

**STATE OF VERMONT**  
**PUBLIC SAFETY COMMUNICATIONS TASK FORCE**

**Meeting No. 3 – Meeting Minutes**

July 27, 2023, at 11:15 AM

Via Microsoft Teams

***11:18 AM – Call to Order***

Co-Chair Barbara Neal brought the meeting to order and conducted roll call for Task Force members.

The following were in attendance throughout the course of the meeting:

**Task Force Members Present**

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*  
Michael Wright, *CEO of Calex Ambulance*  
Mike Doenges, *Rutland City Mayor*  
James ‘Jim’ Mack, *PSAP Admin, Shelburne PSAP*

**Others Present**

Cally Audet, Clerk  
Mandy Wooster, Department of Public Safety  
Phillip Sisk  
Stephen Whitaker  
Kimberly Cheney

**Approval of Agenda or proposed additions**

No changes made.

*Jennifer Morrison entered meeting at 11:20 AM.*

**Approval of Minutes from 7/19/2023**

*Motion: Ron Kumetz motioned to approve the minutes as written; 2<sup>nd</sup> by Paul White. There was no discussion and the motion passed unanimously by voice vote. Members James Mack and Michael Wright absent at time of vote.*

**Congressionally Directed Funds Discussion**

Co-Chair Morrison provided a historical overview of the Department of Public Safety's (DPS) application and acceptance process of congressionally directed spending, also known as earmarks to provide a funding stream to further the previous path towards a statewide emergency communications system. Further discussion took place regarding funding streams, appropriate use of funds and budgetary timelines. Co-Chair Morrison shared that due to the flood events throughout Vermont, some of the originally scheduled meetings to discuss this matter have been postponed. She shared that there will be an update on the matter in the coming weeks.

### **Project Management Plan**

Co-Chair Neal introduced the topic of the project management plan for the Task Force moving forward. She shared that while the main focus of the current draft Request for Proposals (RFP) is on subject matter expertise, the Co-Chairs have been advised that when the Task Force is ready to appoint a project manager it is an option for the members to select a project manager through the Agency of Digital Service (ADS) retainer contract. While this was the original recommendation made by ADS, Task Force members are able to select one of their own choosing outside of said contract through an additional RFP process separate from the current subject matter expertise RFP being drafted.

Further discussion took place on how the Task Force members would like to proceed with this matter.

*Motion: Jennifer Morrison motioned for the Task Force to seek to employ a project manager that is separate and distinct from the scope of work described in the RFP for the subject matter expertise; 2<sup>nd</sup> made by Michael Doenges. No further discussion. Motion passed unanimously. Members James Mack and Michael Wright absent at time of vote.*

*Motion: Jennifer Morrison motioned for the Task Force to authorize the chairs to further the discussion and examine available resources through existing state contracts and to engage in the building of a new RFP if there is not a viable candidate immediately available; 2<sup>nd</sup> by Michael Doenges. Further discussion took place to express agreement amongst members. Motion passed unanimously. Members James Mack and Michael Wright absent at time of vote.*

### **Stakeholder Engagement Plan**

Co-Chair Neal introduced discussion regarding a stakeholder engagement plan, as the topic had been brought forth during public comment of a prior meeting. Further discussion took place and members agreed that this could be a topic for a more thorough discussion at a later date.

*Member Michael Wright joined the meeting.*

### **Public Comment**

Co-Chair Neal opened the floor to public comment.

Guest, Phillip Sisk encouraged Task Force members to explore current State resources for Project Managers with the desired skill set to aid with Task Force duties.

Guest, Stephen Whitaker shared items for consideration regarding the members hiring a Project Manager outside of the current Agency of Digital Services retainer to manager Task Force duties, the need for additional administrative support from the Department of Public Safety, as well as whether Executive Session is necessary to discuss the current draft of the RFP.

Guest, Kim Cheney shared that he is looking forward to watching the progress the Task Force is making and expressed his appreciation to taking on the task at hand.

**RFP Discussion – Executive Session**

Original motion to enter executive session proposed by Jennifer Morrison was withdrawn after procedural process deliberation.

*Motion: Paul White motioned that the Task Force finds that premature general public knowledge would clearly place the Task Force at a substantial disadvantage; 2<sup>nd</sup> by Jennifer Morrison. No further discussion. Motion passed unanimously. Member James Mack absent at time of vote.*

*Motion: Jennifer Morrison motioned to move to executive session for the purpose of discussing an RFP for subject matter expertise, and to invite James Lipinski from Agency of Digital Services to provide members with contextual information; 2<sup>nd</sup> by Paul White. Motion passed unanimously. Member James Mack not in attendance at time of vote.*

*Member, James Mack was in attendance upon entering executive session.*

*Member Paul White left the meeting at 12:33 PM*

*Motion: At 12:49 PM, Barb Neal motioned to leave executive session and return to the regular meeting; 2<sup>nd</sup> by Michael Doenges. No further discussion. Motion passed unanimously. Vice Chair Paul White absent at time of vote.*

**New Business**

Discussion took place regarding when the next Task Force meeting should be held. The next Task Force meeting will take place on Wednesday, August 2, 2023, at 11:15 AM, via Microsoft Teams.

**Adjournment**

*Motion: There being no further business, Jennifer Morrison made a motion to adjourn; 2<sup>nd</sup> by Michael Doenges. There was no further discussion and the motion passed unanimously. The meeting adjourned at 12:51 PM.*

Respectfully submitted:

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Cally Audet

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Date