

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Regular Meeting No. 22 – Meeting Minutes

March 27, 2024

Via Microsoft Teams

11:16 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
Mike Doenges, Mayor, Rutland City
James ‘Jim’ Mack, Shelburne Dispatch
Ron Kumetz, VSFA
Michael Wright, CEO of Calex Ambulance

Task Force Members Absent

Others Present

Cally Audet, Task Force Clerk
Kim Cheney
Rance Duffy, Mission Critical Partners
Dominick Arcuri, Televate
Stephen Whitaker
Rick Burke, Televate

Approval of Agenda

No Changes.

Approval of Minutes

- 03/13/2024 – Regular Meeting No. 21
- 03/20/2024 – Special Meeting No. 16

Motion: At 11:20 AM, Jim Mack moved that the Task Force approve the minutes as written; 2nd by Paul White. Motion passed unanimously.

Public Comment

Co-Chair Neal opened the floor to public comment.

Stephen Whitaker inquired about the status of the legal counsel RFP and shared that he had submitted a public records request for the most recent project plan. Mr. Whitaker shared that he had not yet received a copy of the work plan and felt ill prepared to provide further comments. He also provided a note to Task Force members that he felt all members as appointed officials should make themselves accessible and be diligent about returning phone calls from members of the public.

Kim Cheney thanks Co-Chair Neal and Rance Duffy for their written response to the questions asked at last week's meeting.

For additional details on public comments, please refer to the meeting transcript, beginning at 0:4:31.30.

Project Updates - Televate

Dom Arcuri from the Televate project management team provided the following projects updates:

- System Planning vendor Mission Critical Partners (MCP) is fully on-board and held a kickoff meeting on March 20th, 2024.
- Since coming on board, MCP has provided updates to the project plan, and has updated the overall project plan and schedule to include MCP tasks and functions.
- Team members from Televate and MCP have begun coordinating activities and processes for ongoing updates to schedule and project statuses, and will be done on a regular basis
- Televate distributed the first edition of the Stakeholder Update (March 2024).
- Developed a draft project frequently asked questions (FAQ) document and have received some comments that they are working to incorporate.
- The team has updated the current list of dispatch centers to prepare for next steps.
- MCP is currently working on project initiation to include working on an inventory schedule to create their inventory report, followed by their assessment schedule. They hope to have this in place in the next few weeks.
- The team is working on creating updates to the stakeholder contact list
- The FAQ document is anticipated to be published in the next week or so.

Co-Chair Neal opened floor to questions from the Task Force members, no questions.

Rick Burke inquired about the Task Force's desired method of approval and distribution for shareable documents. As it relates to the project plan, there had been an updated version as of March 20, 2024, but the document had not yet been made shareable to the public. Further communication took place establishing that the most recent version would be posted publicly to the Task Force website and distributed to interested parties, and the documents would be updated and distributed with applicable updates in the future as needed.

Mr. Burke asked for the Task Force to work amongst themselves to establish their desired prioritization list for scheduling stakeholder site visits, allowing the team to create the most efficient schedule possible. They will also be looking to engage with stakeholders about planning and necessary preparation for these site visits in the coming weeks and months.

Ron Kumetz entered the meeting at 11:34 AM.

Co-Chair Morrison recommended the Task Force put small task groups of less than four members together to work on completing various tasks outside of the regularly scheduled meetings. Paul White, Jim Mack, and Ron Kumetz will work collaboratively on compiling a list prioritizing stakeholder site visits.

Rance Duffy shared that MCP will provide an extensive set of materials (checklists, data sheets, etc.) electronically to facilities prior to meetings. He also noted that ideally MCP would like to receive some or most of the requested data prior to arriving on site to have a successful/efficient visit.

Budget Adjustment Act Update

Co-Chair Neal provided a brief update on recent Budget Adjustment Act language changes and shared her screen with attendees to view said changes. After careful review of the changes, most specifically the requirement for the Commissioner to solicit recommendations on the congressionally direct spending (CDS) plan, Co-Chair Neal opened the floor to Task Force members for general comments as well as the opportunity to provide the Commissioner with recommendations regarding the CDS plan. The following comments were provided:

- Paul White expressed that he did not find a significant difference in the language changes as it pertains to the Task Force's responsibilities. He shared that he believed the new language may provide more or repeated opportunities for the Task Force to weigh in on these matters, however not much else appears to be different. He also noted that he did not feel educated enough at this on the topic to make specific recommendations.
- Jim Mack agreed that the language does not appear to be much different, and that he would not be able to speak to the CDS items at this point either.
- Ron Kumetz echoed Paul and Jim's sentiments and shared that while the language might add a bit more flexibility for Task Force involvement, he did not understand the true benefit in the language changes.
- Mike Doenges shared that he agreed with Ron's assessments.
- Co-Chair Morrison shared that DPS is actively working to secure a contract to complete a review of the proposed plan. At this point the contract has been approved internally, she is just waiting on the rest of the required approvals before she is able to sign the contract. This contract is anticipated to establish a review process of approximately four weeks.

Additionally, Co-Chair Morrison shared that DPS is still waiting for a determination on the requested 12-month period of performance extension. Clarification was provided that originally the request was discussed as being an 18-month extension, however after further guidance they ultimately decided on a 12-month request. Additional information will be provided when available.

- Co-Chair Neal shared that she agreed with Paul and others in their assessments of not having the necessary experience or knowledge to provide meaningful recommendations to the CDS plan at this time. She also shared her desire to establish a better understanding of what work in the CDS plan would be considered both foundational and restrictive in order to formulate meaningful recommendations in the future. She shared that this knowledge would play a key role in Mission Critical Partners' development of the Task Force's plans.

Co-Chair Neal provide a suggestion that the members of the Televate team carefully review the CDS plan and/or the findings of the independent reviewer DPS is actively working to hire, to determine what portions of the plan are both foundational and restrictive. She opened the floor to comments on this suggestion from Task Force members. The majority agreed that this was a reasonable request to ensure the work the Task Force is doing is not in opposition to the work being proposed in the CDS plan.

After further discussion, Co-Chair Neal asked the Televate team members if this was a task they felt they had the bandwidth to complete. Rick and Dom both agreed that this was doable, however requested in writing the Task Force's expectations of them during this review. It was decided that due to the conflict, Co-Chair Morrison would not participate in this task, and that Co-Chair Neal and Paul White would work with Televate to come up with a written list of expectations for Televate's review. Given Ron's background, he too offered to take a look at the plan and provide feedback for any items that stood out to him as a red flag.

Micheal Wright entered the meeting at 11:54 AM.

Co-Chair Neal opened the floor to public comments.

Stephen Whitaker expressed his feelings that as a technical analysis of the plan, Mission Critical Partners should be responsible for conducting the review opposed to Televate.

No further comments.

New Business

Paul White followed up on a comment made in public comment regarding the intended use of the Task Force's independent legal counsel. He noted that a member of the public made mention of the Task Force using their independent legal counsel to fulfill public records requests, and wanted to make it clear that it was not his understanding that independent legal counsel would be the recipients or keeper of record for the Task Force, therefore would not be responsible for fulfilling any such requests.

Executive Session – For the purpose of discussing one or more contracts

Motion: At 12:09 PM, Co-Chair Neal moved that the Task Force finds sharing information about bidder responses and contract negotiations publicly would put the task force at a substantial disadvantage in making a decision about awarding a contract or contracts; 2nd by Paul White. There was no discussion and the motion passed unanimously.

Motion: At 12:10 PM, Barb Neal moved that the task force enter into Executive Session for the purposes of discussing one or more contracts and invite members of the Televate project management team; 2nd by Paul White. The motion passed unanimously.

Executive Session was entered at 12:10 PM. Task Force Members Barb Neal, Jennifer Morrison, Ron Kumetz, Jim Mack, Mike Doenges, Michael Wright and clerk, Cally Audet attended, as well as Televate representatives, Rick Burke, and Dom Arcuri.

Co-Chair Morrison left the meeting at 12:15 PM.

Motion: Paul White moved that the task force exit Executive Session; 2nd by Ron Kumetz. The motion passed unanimously.

Executive Session ended at 12:44 PM.

Potential Action(s) as a Result of Executive Session

No action.

Set Next Meeting Date and Adjournment

The next regular meeting will be held on Wednesday, April 10, 2024, at 11:15 AM.

Motion: There being no further business, Mike Doenges made a motion to adjourn; 2nd by Jim Mack. There was no further discussion and the motion passed unanimously. The meeting adjourned at 12:47 PM.

Respectfully submitted,

Cally Audet
Cally Audet, Clerk

03/29/24
Date