

Public Safety Broadband Network (PSBN) Commission
Department of Public Safety, Headquarters, Lab Classroom
Meeting Minutes
June 4, 2014

- The meeting was called to order by Chair, Paco Aumand at 1:00 pm. Those present included: Steve Locke, Robert T. White, Kiersten Bourgeois, Michael Roberts, Frank Costantino, James Porter, and Sara Small. Bill Laferriere, Lt. Michael Manning, and Terry LaValley joined the meeting at 1:05 pm and 1:10 pm.
- **Business and Outreach Plan Review:** Paco Aumand talked about the action plan, our attempt to identify the steps we were going to accomplish in 2014 and ideas on outreach. He reported that the project manager position has closed and applications are being reviewed. The technical advisor position is still being drafted. Jim Porter noted there are some RF Engineers that he has used and has a list. A Sharepoint site has been created but no information is posted yet.

Outreach opportunities were reviewed. Kiersten Bourgeois offered to look into the RPC; Michael Richards noted that the VFA group would allow a display, but there were questions about the appropriateness; Lt. Michael Manning reported that the VCOMM and Preparedness group will meet in September; Steve Locke offered to help with the Career Chiefs; and Robert White offered to talk to some Transportation groups. Paco Aumand requested when speaking to groups, to send him and Sara Small the dates and the number of people spoke to for our grant activity report.

- **State Consultation Preparation:** The FirstNet Initial Consultation Package is everything we need to get ready for our State Consultation. The Appendix 1 checklist was reviewed:
 - **Item #1-Governance Body:** Paco noted we can include the executive order and by-laws.
 - **Item #2-Attendees:** Paco intends to invite the Board.
 - **Item #3-Scheduling:** Paco proposed to suggest one of our monthly meetings. Paco did note that he has a pre-consultation conference call on June 10, 2014.
 - **Item #4-Wireless Contract Vehicles:** It was noted that Deb Damore, at Purchasing and Contracting might have some of this information as the State of Vermont has three (3) Wireless contract; Verizon, Sprint, and AT&T. It was suggested that maybe the contactors would have some of the usage data.
 - **Item #5-Outreach Plan:** It was noted that we do not have a comprehensive plan, but Kiersten and Jim have been doing some broadband work. Paco asked Kiersten to provide a write up.
 - **Item #6-Barriers:** No known issues were noted.

Appendix 2 was reviewed. Items highlighted included: that we are weak in law enforcement participation on the Commission; we have participated in the workshops; Michael Richards, Steve Locke, Sara Small and Lt. Michael Manning will assist in the list of associations and points of contacts; Steve Locke will provide a list of meetings for the next

year for Fire and EMS; major state events was thought to be more about public safety impacts versus outreach opportunities and Lt. Manning offered to provide a list of events; and Lt. Manning offered to get a list of/information on Non-traditional public safety/State Support System functions.

Appendix 3 is a draft meeting agenda for the Consultation meeting.

Appendix 4 is a readiness checklist, which Paco Aumand and Suellen Royea will work on.

A question was asked if potential partners should be part of the consultation. Paco will inquire during the pre-conference call. Another question asked was if we should reach out to the potential partners to inquire about their interest. Kiersten noted that several had reached out and expressed interest.

- **Other business:**
 - **H. 297 Vermont telecommunications policy – was discussed by the Board the relevant sections of this bill are below.**

Sec. 24. ADMINISTRATION REPORT; TRANSFERS AND CONSOLIDATION; VERMONT USE FISCAL AGENT

(a) On or before December 15, 2014, after receiving input from State and local agencies potentially impacted, the Secretary of Administration shall submit a report to the General Assembly proposing a plan for transferring the responsibilities and powers of the Enhanced 911 Board, including necessary positions, to the Division for Connectivity, the Department of Public Service, or the Department of Public Safety, as he or she deems appropriate. The plan shall include budgetary recommendations and shall strive to achieve annual operational savings of at least \$300,000.00, as well as enhanced coordination and efficiency, and reductions in operational redundancies. The report shall include draft legislation implementing the Secretary's plan. In addition, the report shall include findings and recommendations on whether it would be cost effective to select an existing State agency to serve as fiscal agent to the Universal Service Fund.

(b) As part of the report required in subsection (a) of this section, the Secretary shall also make findings and recommendations regarding the status of the Vermont Communications Board, Department of Public Safety, and the Vermont Public Safety Broadband Network Commission (Vermont FirstNet). If not prohibited by federal law, the Secretary shall propose draft legislation creating an advisory board within the Division for Connectivity or the Department of Public Safety comprising 15 members appointed by the Governor to assume functions of the current Enhanced 911 Board, the Vermont Communications Board, and Vermont FirstNet, as the Secretary deems appropriate. Vermont Universal Service Fund.

- **Effects of H.297:** Kiersten and Paco reviewed the telecommunications plan and the study to merge the different boards (E911, VCOMM and Public Safety Broadband Network Commission) into one (1) board and which Agency in State Government the functions should fall under. The Legislation has requested eight (8) different studies, which Jim and Kiersten will be working on this summer. Jim Porter spoke about the Universal Service funds. Kiersten did not see this board changing much. Paco reviewed a recommendation for a Public Safety Communications Governing Board with 911, LMR and Broadband working groups under the Main Board. He noted that Vermont's 911 Board is a policy board and the other boards are advisory. This legislation also calls for a study to be conducted by the Secretary of Administration. Copies of the legislation will be posted on the Sharepoint site. Paco indicated that the Commission would be kept apprised as to the developments of this study and the Commission would be used where and when appropriate to offer any feedback or recommendations regarding the study.
- **Next Meeting:** It was the consensus of those present not to meet in July. Next meeting is tentatively proposed for August 6, 2014.
- Bill Laferriere asked about the number of folks applied for the Project Manager position. Paco noted that Dean Hamel is reviewing the applications as the person will work under IT as a state employee.
- **Meeting adjourned at 1:48 pm.**
- After the close of the meeting, Bill Laferriere offered to check with some folks about Item #4 of Appendix 1.