STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Regular Meeting No. 39 – Meeting Minutes
November 20, 2024
Via Microsoft Teams

11:15 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, Vermont E911 Director, Co-Chair
Jennifer Morrison, Vermont Department of Public Safety Commissioner, Co-Chair
James 'Jim' Mack, Shelburne Dispatch
Ron Kumetz, VSFA
Mike Doenges, Rutland City Mayor

Others Present
Emily Mullaney, Task Force Clerk
Dominick Arcuri, Televate
Rick Burke, Televate
Scott Neal, Mission Critical Partners
Jason Malloy, Mission Critical Partners
Irene Wrenner, Senator

Approval of Agenda

No changes.

Approval of Minutes
- 10/30/2024 – Regular Meeting No. 37

Motion: At 11:17 AM, Mike Doenges moved that the Task Force approve the minutes as written; 2nd by Jim Mack. Motion passed unanimously.

Public Comment

Co-Chair Neal opened the floor to public comment. No public comments.

Project Updates

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

- Planning continues for Subject Specific Workshops.
  - Topics and attendees have been identified.
  - Lessons Learned, the first workshop, will take place Friday this week.
  - The remainder are expected to take place between December 9th and 16th.
- The final Community Listening Session will be held on December 6th.
- MCP continues work on the inventory and assessment report.
  - A draft is expected on November 29th.
  - The final document is projected to be completed in mid-December.
- Based on the inventory assessment report schedule, the system planning report schedule has been adjusted.
  - Two draft sessions have been incorporated, one at the beginning of January and another to wrap up before the end of January.
  - The majority of the February timeframe will be used for review.
- Cybersecurity assessments continue.

Co-Chair Neal added that Task Force Members will receive the inventory and assessment report draft and should be prepared to discuss it at the next regular Task Force meeting.

Jason Malloy of Mission Critical Partners added that 17 agencies submitted information for the cyber assessments. He stated that one agency that opted out cited concerns that security information might be released as a result of participating.

Co-Chair Morrison stated that she expects this concern to persist in the coming months, because agencies will not want the information in the inventory report to be shared publicly. She expressed hope that the recommendations document will not contain such sensitive information. She reminded the Task Force Members that the inventory report draft should not be forwarded or shared publicly.

Rick Burke of Televate asked for guidance on how to handle open records requests for the inventory report.

Co-Chair Morrison stated that the legal team is already examining the matter but cannot make a final judgement on how to proceed until they can review the content of the report. She added that there are several potential avenues and gave a couple examples. Co-Chair Morrison reiterated that the document is confidential until the legal team advises otherwise.

Rick Burke proposed that the document be marked confidential in the footer and watermarked as a draft. He suggested providing Mission Critical Partners with guidance on how to deliver the document as well.

Jason Malloy confirmed that the document currently has a draft watermark and offered to include language to indicate its confidentiality.

Rick Burke suggested the Team Members discuss the logistics of distributing the report, because it will be a large file.

Scott Neal of Mission Critical Partners explained there will be a link to an ftp server where Task Members will be able to view the document. He opines that, although some information in the report regarding critical infrastructure is currently available through the FCC, this information should not be disclosed publicly in the report.

Co-Chair Neal confirmed that Scott's concerns will be taken into account.

Scott Neal, Co-Chair Neal, and Co-Chair Morrison discussed how to distribute the report.

Co-Chair Morrison expressed that redaction of the document would be laborious and time-consuming. She reiterated that the Task Force will need legal guidance on how to safely and securely share the technical information with those that need it. She summarized that the public records angle of this report will be a booger.

Community Listening Session and Subject Specific Workshop Updates

Co-Chair Neal reviewed Dom Arcuri's updates regarding the Community Listening Session and Subject Specific Workshops. She added that the DPS communications team is responsible for the outreach and coordination of the Listening Session.

Co-Chair Morrison added that there will be an additional, global workshop for public interest parties.

Rick Burke stated that the tentative meeting date is December 6th and indicated he would be sending a scheduling poll to the interested parties.

New Business

No new business.

Confirm Next Meeting Date and Adjournment

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

Dom Arcuri suggested synchronizing status reports with the meeting schedule. Co-Chair Neal agreed. Dom noted that the next status report will be distributed on December 2nd.

Motion: There being no further business, Ron Kumetz made a motion to adjourn; 2nd by Jim Mack. There was no further discussion, and the motion passed unanimously. The meeting adjourned at 11:40 AM.

Respectfully submitted,

_____   10/30/24
Emily Mullaney, Clerk   Date