

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Meeting No. 1 – Meeting Minutes

June 28, 2023, at 11 AM

Via Microsoft Teams

11:03 AM – Call to Order

Co-Chair Barbara Neal brought the meeting to order. Co-Chair Jennifer Morrison conducted roll call for Task Force members. The following were in attendance:

Task Force Members

Barbara Neal, *E911 Director, Co-Chair*

Jennifer Morrison, *Public Safety Commissioner, Co-Chair*

Paul White, *Regional Dispatch Working Group, Vice-Chair*

Ron Kumetz, *VT State Firefighters Association*

James ‘Jim’ Mack, *PSAP Admin, Shelburne PSAP*

Michael Wright, *CEO of Calnex Ambulance*

Mike Doenges, *Rutland City Mayor*

Others Present

Cally Audet

Soni Johnson, *E911 Board Clerk*

Phillip Sisk

Mandy Wooster

Rob Blish

Stephen Whitaker

Woodstock Dispatch

Task Force Member Introductions

Co-Chair Morrison opened the floor to Task Force Members to introduce themselves and share a brief description of their backgrounds. Task Force members introduced themselves and provided brief background histories relevant to the Task Force’s work.

Co-Chair Morrison opened the floor for introductions from Cally Audet, providing the Task Force with administrative support, as well as any other attendees who wished to share.

Guidelines and Expectation for Task Force Meetings/Members

Co-Chair Neal provided an overview on general guidelines and expectations for Task Force meetings and members regarding the following topics:

- Public meeting expectations and requirements
 - Task Force meetings are to be conducted in accordance with Vermont’s Open Meeting Laws.
 - There will be times when the Task Force will move to enter Executive Session.
 - There will be a Task Force website created to house meeting items such as agendas, minutes, and necessary public resources.

- Meeting duration
 - The intended meeting time was to run 90 minutes, with a hard stop at 2-hours.
- Per Diem compensation
 - Language from h. 494 was shared to outline the appropriate financial compensation (\$150/each day spent in the performance of their duties) for members not regularly employed by the State, as well as requirements for expense reimbursement for all members, while away from home or office upon their official duties pursuant to this section.
- Administrative Support
 - Administrative support will be provided by the Department of Public Safety, to include meeting tasks, hosting of the webpage, as well as contractual and financial services support among other relevant duties.
- Public Records Requests
 - Public records requests must be directed to both Task Force Co-Chairs and will then be processed by the Department of Public Safety Administrative staff.
- Confidentiality/Non-Disclosure Agreements
 - Task Force members will be required to enter into a non-disclosure agreement that outlines expectations for the handling of non-public information. This document is still currently under review.

Review of Task Force Mission/Underpinning Legislation and Work to Date

Co-Chair Morrison began discussion of the Task Force Mission by clarifying that while there are State staff from the Department of Public Safety (DPS) providing various supporting roles, the Task Force is not a DPS or 911 Board driven project or discussion, rather a Public Safety Communications Task Force project and discussion. She continued to provide a brief overview of the responsibilities and objectives of the Task Force as a whole.

Co-Chair Neal provided an overview of Task Force mission stated in section c114 of the statute as, “...oversight and management of the transition to a ‘statewide reliable, secure and interoperable public safety communications system, comprising integrate 911 call-taking and regional dispatch systems, and to ensure that system is equitably and sustainably financed and universally accessibly by all persons throughout the state.’”

Further discussion took place regarding future responsibilities of the Task Force as it pertains to the creation and execution of Request for Proposal (RFP) and other procurement processes for acquiring subject matter expertise.

Legislative Mandate H.494 Sec.C114-C116 attached.

Discussion of Next Steps

Co-Chair Morrison began discussion regarding the anticipated challenges of executing deliverable deadlines based on the scope of work required to be completed in said timeline. She shared that that intent during the creation of the aforementioned RFP at this time, is not to include the current deliverable dates, instead to provide language similar to ‘work will be

complete on a timeline as determined by the task force. She requested that the Task Force Members consider proposing a motion to allow for Co-Chairs Morrison and Neal to go back to legislative committees with the Task Force's concerns regarding the defined project dates, and any other concerns the Task Force might have.

Motion: Motion made by Michael Doenges to allow Co-Chair Morrison and Neal to bring Task Force concerns regarding deliverable dates, and the exclusion of said dates in the RFP back to the legislative committees; 2nd by Paul White. There was not further discussion, motion passed unanimously via voice vote.

Co-Chair Morrison opened the discussion to the Task Force members to gather their opinions or vision for next steps. Michael Doenges expressed that it might be difficult to determine next steps until the RFP is in a more concrete state. No further discussion took place on this matter but was left open for discussion at a later date.

Co-Chair Morrison discussed desired meeting cadence for future meetings. The current recommendation was to have meetings every other week, with the ability to discuss a change at a later date. Paul White agreed with the concept of every other week, as his prior engagement in a different work group had met weekly, at it could become overwhelming; Ron Kumetz agreed.

Discussion took place regarding timing of meetings, with the anticipated timing of future meetings be 90 minutes, with a hard stop time of 2-hours should the Task Force need to enter Executive Session. Ron Kumetz stated he felt it was a reasonable timeline.

Discussion took place regarding desired method of meetings; virtual, in-person, hybrid, etc. A few members shared that they are open to a combination of virtual and in-person meetings but did not prefer hybrid when possible. No definitive decision was made but mention of discussing the required meeting setting in response to the specific needs of each meeting as they come, with the intention of settling into a routine at a later date.

Desired meeting times were discussed. Ron Kumetz shared that Wednesday's work well for him; Paul White agreed. James Mack did not have a preference on a specific day. Michael Doenges agreed that Wednesday work; Michael Wright agreed. A meeting start time of 11:15 AM was established for the next Task Force meeting, with the expectation of determining if that was an agreeable recurring start time for future meetings thereafter.

Election of Task Force Vice-Chair

Co-Chair Neal shared that a required item of the Task Force's initial meeting is to elect a Vice-Chair. She opened the floor for nominations. With no initial response, Co-Chair Morrison later opened it up to members with interest. Michael Wright nominated Paul White, as he had prior experience in a similar role; James Mack agreed with the nomination.

Motion: Motion made by Michael Wright to elect Paul White as Vice-Chair; 2nd by James Mack. Paul White abstained. Motion passed via voice vote.

Determine Next Meeting Date/Time

The next Task Force meeting will take place on Wednesday, July 12, 2023, at 11:15 AM, via

Microsoft Teams.

Public Comment

Co-Chair Neal opened the floor to public comment, with a limit of 10 minutes per person.

Phillip Sisk, representative for Mission Critical Partners shared that he'd like to take the time to introduce himself, as a member of the leading public safety expert service providers in the country and thanked the Task Force for the opportunity to attend virtually.

Stephen Whitaker introduced himself and shared his concerns regarding the expectation of the Task Force members to enter a non-disclosure agreement, Task Force members inability to respond to public records requests on demand, Department of Public Safety legal counsel, use of executive session, and Task Force RFP language. He requested Task Force members to consider looking into the creation of pilot programs to aide in meeting required deliverable deadlines. Further discussion took place regarding public records keeping.

Co-Chair Morrison and Neal shared that they would take all recommendation under advisement

Adjournment

Motion: There being no further business, Paul White made a motion to adjourn; 2nd by Ron Kumetz. There was not further discussion and the motion passed unanimously by voice vote. The meeting adjourned at 11:56 AM.

Respectfully submitted:

Cally Audet

Date