

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Meeting No. 4 – Meeting Minutes

August 2, 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. She reminded the attendees that the meeting is being recorded.

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*
Michael Wright, *CEO of Calex Ambulance*
James ‘Jim’ Mack, *PSAP Admin, Shelburne PSAP*

Task Force Members Absent

Ron Kumetz, *VT State Firefighters Association*
Mike Doenges, *Rutland City Mayor*

Others Present

Cally Audet, Clerk
Mandy Wooster, Department of Public Safety
Stephen Whitaker
Kimberly Cheney
Margarita Grady
Corey Chase, Radio Technology Service Director

Approval of Agenda or proposed additions

Paul White proposed to add an agenda item to discuss a Project Management Plan update. Co-Chair Neal stated the item would be added after the approval of the minutes. No further changes were made.

Approval of Minutes from 8/2/2023

Original motion proposed by Co-Chair Morrison was withdrawn.

Paul White requested that the time for entering into executive session be added to the minutes.

Motion: Jennifer Morrison motioned to approve the minutes with the proposed amendment; 2nd by Paul White. There was no discussion and the motion passed unanimously by voice vote.

Project Management Update

Co-Chair Morrison provided a brief update regarding securing a project manager for the Task Force. She shared that there are currently two (2) proposed options moving forward; the Task Force hiring its own project manager or utilizing a project manager currently on retainer by the State of Vermont Agency of Digital Services. State staff continues to work on compiling a list of current resources for the Task Force to review. Co-Chair Morrison stated she hoped to have an update in the next 24-48 hours

Congressionally Directed Spending Discussion

Co-Chair Morrison provided an update on the status of the congressional directed spending. She shared that the deadline for submitting the next round of documents to secure the funding is at the end of August. Co-Chair Morrison shared that there are currently two (2) proposed options. Option one being a computer aided dispatch (CAD) system; option two being to enhance the current state infrastructure.

Co-Chair Morrison turned the floor over to Corey Chase, Director of Radio Technology Services, who provided additional information on the current planning stages. Further discussion took place, and Task Force members provided feedback and items to be considered in the proposals.

Co-Chair Neal raised the question what if the funds are not used in their entirety, and inquired if they would have the ability to allocate them elsewhere, or if they were no longer available for use. The decision was made to table the conversation until next meeting when other members were present. Corey Chase requested Task Force members send any feedback they have on the matter to him for further consideration during the proposal process.

Public Comment

Co-Chair Neal opened the floor to public comment.

Guest, Kim Cheney provided input on the use of towers and the need for such infrastructure prior to establishing a CAD system.

Guest, Margarita Grady introduced herself and requested that the Task Force be thinking about the needs associated with preparing for mass casualty events when developing their proposals as a way to aide in consolidating communications. She recommended creating a problem-solving group with many different agencies to brainstorm and adopt common language among the parties.

Guest, Stephen Whitaker noted that he shared a concept particularly emphasizing towers with Task Force Members and the Commissioner prior to the meeting. He expressed his opinion on the need to accelerate private projects prior to the end of the year. He shared concerns about

public safety proposals and ideas on upgrades not being properly vetted through a needs assessment or an engineering expert.

Co-Chair Morrison provided clarification that there is nothing haphazard about the approaching August deadline. The appropriate processes and procedures were followed by the Department of Public Safety (DPS) in a timely manner to apply for and be awarded funding for these matters; and while they ran into setbacks through the legislative session, appropriate measures have been taken to move the process forward.

RFP Discussion – Executive Session

Motion: Jennifer Morrison motioned that the Task Force finds that premature general public knowledge would clearly place the Task Force at a substantial disadvantage; 2nd by James Mack. No further discussion. Motion passed unanimously.

Motion: At 12:01 PM, Michael Wright motioned to move to executive session for the purpose of discussing an RFP for subject matter expertise; 2nd by Jennifer Morrison. Motion passed unanimously.

Motion: At 12:53 PM, Paul White motioned to leave executive session and return to the regular meeting; 2nd by James Mack. No further discussion. Motion passed unanimously.

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 9, 2023, at 11:15 AM, via Microsoft Teams.

Adjournment

Motion: There being no further business, Michael Wright made a motion to adjourn; 2nd by Paul White. There was no further discussion and the motion passed unanimously. The meeting adjourned at 12:55 PM.

Respectfully submitted:

Cally Audet

Date