

Public Safety Broadband Network (PSBN) Commission  
Department of Public Safety, Headquarters, Lab Classroom  
Meeting Minutes  
December 3, 2014

- The meeting was called to order by Chair, Paco Aumand, at 1:32 pm with the following present: Robert T. White, William Laferriere, Joe Flynn, Sara Small, Terry LaValley, Frank Costantino, and Suellen Royea.
- **Update on hiring process:** Paco reviewed that the Project Manager position was updated and re-posted yesterday. If posting does not work this time, Paco will draft a contract. In a recent conference call with our grant moderator, she noted concern that Vermont is not moving forward faster. It was noted that the lack of staff and attention to some of the issues (education and outreach) were contributing components. Sara added that the concern is due in part to the grant only being open until July 2016. (Kiersten Bourgeois joined meeting at 1:35 pm). It was noted that this project needs to be energized.
- **FirstNet RFI and Public Comment and Request for SPOC Comment:** Paco reported the two (2) documents (see attachments) were submitted on time. Some of the highlights reviewed included the definition of public safety entities, that fees should be charged to everyone, and the definition of users in Section 2 which he felt an agency should be the user and the agency then identifying those in their agency to use the system. He also explained his thoughts on the definition of “rural”.
- **FirstNet Initial Consultation Package Submitted:** Vermont’s initial consultation package was submitted this week and Paco received confirmation from FirstNet that it was received. He reviewed the Checklist explanation document and attached documents sent. Under Scheduling, Paco noted that he thought we would be ready for our consultation sometime during the second quarter of 2015, which he explained was an interactive collaborative process and should result in the basis for the State Plan. During the State Consultation, FirstNet may include an inventory of the State’s assets, which is part of Phase II. From those present, there was agreement that most of the inventory has been collected.

Paco displayed the requested discussion topics that will be part of the State Consultation. Under State government process, he thought we could answer most of it. One question in that section which was discussed was: Does your state have a description of its state legislative process and authorities to better understand how a state plan could be presented and approved by the governor? Some questions were: whether the governor could accept the plan or if it had to go to the Legislature; whether the Legislature needs to approve the build of an infrastructure; whether the plan had to go through the budget process if there are federal funds being used; how user fees may impact the process; and who would be collecting the user fees (state or FirstNet). A suggestion was made to check with the Governor’s Office for some direction.

- **Vermont PSBN Commission Annual Report to Governor:** Paco reviewed that the executive order requires an annual report from the Commission. A draft report was distributed. Some of the contents reviewed included: the need for some stronger language in the Looking Ahead section; obtaining an understanding of the process for getting the plan approved by the Governor; the priorities in 2015, which will be to get staff onboard, participating with the initial state consultation process, and increased education/outreach; the recap of the grant funds spent; and an early attempt of the group to create some requirements. Paco asked for some direction on this document. Kiersten suggested adding that some outreach to a FirstNet Board member was conducted, and to remove “regrettably” on Page 5, under initial consultation, second sentence first word. Terry LaValley suggested adding an “s” to round under the Project Manager section. It was determined that Paco will make these edits and email the document to the board members for final review.
- **E911 Study Update:** Paco and Kiersten gave an update regarding the E911 study. Kiersten noted that there is a lot going on and a meeting is pending. Paco added that there is a meeting at DPS on Friday to discuss dispatching and how calls are taken and summarized the report due regarding moving the E911 into another agency to come up with \$300,000 savings. A question was asked about what would happen to VSP’s CAD system. Paco noted that it would still be available.
- **Other Business:** No additional other business was discussed.

Paco thanked those in attendance for taking the time to attend today’s meeting and reviewed that he will update and email the annual report, and Kiersten and himself will try to get a meeting with the Administration.

- **Next Meeting:** It was decided that the next meeting will be February 4, 2015.
- **The meeting adjourned at 2:08 pm.**