

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Regular Meeting No. 9 – Meeting Minutes

September 27, 2023

Via Microsoft Teams

11:16 AM - 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
James ‘Jim’ Mack, Shelburne Dispatch
Ron Kumetz, VSFA
Mike Doenges, Mayor, Rutland City

Task Force Members Absent

Michael Wright, CEO of Calnex Ambulance

Others Present

Cally Audet, Task Force Clerk
Corey Chase, Director of Radio Technology Division
Phillip Sisk, Mission Critical Partners
Kim Cheney
Stephen Whitaker

Approval of Agenda

No changes.

Approval of Minutes

Co-Chair Morrison requested for the approval of the Regular Meeting Number 8 minutes of September 11, 2023, be moved to the next regular meeting agenda. No objections.

Motion: At 11:21 AM, Paul White moved to approve the minutes from the 9/15/23, 9/19/2023, and 9/21/2023 special meetings as written; 2nd by Mike Doenges. There was no discussion and the motion passed unanimously. Michael Wright was not present for the vote.

Little RFP Responses and Evaluation Plan

Co-Chair Morrison provided a brief update regarding the status of the little RFP specific to a Task Force Project Manager. She shared that the bidding period had closed, and the Task Force received three (3) responses.

Co-Chair Morrison recommended the Task Force members review the proposals on their own and reconvene at a special meeting for the purpose of discussing said bid responses, most likely in executive session. Members agreed, and documents were to be distributed to Task Force members by the Clerk following the meeting for review.

Special Meeting date and time to be set later in the meeting.

Status of Independent Legal Counsel RFP

Co-Chair Morrison provided a brief update on the status of the Independent Legal Counsel RFP. She shared that the document had left the Department of Public Safety (DPS) last week and has been sent on for review at Attorney General's Office. She stated there was no word back at that time, but that an update would be provided when available.

Public Comment

Co-Chair Neal recommended each guest willing to speak be provided a 5-minute window to share their thoughts; with no objections, she opened the floor for public comment.

Kim Cheney inquired if bid submissions for the Project Manager RFP were public. Co-Chair Morrison shared that these are not public documents until contact execution.

Philip Sisk also inquired if the names of the bidders for the Project Manager RFP were public. Co-Chair Neal shared she would check on public bid opening procedure.

Stephen Whitaker shared prior experience with purchasing holding public bid openings and requested that information be shared as he felt there were individuals who would like to share public comment on these items before a contract is executed. He reiterated his perceived need for pilot projects to be of high priority and recommended the Task Force consider having a funding study be completed, possibly requiring an additional RFP.

After further discussion amongst Task Force members, Co-Chair Morrison confirmed that the names of the bidders are allowed to be shared publicly, but no further information was to be shared at that time. The names of the three (3) bidders for the Project Manager RFP were:

- Televate, LLC;
- Federal Engineering, Inc.; and
- Network Building + Consulting

Guests thanked Task Force members for sharing, and shared feedback regarding two vendors' engagement in prior RFPs with the State.

New Business

Co-Chair Morrison requested the Task Force have a conversation about the need for a financial spending study to be completed as previously mentioned by a member of the public. She shared that without the responses to the big RFP, the Task Force may not have the information they need to make an effective decision on this matter; however, stated if members felt as though this was an immediate priority, another RFP would need to be drafted and posted in the very near future. She opened the floor for discussion from other members.

Further discussion took place regarding whether to address this concern immediately or wait until all RFP responses had been submitted to reevaluate the need for further action.

Members of the public provided feedback. Co-Chair Morrison asked attendees to consider what the role of the Task Force truly is in the process of making decisions regarding fund sourcing.

After further discussion, members shared they felt there was adequate language addressing this matter within the RFP request currently out to bid to feel comfortable waiting for the responses to address this item further. Member, Ron Kumetz recommended that while waiting for RFP responses to be submitted, the Task Force brainstorm what they hope for potential pilot projects to address, and what a successful pilot project could be leveraged in to; as well as how the Task Force would determine the success of a pilot project.

Co-Chair Morrison echoed Ron's sentiment and asked that this be both an agenda item at the next regular meeting, as well as an item for Task Force members to consider on their own prior to the next regular meeting.

Set Next Meeting Date and Adjournment

Co-Chair Neal shared she would be out of the office for the next two weeks. Discussion took place regarding when the next meetings should be held.

A special meeting for the purpose of discussing the Project Manager RFP bidder responses will be held Tuesday, October 3, 2023, at 11:00 AM.

The next regular meeting will be held Thursday, October 12, 2023, at 10:00 AM.

Motion: There being no further business, Co-Chair Morrison made a motion to adjourn; 2nd by Mike Doenges. There was no further discussion and the motion passed unanimously. The meeting adjourned at 11:53 AM.

Respectfully submitted,

Cally Audet
Cally Audet

9/27/23
Date

DRAFT