



Central Vermont Public Safety Authority
"Together is Better"



BOARD MEEING MINUTES JUNE 1, 2017

ATTENDING: Bate, Golonka, Smith, Hoyt, Cheney
Aumand, Sager
Rubalcaba, Bombardier, Earl, Gowans
Ward

Agenda approved by consent.

Minutes of May 18, 2017 approved

Executive Directors Report orally supplement written report. There is a budget surplus of \$60,000 for next fiscal year, but most of it is allocated for training and should be regarded as encumbered.

The web site has been updated.

Barre City Counselor Mike Boutin interested in accreditation of police, however it appears not to be cost effective for the City. Training is expensive and certification requires updated training

CAD, The City of Burlington has put out a RFP for CAD interface with Valcor, which presumably would be available to others if created. Noted that an interface with fire house would be required. CAD has an advantage in cutting down radio traffic and automating access to resources. Chief Bombardier noted the radio channels get "walked on" by Quebec taxi cabs that use the same channel.

Bombardier noted that the bridge phone connection between Barre and Montpelier has not yet had a price quote. He expected that by end of June at a cost of \$35,000 to \$40,000

Dispatch executive committee issues: Connect the phone line between cities, develop CAD, improve radio by reducing number of users on available channel, work on digital upgrade for Capital West. Simulcast system would improve communication but would need more people and equipment for improvements. Golonka believes the Authority could bond for simulcast system which a single municipality would not, and the cost including Capital West should be bearable. No specific figures mentioned, awaiting discussion with Capital West., There is a need for better management of fire and EMS communication (dispatch) services.

Meeting pending with Capital west and executive committee for June 7th.



Central Vermont Public Safety Authority

"Together is Better"



Discussion concerning tactical fire dispatch. Current consensus is that the incident commander is the person to do that, however tactical fire dispatch is a state-wide issue and there is possibility of improvement

Discussion concerning questionnaire to dispatch staff and response. A meeting is planned between dispatchers and management which has not been scheduled. Consensus of Board is that the full process should occur before response by management. Atty Earl urged all participants not to allow emotional response, and to examine issues and look for solutions, particularly better communication between management and dispatchers. Dispatchers take pride in serving the community with aging equipment and protecting public safety. Golonka noted the Authority has no management responsibility until control is ceded to it and hence communications are difficult. Cheney noted that the improvements the dispatcher's questionnaire identified are all goals of the authority. Plan to do the best to move forward, keeping in mind, as Earl stated. "if you are not at the table you are on the menu."

Central Vermont Public Safety Authority Board Meeting
June 1, 2017 – 6:30 PM - 8:00 PM
(Montpelier Police Department, 1 Pitkin Ct. Montpelier, VT)
NOTE: The location for this meeting has been changed.

Regular Meeting

1. Call to Order
2. Approve the agenda.
3. Approve and Authorize Payments.
4. Public Comment.
5. Approve Minutes from 5/18/17 Meeting.
6. Executive Director's Report.
 - a. Web site.
 - b. CAD support letter.
7. Continued discussions on Dispatch Strategic Operations Plan.
 - a. What dispatchers do for parking in Montpelier and jail monitoring in Barre City.
 - b. Review of sections 11,12, and 13 regarding budgets.
8. Other Business
9. Executive Session, if necessary.
10. Adjournment

Memo

To: Board of Directors
From: Francis X. Aumand III, Executive Director
cc:
Date: June 1, 2017
Subject: Executive Director's Report

The following is my report for the period May 17, 2017 – June 1, 2017

Administrative Issues – Update

Jeffrey Tuper-Giles has updated the web site. I have not met with him yet but am trying to arrange a meeting date.

I have edited again the next draft of the operations plan.

I reached out and spoke with Caroline Earl concerning the idea of formally inviting a union representative to come to the CVPSA meetings. We had a good discussion concerning the dispatcher's feelings about the CVPSA. I would recommend after these discussions that we wait and see how moving our meetings to the police departments and the upcoming CVPSA/Dispatcher workshop is received before extending any formal offer of attendance.

I met with Mike Boutin, Barre City Council Member, about facilitating a meeting with Lt. Dee Barbic (VSP) concerning police accreditation. I reached out to Lt. Barbic about possibly setting up a meeting. However, Mike has spoken with Tim Bombadier and as a result the initiative has been tabled.

I spoke with Chief Steve Locke, Burlington Fire Department about the Chittenden County Communications project and CAD. The communications project is moving along and they still hope to have a plan before the respective communities this fall for a project start date on July 1, 2018. Regardless of what happens with this project the City of Burlington is moving forward with acquisition of a CAD system. They have gone out with an RFP and have narrowed the response to two vendors. I have been invited to attend the demonstrations of these products. The Burlington Fire Department has a budget of \$350,000 for this acquisition. Crosswind Technologies, did not place a bid and are not interested in developing a CAD for their Valcour RMS product.

The data circuit between Montpelier and Barre has finally been installed. Burlington Communications will now connect the audio bridge components.

Dispatcher Trainings

On June 12th and 13th the first of the four dispatcher trainings will be held. Crisis Negotiations for Telecommunicators will be held on June 12th and Customer Service in Today's Public Safety Communications Center will be held on June 13th. I expect at least 2 dispatchers from Montpelier and 2 from Barre City to attend this training.

Dispatch Executive Committee Meeting

A meeting was held on May 30th to talk about the results of the dispatch workshop that was held on May 11th. We specifically, talked about the technology issues that were identified in the workshop report and the merits of some of the solutions the dispatchers suggested. We also had

Capital Fire Mutual Aid District

There is scheduled on June 7th at 6:30 pm (Montpelier PD) another meeting with representatives from Capital Fire to talk about the possibilities of becoming a member of the CVPSA.

FY 17 Budget and Financial Statement

April's financial statement is attached.

Central Vermont Public Safety Authority
FY 17 Budget Summary by Month

Expenses	Budget	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	Spent	Balance	% Spent
Personnel Services:																
2016-01 Executive Director	\$ 60,000				\$ 14,905			\$ 17,390			\$ 14,905			\$ 47,200	\$ 12,800	78.67%
2016-02 FICA & Medicare	\$ 4,800													\$ -	\$ 4,800	0.00%
2016-03 VLCT Membership and Ins.	\$ 2,100		\$ 525				\$ 2,127									
2016-04 Contractual	\$ 4,600		\$ 1,560	\$ 264	\$ 360	\$ 264		\$ 1,224						\$ 2,652	\$ (552)	12.6%
Total Personnel Services	\$ 71,500	\$ -	\$ 2,085	\$ 264	\$ 15,265	\$ 264	\$ 2,127	\$ 18,614	\$ -	\$ -	\$ 14,905	\$ -	\$ -	\$ 53,524	\$ 17,976	74.86%
Operating Expenses:																
2016-05 Equipment	\$ 250			\$ 58,230		\$ 16,895								\$ 75,125	\$ (74,875)	30050.00%
2017-06 Dispatch Training	\$ 25,000			\$ 1,131		\$ 1,131			\$ 995							
2017-07 Mileage Travel	\$ 1,500													\$ -	\$ 1,500	0.00%
2016-08 Office Supplies	\$ 500						\$ 352		\$ 278		\$ 570			\$ 1,201	\$ (701)	240.18%
2016-09 Technology Services	\$ 1,250						\$ 385							\$ 385	\$ 865	30.80%
Total Operating Expenses	\$ 28,500	\$ -	\$ -	\$ 59,361	\$ -	\$ 18,026	\$ 737	\$ -	\$ 1,273	\$ -	\$ 570	\$ -	\$ -	\$ 79,967	\$ (51,467)	280.59%
Total Expenses	\$ 100,000	\$ -	\$ 2,085	\$ 59,625	\$ 15,265	\$ 18,290	\$ 2,864	\$ 18,614	\$ 1,273	\$ -	\$ 15,476	\$ -	\$ -	\$ 133,492	\$ (33,492)	133.49%
Revenue																
Balance on Hand 7/1/15	\$ 18,725	\$ 18,725		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Miscellaneous*				\$ 58,230			\$ 16,895									
Montpelier	\$ 47,000		\$ 47,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Barre	\$ 53,000				\$ 13,250	\$ 13,250		\$ -	\$ -	\$ -	\$ 26,500		\$ -			
Total Revenue and Balance	\$ 118,725	\$ 18,725	\$ 63,640	\$ 4,015	\$ 60,219	\$ 55,190	\$ 52,326	\$ 50,607	\$ 49,334	\$ 49,334	\$ 60,358					

* Notes:

APPENDIX B – SURVEY RESULTS

Prior to this workshop, participants were asked to complete a survey about the upcoming dispatcher workshops and coordination between the dispatch centers. Below are the results from the 11 individuals who identified as dispatchers during the survey. Participants were not required to respond to every question.

What are you hoping to get out of these meetings?

A place to express my concerns	4
A better understanding of what formal coordination between the dispatch centers could look like	3
More information about the Central Vermont Public Safety Authority	2
A place to make suggestions about how coordination could be improved	2
The chance to meet dispatchers at the other center	2
A place to express the opportunities created by coordination	1

- After 30 years, and several attempts at a merger, this is a disaster waiting to happen, I will not be part of a system that does not provide REAL public service. Money saved cannot comfort family when members die do to time delays, wrong addresses..
- This is a dead horse, let it rest in peace.
- I have no expectation of anything useful coming out of this meeting.

What concerns do you have about the upcoming dispatch meetings?

- time to let the dead horse die, too many unanswered issues and there is no power point in this world that will make it better. A board hires a Person to make this happen and blowing a smoke screen as they have no clue what they need to do and have to hire out another service. time to scrap it and cut your loss at this point. wasted tax payers money on something proposed to save money and now has cost more and more every year. The proposals to have this off the ground was nothing more than a web of deceit. A nice try to say it would save money which it will not. With dispatching from two different locations and agencies with hole in the middle by another agency. There is no saving money, this is going to take thousands of dollars if not millions to get it correct. Sure as heck not going to happen in a few meetings or several meetings to say its going to work. Its no closer to getting off the ground now then it was when they proposed it to combine several years ago. It time for all parties involved to cut loss and stop wasting tax payers money. Revisit it with a consultant agency who actually knows what they are doing, not someone who has good intentions but lack of the funding and resource to make it actually work with Multiple satellite office and dispatch centers. Many concerns of what is being tried and lack of any progress forward toward the original goal
- My concern is that this is a feel good show boat that makes it appear that the dispatchers are on board and working towards making this work for the Authority.
- in the past, being part of meeting has been translated to mean that one agrees with what the context of the meeting is about, even though that maybe farthest from the truth.
- I am concerned that the CVPSA is not going to hear what the dispatchers are saying when they express their concerns.
- Management and CVPSA board not listening to concerns of dispatch staff
- Waste of time
- Negativity from veteran dispatchers

What opportunities are you expecting to be created by the upcoming dispatch meetings?

- There are none, they are attempting fix something that is not broken.. the political group once again is trying to half ass create centralized dispatch...be real centralized mean the area , not 2 departments with towns between us.
- None, Time to put this into the shredder, burn it and walk away before it, more money I spent.
- I have no expectation of anything useful coming out of this meeting.
- None
- FOWARD MOVEMENT that matters and is working towards operational change.
- I am hoping the two centers will have the opportunity to bounce ideas off each other and see that we are doing the same job at two different centers and can learn to effectively communicate with each other despite the obstacles.
- better working relationships
- Open communication and dispatch input and knowledge to assist with dispatch coordination of Montpelier and Barre City and/or CVPSA

Please prioritize the following weaknesses and threats:

	High	Medium	Low	Not a Weakness	I don't understand
Consistent Policies & Procedures	7		1		1
Money (retention, contracts, lack of budget, technology)	7	1			1
Technology Issues (Radio, Phone, Line of Sight, Valcour, Box Fire Alarms)	6	1		1	1
Separate Locations – Same Incident, Multiple Calls	6	1	1		1
Department Expectations	5	2		1	1
Chain of Command/Supervision	5		2	1	1
Duplicate Entries	5	2			2
Employee Resistance to Change	4	3		1	1
Lack of Formal MOU	4		1	1	1
Resistance to Merge	4		3	1	1
Budget Constraints	4	3	1		1
Geographic Location	4	2	1	1	1
Citizen Expectations	4	3		1	1
Different Duties	4	1	2	1	1
Culture Clash	3	3		2	1
Connectivity	2	4			3
Silos/Lack of External	2		1	1	5
Political Resistance	1	2	2	2	2

What other items need to be addressed before there is formal coordination between Barre City and Montpelier Dispatch?

- REALITY... take good look at the 911 consolidation..it isn't working. High turnover of dispatchers, long time dispatchers leaving due to lack of staffing, and training that is appropriate for all staff at all levels.

- None of the above have been answered, yet still trying to make it happen, there is so many variables, unanswered questions, lack of answers, lack of funding, lack of technology upgrades, grants and match programs that are just that match only. all the burden is on tax payers raising taxes even more. There is not enough time spent with each center or a neutral party who interest is for the growth of communities, combining to help the entire county not just the two dispatch centers. The big picture is a puff of smoke all but gone.
- The powers that be need to actually listen to what the dispatch staff is telling them. There also needs to be a complete overhaul of the fire radio system, to include operations and tactical channels, and concurrently with that, every single fire department we both dispatch for need to be held to a common standard for radio protocol, and ICS procedures, which they are not currently following on any kind of consistent basis. There are people who are quick to blame dispatch for a lot of communications problems, which could be mitigated by improved radio etiquette, and use of the incident command structure. Until those problems are addressed, there is no point in even attempting to coordinate efforts between our two communities, because absolutely nothing will change in terms of the fire radio system, which will do absolutely nothing to improve first responder safety. I'm sure there are other things that need to be addressed as well, but that one comes to mind immediately.
- Just about every item that anyone has thought and will think is important and needs to be addressed is a very informative play/layout.
- None. Buy local, work local. No further coordination is needed.
- Whether or not dispatchers will be expected to go from one location to another for coverage and how will that be determined (ordering process, etc).

Please prioritize the following strengths and opportunities:

Please prioritize the following strengths and opportunities:	High	Medium	Low	Not a strength	I don't understand
24/7 Coverage	7	1			1
Levels of Experience	6		1	1	1
Continuity of Operations	5	2		1	1
Training	5	2		1	1
Consistent Policies and Procedures	5	3			1
Critical Incident Support	5	1	1	1	1
Existing Working Relationships	4	1		1	1
More Staff Coverage	4	3	1		1
Shared Technology	4	2	1	1	1
Existing Working Knowledge	4	4			1
Community Support	4	2	1	1	1
Valcour	4	1		2	2
Training Opportunities	4	1	1	2	1
Cost Efficiency	4	3	1		1
Shared Internal and External Resources	4	4			1
Similar Operations	3	2	1	2	1
Better Department Safety	3	1	1	2	2
Close Proximity	2	1	3	2	1
Similar Needs	1	4	1	2	1
Combined Special Interests	1	3	1	3	1
Specialization	1	1	1	1	5

What additional opportunities could be created by formal coordination between the two dispatch centers?

- NONE... only the politicians want this... face the reality, this is a waste of time and money, until you can PROPERLY create centralized dispatch... in this State with so many radio dead spots, its not logical.
- nothing additional just let it die and rest in peace. there are so many holes in the program design and flaws in the launch. we dispatch just fine the way we are and help out each other now. There is really no additional things to help with formals. its all open talks no one is going to be honest say your wasting my time your time and tax payers money.
- None
- I have no idea.
- Improved technology and training.
- less radio traffic interference
- Dispatchers may have more input and open communication with management regarding technology and procedural changes

APPENDIX C - CENTRAL VERMONT PUBLIC SAFETY AUTHORITY

Though not the focus of this workshop, discussions regarding CVPSA were captured for future discussions.

- Resistance to merge
- Once center with Vermont State Police centers as backup
- Dispatch duties
- Have CVPSA meetings at dispatch centers (and rotate)
- Make CVPSA reports public
- Have dispatch representation at CVPSA meetings
- No trust or confidence in CVPSA board
- Officer needs
- 29c (background check)
- Gate keeper
- Case folder prep
- Ticket entry/updates
- Parking needs
- There is a familiarity and comfort with the area and people dispatchers are serving
- Dispatchers are used to providing a certain level of service
- Loss of identity
- Feeling disrespected by CVPSA
- No confidence in process with CVPSA
- CVPSA minutes have no substance or content
- Lack of transparency to public and employees

APPENDIX J: BUSINESS REQUIREMENTS

Business Requirements for the Dispatching Function besides Phone and Dispatching

Barre City Police Department

Besides answering emergency non-emergency phone calls and dispatching fire, police and Emergency Medical Services the dispatchers perform the following functions.

- Monitor through video surveillance the prisoner holding cells.
- Order prisoner meals.
- General support staff functions to police officers.
- Perform administrative duties associated with traffic tickets,
- Prepare accident reports,
- Schedule officers for court,
- Perform administrative duties associated with being a warrant holding station for the county.
- Dispatchers update CAD/RMS,
- Dispatchers write short police incident narratives while police officers type their own narratives when they are long and also write their own affidavits.
- Dispatchers prepare police case work that includes obtaining a criminal history record, complete bail statements and copy and get the case ready for court.
- Create a 24 hour presence for the public safety building walk-in traffic and court check-ins.

Montpelier Police Department

Besides answering emergency non-emergency phone calls and dispatching fire, police and Emergency Medical Services the dispatchers perform the following functions.

- Dispatchers monitor 16 security cameras.
- General support staff functions to police officers.
- Administrative work for officers as noted above with the work done by the Barre Dispatchers. Montpelier also handles parking complaints.
- Perform administrative duties associated with being a relief from abuse holding station for the county.
- Create a 24 hour presence for the police building walk-in traffic and court check-ins. Montpelier leaders feel strongly that this is an important business requirement. Maintaining an open building is very important and would staffing would have to be found even if dispatching was to be moved. Police personnel and dispatchers advise they have a lot of walk-in traffic.

CENTRAL VERMONT PUBLIC SAFETY COMMUNICATION DISPATCH CENTER STRATEGIC OPERATIONS AND BUDGET PLAN FOR FISCAL YEAR 2018

1. Objective

The objective of the Authority's request to cede control of dispatching services to it, is to combine public safety dispatching currently being performed in Barre City and Montpelier into one communications system operating within both locations. The two centers will operate sharing the telephone, radio dispatching and administrative functions in both communities.

The specific objectives of this plan are:

1. To enhance dispatcher's situational awareness, improve professional development and, improve working conditions to deliver an improved level of service with increased safety to the first responders and the public.
2. To create a communication system that is efficient and will deliver a uniform level of service to all public safety agencies receiving service from the centers.
3. To improve the radio system for both Cities for maximum efficiency.
4. To incorporate technological improvements to improve services effectiveness.
5. To create a service level that is based on national best practices for dispatching services and with input from appropriate public safety entities.
6. To create radio and telephone interoperability between the two centers so that all employees can communicate with all the agencies that are serviced by both centers.
7. To create sufficient redundancy within the dispatch system so that continuity of operations can always be achieved.
8. To combine the human resources of the current Barre City and City of Montpelier dispatch centers into a single bargaining unit which will be recognized by the CVPSA, and to negotiate a single successor collective bargaining agreement ("CBA") to the current CBA's existent between the Barre City and its dispatchers and the City of Montpelier and its dispatchers.

2. Concept of Operation

~~The current dispatch centers will be combined into a consolidated communications system under the authority of the Central Vermont Public Safety Authority. The new Central Vermont Public Safety Communication System (CV Dispatch Center) will operate between each center by replicating the technology in both locations. The CV Dispatch Center will be managed by a communications manager and supervisors in each location.~~

The current dispatching centers will initially operate in a ~~similar same~~ manner as they do now but under the management and direction of the Central Vermont Public Safety Authority. The centers will evolve into a combined system as the technology is developed and supervisory staff are identified. There will be a supervisor in both Montpelier and Barre City.

The current dispatch centers will be combined into a consolidated communications system under the authority of the Central Vermont Public Safety Authority. The new Central Vermont Public Safety Communication System (CV Dispatch Center) will operate between each center by replicating the

technology in both locations. The CV Dispatch Center will be managed by a communications manager and supervisors in each location

The operation of the centers will operate by entail the training of personnel, the identification of supervisory staff, and the implementation of standardized policies and procedures, along with the installation of a New technology (radio, record keeping, and telephones) will be installed to allow the centers to communicate with one another and to improve efficiency. The staff will be cross trained to receive and dispatch calls for service between both Cities. Center managers will strive to work cooperatively with partners of the Central Vermont Dispatch Center.

Staffing levels and workloads will be evaluated to determine the number of dispatch positions that are needed to provide the best service.

An advisory board will be formed as necessary to guide service delivery of dispatching to the member public safety agencies and the partners.

3. Name

The Members hereby agree, to provide the services as described herein, and to create an entity to be known as the "Central Vermont Public Safety Dispatch Center" (the CV Dispatch Center).

4. Input into Operations

Input from appropriate public safety entities will be received by the Board and management regarding the dispatch service delivery. It will also be necessary to execute the necessary management and control agreement with the Vermont Department of Public Safety/Vermont Crime Information Center to ensure the police departments continue to receive the criminal justice information necessary to perform their jobs.

5. Financial Liability

The financial obligations of the CVPSA and the Members shall not commence until the effective date the legislative bodies of the Members cede authority for the direction and management of the dispatch services of the ceding authority document. This ceding authority document, and operation plan and budget plan shall be the formal request for the legislative bodies to vote on ceding such authority to the CVPSA. This requirement is consistent with 901§ 54 (b) "Ratification" of the Central Vermont Public Safety's Charter. After the vote and upon the commencing date of ceding authority and sufficient funds have been appropriated by the Members to the CVPSA Board of Directors the CVPSA shall assume direction and management responsibility for dispatching services.

6. Provision of the Central Vermont Public Safety Dispatch Center (CV Dispatch Center)

The CV Dispatch Center, operating out of the Barre City Police Department and the Montpelier Police Department, shall provide direct services to Members and partners, and

~~shall coordinate the services of first responders providing emergency service on behalf of the Members.~~

When necessary, the CV Dispatch Center personnel shall receive direction from recognized police and fire supervisors as necessary to carry out the service in an emergency.

7. Responsibilities of the CVPSA

The Board of Directors of the CVPSA shall oversee and direct the creation of the CV Dispatch Center as an operational entity, including all matters pertaining to its furnishings, operating equipment and operational policies and procedures except as otherwise noted herein, in accordance with the provisions and requirements of the Annual Operational Plan and Budget. All CV Dispatch Center staff shall be employees of the CVPSA. The CVPSA Board of Directors, through its Director of Public Safety or other senior manager, shall have sole responsibility and authority to oversee, direct, manage and supervise the operations of the CV Dispatch Center, and to hire, set the compensation for, supervise, discipline and terminate all CV Dispatch staff in accordance with all labor agreements.

8. Responsibility of Members

The Members shall provide the facilities located within their cities necessary to operate the Central Vermont Public Safety Dispatch Center(s) and shall work to appropriate the necessary funds to operate the Center(s). The members agree to work with the CVPSA to ensure that equipment is maintained in a manner that allows for the continued operation of the centers. Costs for repair and maintenance shall be paid first by the CVPSA based on the budget provided by the members. Cost overruns shall be identified and payment shall be negotiated by the CVPSA and the Members.

Assets currently owned by the Members shall remain owned by the Members. When an asset reaches its end of life and needs to be replaced it shall be replaced at the expense and direction of the CVPSA.

9. Records and Reports

The CVPSA Board of Directors ~~and the Advisory Board~~ shall ensure the creation and maintenance of complete records of all meetings, decisions, directives, policies, procedures, operations, financial transactions, and all other records and reports pertinent to the business of the CV Dispatch Center. All records shall be maintained in accordance with the requirements of Vermont's Access to Public Records Law, Title 1 V.S.A. § 316.

The CVPSA Board of Directors shall include in its annual report information summarizing the activities operations and finances of the CV Dispatch Center during the prior fiscal year. The operations of the CV Dispatch Center shall be included in the CVPSA annual audit.

10. Management of the CV Dispatch Center

The Board of Directors of the CVPSA shall appoint a Director of Public Safety in accordance with the CVPSA Charter, 901 § 16, ~~or an Executive Director who shall oversee the operations at the direction of the Board and hire and supervise the personnel of the Authority. A~~ In the absence of a Director of Public Safety a senior manager from the current management structure of the Members public safety departments shall be identified to provide management services to the center and report to the CVPSA Board of Directors. An additional supervisor shall be hired so that a supervisor is located in each of the dispatch centers. The Executive Director position, if retained, shall serve as a liaison between the Board and the operations when so directed by the Board.

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11. Annual Operating Plan and Budget

The CVPSA Board of Directors shall deliver to the Members legislative bodies the "Annual Operating Plan and Budget" for the next fiscal year in accordance with the time requirements and manner as outlined in the CVPSA Charter 901§ 28, Budget Appropriation and Assessment.

The Annual Operating Plan and Budget shall delineate all anticipated revenue and costs, including the number, classifications and compensation of CV Dispatch Center staff, all anticipated non-labor expenses and a list of capital expenditures.

Material deviations from the plan and budget for reasons of emergencies, or otherwise, shall be reported to the legislative bodies of the Member Cities in a timely manner which shall consider the need, if necessary, to amend the plan and budget.

12. Apportionment of Costs

The Members, City of Barre and the City of Montpelier, shall share all costs of the CV Dispatch Center.

Initial costs shall be apportioned among the parties based on their current dispatch operating budget minus any revenue generated by their contracting partners.

In subsequent years, the CVPSA Board of Directors, shall apportion annual operating costs, including any ongoing debt obligations, in the "Annual Operations and Budget Plan", which is submitted in accordance with the CVPSA Charter 901§ 28, Budget Appropriation and Assessment, to the Members legislative bodies. Annual operating costs apportionment shall be based on the anticipated cost of dispatching that each City would have paid had they not ceded operational authority to CVPSA.

Current debt such as pension liability debt, and employee accrued leave liability shall be the responsibility of the Members to determine how it is paid. The CVPSA will be responsible for all debts associated with employees after the personnel become employed by the CVPSA.

Beginning July 1, 2020, (fiscal year 2021), the CVPSA shall negotiate new contracts with the dispatching partners whose contracts end prior to or on July 1, 2020. Thus, the FY 2021 budget shall be presented to the member legislative bodies with a revised assessment formula.

Prior to FY 21 any new revenue generated by the CV Dispatch Center shall be distributed based on the current percentage allocation used for CVPSA operations budget.

A summary of actual FY 16 costs, ~~budgeted~~ Actual FY 17 costs, ~~and estimated~~ budgeted FY 18 ~~costs~~ costs and estimated FY 19 costs are included with this document as *Appendix A*.

13. Budget Appropriation and Assessment

The CVPSA shall annually assess on each Members its proportionate share of the net costs of operating the CV Dispatch Center in accordance with the annual budget approved by the CVPSA Board of Directors. The approved budget shall be submitted for review and comment by the member legislative bodies. The budget for operating the CV Dispatch Center along with the operational budget of the CVPSA shall be presented to the voters of the Members community in accordance with the CVPSA Charter Chapter 901 § 28(b)(1), Budget Appropriation and Assessment.

14. Payment of Assessment

The payment for the net annual costs of operating the CV Dispatch Center shall be assessed to each Member in a warrant the Treasurer of the CVPSA Issues to each Members legislative body. This assessment shall be performed annually, on or before July 1 and the assessment is to be paid in a schedule established by the CVPSA Board of Directors all in accordance with the CVPSA Charter Chapter 901 § 31, Collection.

15. Admission of Additional Members

New member municipalities shall be admitted as members of the Central Vermont Public Safety Authority as stipulated in the CVPSA Charter Chapter 901 § 49. This section is not intended to preclude agencies or departments of a municipality from contracting with the Authority for services.

16. Withdrawal

Any Member may withdraw from ceding authority to the CVPSA to administer dispatching services by providing at least one-year written notice and after a vote by their legislative body. A withdrawal by one member effectively dissolves the Central Vermont Public Safety Dispatch Center (CV Dispatch Center) as a system forcing the other municipality to take responsibility to manage and direct their own dispatching center. Contracted partners must choose which dispatch center they will receive services from. Upon the dissolving of the CV Dispatch Center the Member Cities agree to honor any contracted agreements with partner public safety agencies that were negotiated with the CVPSA.



Central Vermont Public Safety Authority
"Together is Better"



BOARD MEETING MINUTES MAY 18, 2017

Present: Bate, Hoyt, Smith, Cheney, Dworkin
Paco Aumand
David Delacore

Aumand gave an oral summary of his written Executive Director's report, reference to which is made for content.

The minutes for 4/13/17 and 5/4/17 were approved.

Aumand: highlighted steps to repair BSA Web Site

Noted that Montpelier Dispatch entered all information first obtained from a caller in Valcour, but Barre did not .

Both would like CAD. Discussion about formulating a request to valcor provider to develop a CAD system that could be used on existing system on coordinate with Chittenden Regional start up to do so.

Circulated audios from Jim Ward concerning tactical fire dispatch

June dispatcher training program not fully signed up, stated reason is vacations prevent coverage and freeing up people to attend

Joe Aldsworth reported a meeting with Capital Mutual Aid Fire District at which membership with Authority was favorable discussed. Awaiting developments on ceding authority to CVPSA

Agreed to alternate Board meetings between Barre and Montpelier. June 1, 2017 meeting to be at Montpelier PD

DISCUSSION CONCERNING 2018 ACTION PLAN

Draft answers to questions posed last December by City Councils were discussed.

STRATEGIC OPERATION PLAN PRESENTED

Item 10 on draft answers to Council questions discusses proposed management plan: One City Police Chief would have operational management responsibility for both dispatch centers,

Item 21 concerning operational implementation requires discussion with Scott Cameron concerning labor issues. Merger of two City functions would be governed by rules for merging school districts in 16 V.S.A. 1802 (Act 46)

Fred Cummings, Montpelier dispatch supervisor reported willing, as the new communication manager, to serve as supervisor in Barre to help organize the new communication system when (if) ceding occurs.

To Do list:

- Develop standard protocol for processing calls

- Uniform training for all dispatchers

- Identify all data necessary for management and provide for it being collected in both units to measure performance of each center and each individual.

- Discussed budget issues concerning compensating each City for overhead costs of operating dispatcher space, lights, heat, rent etc.. Consensus was that each city uses the space for its benefit so no specific allocations are necessary. Each city uses dispatchers to produce revenue – Barre from jail operations, and Mplr from parking tickets. Amounts not deemed relevant to ceding budget, but over the next year more detailed information could be obtained to present to Councils if deemed relevant. It is possible to calculate the FTE cost of certain functions.

- Use and development of promotional flyer discussed for distribution to all municipalities, Regional Planning Commission, School Boards, Legislative bodies involved in any type of merger study for their information, and to support in general better services through regional cooperation.

- Creation of a facebook page inconclusively discussed.

ACTION re Ceding Plan: none, plan to be fully discussed at next meeting for approval or revision.