

STATE OF VERMONT
PUBLIC SAFETY COMMUNICATIONS TASK FORCE

Special Meeting No. 4 – Meeting Minutes

September 21, 2023

Via Microsoft Teams

10:03 PM - 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
Jennifer Morrison, Public Safety Commissioner, Co-Chair
Paul White, Regional Dispatch Working Group, Vice-Chair
Mike Doenges, Mayor, Rutland City (arrived after roll call)
James ‘Jim’ Mack, Shelburne Dispatch

Others Present

Soni Johnson, E911 Board Clerk (subbing for Task Force Clerk Cally Audet)
Phillip Sisk
Darek Wjeczorek
Richard Townend
Jim Morgan
Stephen Whitaker (joined after roll call)

Proposed Agenda Changes – none

Discussion – Draft Legal Assistance RFP

A decision was made that the draft of the legal assistance RFP could be reviewed in regular session.

Co-Chair Morrison shared a draft of the legal assistance RFP with members. She noted that this draft incorporates much of the feedback that Kim Cheney provided to the Task Force and reminded members that this RFP will need to get the approval of the Attorney General. A copy of the draft RFP is available upon request.

Motion: Co-Chair Morrison moved that the draft legal RFP be accepted, and that the procurement team move ahead with placing it into the RFP template and forwarding it to the Attorney General’s Office; 2nd by Paul White. Discussion: Paul White asked if the Task Force or the Attorney General’s Office would make the final decision concerning any bids received in response to this RFP. (Answer: The Task Force will make the final determination.) There was no further discussion and the motion passed unanimously.

Public Comment

Stephen Whitaker informed members that he had heard that several people had difficulty getting into the meeting and suggested that meeting links be tested in advance. He also commended Co-Chair Morrison on taking the initiative and drafting the legal assistance RFP, was pleased that the draft was reviewed in open session, and reminded members they should put out an RFP for expert financial modeling of all revenue sources.

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

Motion: Co-Chair Morrison moved the Task Force enter into Executive Session for the purpose of finalizing answers to bidder questions; 2nd by Jim Mack. Co-Chair Neal called a point of order – the Task Force must make a finding about the need to enter into Executive Session prior to entertaining a motion to do so. Co-Chair Morrison withdrew the motion.

Motion: Paul White moved that premature general knowledge of the contents of the answers would put the task force at a disadvantage in contract negotiations; 2nd by Jim Mack. There was no discussion and the motion passed unanimously. Note: Mike Doenges was not available for this vote.

Motion: Co-Chair Morrison moved that the task force enter into Executive Session for the purpose of finalizing answers to bidder questions; 2nd by Jim Mack. The motion passed unanimously. Note: Mike Doenges was not available for this vote.

Executive Session was entered at 10:20 AM. Task Force members and acting clerk Soni Johnson attended. Note: Mike Doenges rejoined the meeting after executive session was entered.

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

Executive Session ended at 10:28 AM.

Next Steps for Big RFP Bidder Questions and Responses

Motion: Co-Chair Morrison made a motion to advance the answers to bidder questions to the procurement division for final formatting and public posting as per the usual process; 2nd by Paul White. There was no discussion and the motion passed unanimously.

Next Meeting Date

The next meeting is scheduled for Wednesday, 9/27/23 at 11:15 AM.

Adjournment

Motion: There being no further business, Co-Chair Morrison made a motion to adjourn; 2nd by Paul White. There was no further discussion and the motion passed unanimously. The meeting adjourned at 10:32 AM.

Respectfully submitted,

Soni Johnson

Soni Johnson, E911 Board

9/25/23

Date