

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Special Meeting No. 7 – Meeting Minutes

November 7, 2023

Via Microsoft Teams

11:03 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

Paul White, Regional Dispatch Working Group, Vice-Chair

Mike Doenges, Mayor, Rutland City

James ‘Jim’ Mack, Shelburne Dispatch

Others Present

Soni Johnson, E911 Board Clerk (subbing for Task Force Clerk Cally Audet)

Phillip Sisk

Jim Morgan

Joel McCamley

Darek Wieczorek

Stephen Whitaker

Richard Townend

Approval of Agenda – no changes

Public Comment – none

Legal RFP Status

Co-Chair Neal advised members that there weren’t any responses to the legal RFP. Members discussed reissuing the legal RFP and reaching out to legal professional contacts and/or organizations to get the word out about it being posted. Stephen Whitaker suggested that members should reach out to the Vermont League of Cities and Town, as well.

Motion: Mike Doenges moved that the task force reissue the RFP for legal services on as many sites as possible; 2nd by Paul White.

Discussion: Co-Chair Neal proposed amending the motion to include soliciting the assistance of appropriate professional organizations to get the word out; members agreed.

There being no further discussion, the amended motion passed unanimously.

Little RFP Next Steps Discussion and Big RFP Responses Evaluations

Motion: Co-Chair Neal moved that premature general knowledge of bidder presentations and responses would put the task force at a disadvantage in making a decision about awarding a contract to the successful bidder in both RFPs; 2nd by Paul White. There was no discussion and the motion passed unanimously.

Motion: Co-Chair Neal moved that the task force enter into Executive Session for the purpose of discussing the little RFP next steps and the big RFP response evaluations; 2nd by Jim Mack. The motion passed unanimously.

Executive Session was entered at 11:12 AM. All task force members present and acting clerk Soni Johnson attended.

Motion: Jim Mack moved that the task force exit Executive Session; 2nd by Mike Doenges. The motion passed unanimously.

Executive Session ended at 11:42 AM.

Potential Vote Regarding Next Steps for Little RFP and Big RFP

Motion: Mike Doenges moved that the Task Force schedule a special meeting for 11/17/23 @ 9:00 AM for review and presentations of the big RFP and discussion of both the little and big RFPs; 2nd by Jim Mack.

Discussion: Paul White asked who coordinated presentation scheduling in the past. Co-Chair Neal replied that Co-Chair Morrison's office took care of that, and she will reach out to Co-Chair Morrison to confirm scheduling.

There was no further discussion and the motion passed unanimously.

Motion: Mike Doenges moved that the Task Force schedule a special meeting for 11/13/23 @ 10:00 AM for discussion and the development of questions concerning the big RFP responses; 2nd by Jim Mack.

Discussion: Paul White asked if the questions would be handled as they were for the little RFP presentations (questions were not submitted to presenters in advance). Answer: Yes, the questions will not be provided to presenters in advance.

There was no further discussion and the motion passed unanimously.

Adjournment

Motion: There being no further business, Mike Doenges made a motion to adjourn; 2nd by Jim Mack. There was no discussion and the motion passed unanimously. The meeting adjourned at 11:48 AM.

Respectfully submitted,

Soni Johnson

Soni Johnson, E911 Board

11/9/23

Date