

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Regular Meeting No. 8 – Meeting Minutes

September 11, 2023

Via Microsoft Teams

1:04 PM - Call to Order & Roll Call

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 throughout 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 Calx Ambulance
James ‘Jim’ Mack, Shelburne Dispatch

Task Force Members Absent

Ron Kumetz, VSFA
Mike Doenges, Mayor, Rutland City

Others Present

Cally Audet, Task Force Clerk
Mandy Wooster, Policy Development, Department of Public Safety
Corey Chase, Director of Radio Technology Division
Phillip Sisk, Mission Critical Partners
Kim Cheney
Stephen Whitaker
Darek Wiczorek
Richard Townsend
Jason Bivins, 911 Authority

Approval of Agenda

No changes.

Approval of Minutes

Motion: At 1:09 PM, Co-Chair Morrison moved to approve the minutes from the 8/30/23 meeting; 2nd by Jim Mack. There was no discussion and the motion passed unanimously.

Motion: At 1:10 PM, Co-Chair Morrison moved to approve the minutes from the 9/6/23 special meeting; 2nd by Michael Wright. There was no discussion and the motion passed unanimously.

Discuss Summary of Task Force Work to Date/Distribution to Stakeholders

Co-Chair Neal shared that she had created a summary of Task Force work to date that would be distributed to Task Force members following the meeting. She asked members to share any edits or additions they would like to make by 12:00 PM on Wednesday, September 13, 2023. The summary would then be distributed to constituent groups identified by the members.

Further discussion took place about whom should be added to the list of recipients, as well as whether or not this summary should be discussed and/or voted on in open public forum. It was reiterated that said summary is simply a statement of fact, and not an action item that must be voted on.

Co-Chair Morrison asked the Task Force members if they felt this was an item that should be voted on. Members provided their opinions, some stating they felt it is not necessary to bring to a vote but would not be opposed to doing so if that was the consensus. Co-Chair Morrison stated that when the document is circulated for review, Task Force members will be given the opportunity to share if they feel a vote on this item is necessary; and a decision on distribution will be made at that time.

Discuss Independent Legal Counsel Next Steps

Co-Chair Morrison shared that she had concluded internal state government discussion regarding the Task Force seeking independent legal counsel. She stated that she had located an old RFP used by another body similar to theirs, seeking independent legal counsel to use as a template and will be working on a draft of an RFP for this Task Force to utilize.

Co-Chair Neal opened the floor to questions.

Update on Congressionally Directed Spending Application

Co-Chair Morrison shared that there would be no further feedback until a determination on the application submittal is made in the fall.

Public Comment

Co-Chair Neal asked for a show of hands of the people who would like to provide public comment.

Guest, Kim Cheney, made a request to visit the Williston PSAP facility, if possible. He shared that he'd like to speak with staff about what they feel are some of their current problems. He also requested to see a draft

of the independent legal counsel RFP mentioned by Co-Chair Morrison, as he would like to share ideas about what type of attorney would be best suited in this case.

Co-Chair Morrison shared that the RFP template being used for independent legal counsel is the Request for Proposal for Telecommunications Contract Negotiator/Legal Counsel for Municipal Telecoms issued by the Vermont Community Broadband Board on February 11, 2022. This is not a confidential document and may be viewed by the public at anytime. She also stated that it would be unlikely that a member of the public be permitted to tour a PSAP facility, however she would look into it.

Guest, Stephen Whitaker, shared that he believed the Task Force's main priorities at this time should be integrating previous plans, as well as getting the Governor's Emergency Communications Advisory Council reconvened. He also reiterated his thoughts on the importance of initiating pilot projects prior to the close of the calendar year.

Discuss Big RFP Bidder Questions and Responses (Possible Executive Session)

Co-Chair Morrison shared that the Q&A portion of the Communications System Planning RFP closed last Friday, September 8, 2023, at 3:00 PM. The Task Force received questions from five (5) vendors. Many were similar to the questions asked regarding the project management support RFP, with minor changes in the wording. Given the lofty number of questions, the Task Force must ensure that there is consistency between both RFP answers. The team within Department of Public Safety (DPS) has worked on drafting some answers as a starting point, but additional answers will need to come from the Procurement Office, Agency of Digital Service (ADS), and Task Force Members. Co-Chair Morrison proposed that the questions be circulated to Task Force members following the meeting to allow all members the opportunity to provide feedback. This would require the Task Force to hold another meeting at a later date to discuss this item in executive session. Co-Chair Morrison proposed the Task Force hold another meeting later in the week to discuss this matter.

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

Co-Chair Morrison asked that the Task Force members thoroughly review the document and provide as much feedback as possible prior to the next meeting.

Vote Regarding New Steps for Big RFP Bidder Questions and Responses

None.

New Business

Co-Chair Morrison reintroduced discussion regarding tasks to be completed by the Task Force while waiting for the RFP's to be completed. She asked that Task Force members prepare to share their thoughts on this matter at the next meeting.

Co-Chair Neal stated that she would add this as an agenda item for the next meeting.

No other new business.

Set Next Meeting Date and Adjournment

Task Force Members discussed availability for a second meeting to discuss Communications System Planning RFP questions and answers.

The next meeting will be held Friday, September 15, 2023, at 2:00 PM

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 1:36 PM.

Respectfully submitted,

Cally Audet
Cally Audet

9/11/23
Date

DRAFT