

STATE OF VERMONT PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Regular Meeting No. 32 – Meeting Minutes

August 21, 2024

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

Jennifer Morrison, Public Safety Commissioner, Co-Chair

Barbara Neal, Vermont E911 Director, Co-Chair

James ‘Jim’ Mack, Shelburne Dispatch

Ron Kumetz, VSFA

Mike Doenges, Rutland City Mayor

Paul White, Regional Dispatch Working Group, Vice-Chair

Others Present

Cally Audet, Task Force Clerk

Dominick Arcuri, Televate

Rick Burke, Televate

Rance Duffy, Mission Critical Partners

Tracy Martin, Hardwick

Kim Cheney

Stephen Whitaker, Montpelier

Senator Irene Wrenner, Joint Information Oversight Committee

Approval of Agenda

No changes.

Approval of Minutes

- 08/07/2024 – Regular Meeting No. 31

Motion: At 11:23 AM, Mike Doenges moved that the Task Force approve the minutes as written; 2nd by Jim Mack. Barb Neal abstained; motion passed.

Regional Town Hall and Community Listening Session Planning Discussion

Co-Chair Neal reintroduced previous discussion about the Regional Town Hall meetings being scheduled for September.

Co-Chair Morrison provided overview of the logistics planning that has taken place thus far. She shared that she has reviewed several slide decks from Mission Critical Partners (MCP) from previous meetings they have held throughout the country as examples for what our meetings may look like.

The locations, dates and times for the four Regional Town Hall meetings are as follows:

- Northwest: September 11, 2024, from 5-7 p.m. at the Swanton Town Hall, located at 1 Academy Street in Swanton.
- Southwest: September 12, 2024, from 12-2 p.m. at the Vermont Fire Academy, located at 93 Davidson Drive in Pittsford.
 - This session will be a working session through the lunch hour, and attendees are invited to bring their own brown bag lunch.
- Northeast: September 17, 2024, from 8-10 a.m. at the Northeastern Vermont Regional Hospital, located at 1315 Hospital Drive in St Johnsbury.
- Southeast: September 19, 2024, from 5-7 p.m. at the Springfield Parent Child Center located at 80 Jack and Jill Lane in Springfield.

Co-Chair Morrison shared that these locations were selected due to their ability to accommodate at least 40 people, and the ability for people to participate remotely. Each meeting will have an in-person and remote participation option.

Mike Doenges inquired if there would be a white board or some form of visual note taking device during these meetings. MCP shared that there will be a form of public note taking during each session that will be displayed for attendees to see.

Co-Chair Neal provided a brief overview of the work she and her sub-team have discussed as it relates to meeting content, and provided the following comments:

- At the onset of each meeting, there will be a brief overview of Task Force work to date. A script will be developed to be delivered by Task Force members at each of the sessions to ensure consistency in messaging.
- It is important to note to attendees that there is no predetermined path for this project, and that the Task Force is seeking input from those most impacted.
- The project timeline will be discussed (MCP or Televate).
- There are three (3) basic questions the group would like attendees to answer during these discussions:
 - What is working, and what is not working in the status quo?
 - What are your must haves in a future regional system?
 - What are your dealbreakers in a future regional system?
 - Follow-ups:
 - What are the top three priorities in a future regional system?

Co-Chair Neal opened the floor for input from the Task Force members.

Co-Chair Morrison discussed needing to plan for a mechanism to track data such as the attendance list, follow up items, other ways to gather continued information.

Co-Chair Neal inquired about the ability to poll attendees during each session. MCP shared they will need to determine if the hosting centers have the appropriate technologies to support this capability, but will have some option for polling.

Ron Kumetz offered his thoughts regarding attendee registration and whether this might be an added value to planning for these sessions. Having an idea of how many people are likely to attend could help the group determine if more outreach is required leading up to the event.

Further discussion took place regarding mechanisms for advertising and if there should be a registration component to the forthcoming invitations. Rance Duffy shared that the MCP team is working with marketing to establish a landing page for attendees to navigate to, to gather additional information on each event. This landing page will allow people to select which meeting they might attend and will allow the group to track traffic for interest in those specific events.

The meeting was put on hold at 11:44 AM due to technical issues with Task Force member participation.

Ron Kumetz rejoined the meeting at 11:45 AM; meeting continued.

The current plan is to get invites out mid to late next week. The Chairs will be coming back to Task Force members to discuss which meetings they are able to attend to ensure there is as much representation as possible at each meeting.

Public Comment

Co-Chair Neal opened the floor to public comment.

Tracy Martin introduced herself and provided a brief overview of her recent work with the Hardwick Police Department and their current radio and communication concerns. She shared that she is looking for any guidance on funding opportunities that might be available for their endeavors and what this group might be able to provide.

Paul White joined the meeting at 11:50 AM.

Rick Burke asked that Tracy provide her contact information to ensure that communication would reach her and her coworkers.

Irene Wrenner reiterated communication concerns presented by Ms. Martin in the Town of Westford following the recent weather events.

Kim Cheney shared that he would like to see a copy of the meeting invitations. He also inquired about the governance process as it pertains to federal funding requirements.

Co-Chair Morrison shared that this round of meetings is targeting the public safety stakeholders and that different sessions will be held for the community members at a later date.

Stephen Whitaker provided the following comments:

- CISA and DHS have made requirements for governance for years, and he is concerned we are not following these guidelines.
- He felt that the quality of input the Task Force will receive during the regional town hall meetings will be poor due to his belief in general lack of knowledge in municipal and first responder communities.
- A strong focus should be place on failover, redundancy, etc. when discussing disaster ready infrastructure.
- He shared that he is prepared to litigate public records concerns related to requests for questionnaire data being gathered from dispatch centers throughout the state.

Project Updates:

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

- The team remains in the data collect and discovery phase.
- The site visits were scheduled to conclude on August 15th; however, 8 Dispatch Centers were unavailable to meet and will need to do so at a later date. This will extend the site visits unto the September timeframe.
- The team has received 27 out of 38 data questionnaires. For those who did not submit theirs, this data will be collected during on-site discussions.
- Televate and MCP have been working to develop an inventory of the current wireless systems.
- They have identified over 200 municipal transmit/receive sites to evaluate LMR dead zones.
- Town Hall meetings have been scheduled and invitations will be going out next week.
- Analysis of data collected to date is ongoing.

Rance Duffy from the Mission Critical Partner team provided the following updates:

- Reiterated many of the same points noted by Dom regarding Town Hall planning and rescheduling the eight dispatch center site visits.
- He reminded folks that there is a cybersecurity assessment piece to this assessment project, different than the questionnaire. MCP will be sending out additional information about this to make sure stakeholders understand this is a real email and is a piece of the project to be completed.

New Business

No new business.

Confirm Next Meeting Date and Adjournment

The next regular meeting will be held on Wednesday, September 4th, at 11:15 AM.

Motion: There being no further business, Co-Chair Morrison made a motion to adjourn; 2nd by Jim Mack. There was no further discussion, and the motion passed unanimously. The meeting adjourned at 12:09 PM.

Respectfully submitted,

Cally Audet

Cally Audet, Clerk

08/23/24

Date

DRAFT