

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

**Meeting No. 5 – Meeting Minutes**

August 9, 2023

Via Microsoft Teams

**11:17 AM - Call to Order**

Co-Chair Neal brought the meeting to order and conducted roll call for Task Force members. She reminded the attendees that the meeting was being recorded.

The following were in attendance:

**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 Calnex Ambulance  
James ‘Jim’ Mack, PSAP Administrator, Shelburne PSAP

**Others Present**

Soni Johnson, E911 Board Clerk (subbing for Task Force Clerk Cally Audet)  
Phillip Sisk, Mission Critical Partners  
Corey Chase, Director, Radio Technology Service Group (DPS)  
Stephen Whitaker (arrived after roll call)  
Sang Pham (arrived after roll call)

**Proposed Agenda Changes**

Co-Chair Neal suggested moving the Congressionally Directed Spending Discussion to be the first item on the agenda after the Approval of Minutes. Co-Chair Morrison agreed.

**Approval of Minutes from 8/2/2023**

*Motion: Paul White moved to approve the minutes from the 8/2/23 meeting; 2<sup>nd</sup> by Michael Wright. There was no discussion and the motion passed unanimously.*

**Congressionally Directed Funding Discussion**

Co-Chair Morrison provided a brief overview of the discussion from the last task force meeting concerning a couple of proposals for spending those funds.

Paul White proposed a third possible option: to use the funds to design and engineer a state-owned trunk system that would have built-in capacity to serve as the failover for all of the regional dispatch centers that the task force is charged with designing and rolling out.

Paul White expressed concern that none of the proposals recently discussed would satisfy the requirements of a COPS grant.

Corey Chase provided a brief overview of trunked radio systems and how they differ from what is currently available (the current state system is set up for individual radios for individual user groups).

Co-Chair Neal commented that the task force should work on gathering stakeholder input as things go along; it's important that stakeholders and interested parties have a mechanism to be heard.

Co-Chair Morrison asked for member recommendations concerning the options discussed and noted that she would ask for comments from the two members not able to attend the meeting.

### **Public Comment**

Phillip Sisk echoed the sentiment that Co-Chair Morrison described related to the congressionally directed funding. Mr. Sisk also asked if there was a projected release date for the RFPs, and if respondents to the overall project RFP would have to respond to all the sections of the RFP or could they respond to just some of the sections. Co-Chair Morrison replied that the RFPs will be released as soon as they are approved (hopefully mid-August) and that respondents to the overall project RFP can choose to respond to some or all of the RFP sections.

Stephen Whitaker expressed concerns about task force member attendance at meetings (two members missing from this meeting and the last as well). He also stated that the task force needs to talk about recommending an advisory council to loop in the 10-year telecommunication plan, the broadband plan, etc.; that the \$20 million the emergency board took for flood relief were taken from the broadband matching funds, which directly implicates how we resiliently backhaul radio towers; time is of the essence to get project management and subject matter experts on board; and, discussion around sustainable funding sources for regional dispatch (might need an RFP) should be put on the agenda for the next meeting.

### **Project Management RFP Update**

Co-Chair Morrison detailed the current draft status of both the Project Management RFP ("Little" RFP) and the Overall Project RFP ("Big" RFP) and expressed hope that the final language will be decided at today's meeting.

Stephen Whitaker commented that he has requested repeatedly to be allowed to see and comment on the draft RFPs.

Co-Chair Morrison responded that it was a group decision not to engage the services of individuals outside state government or task force members for the purpose of draft RFP review.

### **RFP Discussion – Executive Session**

*Motion: Co-Chair Neal motioned that the Task Force finds that premature general public knowledge concerning the content of both of the RFPs would clearly place the Task Force at a substantial disadvantage; 2<sup>nd</sup> by Jim Mack. There was no discussion and the motion passed unanimously.*

*Motion: Jim Mack motioned to move to executive session to discuss both the RFPs (project manager (“little” RFP) and overall project (“big” RFP)); 2<sup>nd</sup> by Co-Chair Morrison. There was no discussion and the motion passed unanimously. Executive Session was entered at 11:54 AM. Task Form members and Soni Johnson attended.*

*Motion: Co-Chair Morrison motioned to leave executive session; 2<sup>nd</sup> by Paul White. There was no discussion and motion passed unanimously. Executive Session was adjourned at 12:32 PM.*

The public meeting resumed at 12:33 PM.

*Motion: Paul White moved that the Project Management RFP (“Little” RFP) be approved as to content, and, subject to final administrative review by the Procurement Office, is ready for release; 2<sup>nd</sup> by Jim Mack.  
Discussion: Co-Chair Neal recommended amending the motion to add that the content approved was discussed in executive session.*

*Amended Motion: Paul White moved that the Project Management RFP (“Little” RFP) be approved as to content, as discussed in executive session; and, subject to final administrative review by the Procurement Office, is ready for release.*

*2<sup>nd</sup>: Jim Mack*

*There was no further discussion and the motion passed unanimously.*

*Motion: Paul White moved that the Overall Project RFP (“Big” RFP) be approved as to content, as discussed in executive session; and, subject to final administrative review by the Procurement Office, is ready for release.*

*2<sup>nd</sup>: Michael Wright*

*There was no further discussion and the motion passed unanimously.*

**New Business** – none

### **Next Meeting Date & Adjournment**

The next meeting will take place the week of 8/13; exact date TBD.

*Motion: There being no further business, Co-Chair Morrison made a motion to adjourn; 2<sup>nd</sup> by Michael Wright. There was no further discussion and the motion passed unanimously. The meeting adjourned at 12:40 PM.*

Respectfully submitted,

Soni Johnson

Soni Johnson, E911 Board

8/10/23

Date