26.94%
Total Personnel Services	$ 75,980	$ 17,390	$ -	$ 555	$ 15,046	$ 540	$ -	$ 17,890	$ 1,932	$ 500	$ 17,390	$ 600	$ 15,046	$ 86,889	$ (10,909)	114.36%
Operating Expenses:																
2016-05 Equipment	$ 255			$ -		$ -								$ -	$ 255	0.00%
2017-06 Dispatch Training	$ 10,000	$ 878		$ 439		$ 199			$ 1,000				$ 2,500	$ 5,016	$ 4,984	50.16%
2018-02 Joint Operations Planning	$ 5,515													$ -	$ 5,515	0.00%
2017-07 Mileage Travel	$ 500													$ -	$ 500	0.00%
2016-08 Office Supplies	$ 500			$ 244			$ -		$ -		$ 250			$ 494	$ 6	98.74%
2016-09 Technology Services	$ 7,250						$ -		$ 20,000					$ 20,000	$ (12,750)	275.86%
Total Operating Expenses	$ 24,020	$ 878	$ -	$ 683	$ -	$ 199	$ -	$ -	$ 21,000	$ -	$ 250	$ -	$ 2,500	$ 25,510	$ (1,490)	106.20%
Total Expenses	$ 100,000	$ 18,268	$ -	$ 1,238	$ 15,046	$ 739	$ -	$ 17,890	$ 22,932	$ 500	$ 17,640	$ 600	$ 17,546	$112,398	$ (12,398)	112.40%
Revenue																
Balance on Hand 7/1/17	$ 59,322	$ 59,322		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
Miscellaneous*	$ -				$ -			$ -								
Montpelier	$ 47,000		$ -	$ 11,750		$ -	$ 11,750		$ -	$ 11,750		$ -	$ 11,750			
Barre	$ 53,000			$ 13,250	$ -	$ -	$ 13,250		$ -	$ 13,250	$ -		$ 13,250			
Total Revenue and Balance	$ 159,322	$ 41,054	$ 41,054	$ 64,817	$ 49,771	$ 49,032	$ 74,032	$ 56,142	$ 33,210	$ 57,710	$ 40,070	$ 39,470	$ 46,924	$112,398	$ 46,924	70.55%

* Notes: Grants received.

Encumbered Expenses:		
ED Salary and Benefits	$ 17,389.61	Paid
BCS Equipment Installation	$ 19,410.00	Still Pending Anticipated paying $20,000 out of Technology Services
Total	$ 36,799.61	
Funds Available	$ 59,322	
Actual Balance on Hand FY 18	$ 22,522.43	Actual Balance
Total Revenue FY 18	$ 159,322	
Total Expenses FY 18	$ 112,398	
Expected Surplus	$ 46,924	

FY 18 Projections for Spending through remainder of the year.

Highlighted areas represent projected reciept of revenue and monies to be expended.

Central Vermont Public Safety Authority
FY 18 Budget Summary by Month

Expenses	Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Spent	Balance	% Spent
Personnel Services:																
2016-01 Executive Director	$ 61,000	$ 17,390			$ 15,046	$ -		$ -			$ -			$ 32,435	$ 28,565	53.17%
2016-02 FICA & Medicare	$ 4,880													$ -	$ 4,880	0.00%
2016-03 VLCT Membership and Ins.	$ 2,100				$ 540	$ -	$ -							$ 540	$ 1,560	26%
2016-04 Contractual	$ 8,000		$ -	$ 555		$ -		$ -					$ -	$ 555	$ 7,445	6.94%
Total Personnel Services	$ 75,980	$ 17,390	$ -	$ 555	$ 15,586	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 33,530	$ 42,450	44.13%
Operating Expenses:																
2016-05 Equipment	$ 255			$ -		$ -								$ -	$ 255	0.00%
2017-06 Dispatch Training	$ 10,000	$ 878		$ 439	$ 199	$ -			$ -				$ -	$ 1,516	$ 8,484	15.16%
2018-02 Joint Operations Planning	$ 5,515															
2017-07 Mileage Travel	$ 500													$ -	$ 500	0.00%
2016-08 Office Supplies	$ 500			$ 244		$ -	$ -		$ -		$ -			$ 244	$ 256	48.74%
2016-09 Technology Services	$ 7,250					$ -	$ -							$ -	$ 7,250	0.00%
Total Operating Expenses	$ 24,020	$ 878	$ -	$ 683	$ 199	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,760	$ 22,260	7.33%
Total Expenses	$ 100,000	$ 18,268	$ -	$ 1,238	$ 15,785	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 35,290	$ 64,710	35.29%
Revenue																
Balance on Hand 7/1/17	$ 59,322	$ 59,322		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
Miscellaneous*	$ -				$ -			$ -								
Montpelier	$ 47,000		$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
Barre	$ 53,000				$ -	$ -			$ -	$ -	$ -		$ -			
Total Revenue and Balance	$ 159,322	$ 41,054	$ 41,054	$ 39,817	$ 24,032	$ 24,032	$ 24,032	$ 24,032	$ 24,032	$ 24,032	$ 24,032	$ 24,032	$ 24,032	$ 35,290	$ 24,032	

* Notes: As of December 7, 2017 we have not received FY 18 Revenue.

Encumbered Expenses:		
ED Salary and Benefits	$ 17,389.61	Paid
BCS Equipment Installation	$ 19,410.00	Still Pending
Total	$ 36,799.61	
Funds Available	$ 59,322	
Balance on Hand FY 18	$ 22,522.43	Actual Balance

FY 18 Actual Monthly Financial Statements Through November.