

Public Safety Broadband Network (PSBN) Commission
Department of Public Safety, Headquarters, Lab Classroom
Meeting Minutes
June 5, 2013

- The meeting was called to order by Chair, Paco Aumand at 1:36 pm with the following present: Bill Laferriere (BGS), Kiersten Bourgeois (VTACCD/Connect VT, Vice-Chair), Michael Richards (VSFA), Sara Small (DPS Grants Unit), Mark Gerrish (VTrans for Robert White), Dave Tucker (E911), Jim Porter (Public Service), Terry LaValley (DPS), Suellen Royea (DPS/CJS), Frank Costantino (DII), and Michael Manning (VSP/DEMHS). Chris Campbell (VTA) arrived around 1:41 pm.
- Paco Aumand reported that Dave Tucker, Jim Porter and himself met and started to draft by-laws with some key elements. A handout of the draft was distributed and reviewed for much of the meeting, which is detailed below.
 - Paco Aumand reviewed the introduction, purpose, authority, and outcomes sections and noted that the outcomes section was taken primarily from the Executive order. A question was raised about the purpose, which resulted in some discussion about how states and territories work, opting in or out, the system design, this Commission's role, and funding. There was discussion concerning exactly what the responsibility will be of the commission in the development of a statewide public safety broadband network. There is some confusion as whether the State of Vermont, through the commission, will be responsible for any part of the building of the new network or will the commission just be a planning tool that facilitates the determination of the first responder needs associated with the national network. It was suggested to add "and/or facilitate" after "... the Commission is to ensure ...", which was agreed by the group.
 - The Outcomes section was discussed. It was felt that the section does not clearly state the desired outcome. Several suggestions were made that included: the Commission would advise..., to add "built, operated and sustained." to the last sentence, and to wait until representatives returned from Boston with hopefully more information. During the discussion, it was noted that there will be a planning phase on the state level for broadband networking in the State of Vermont. A couple ideas included: that the outcome section outline the desired work product, and that the Scope section may answer some of these questions.
 - Some additional discussion was held regarding the purpose of the Commission. Another idea was that this group was to gather information on the needs of first responders to bring to the National level. As a result, a suggestion was made to add "first responders and stakeholders."

- The Scope section was reviewed. A question was raised regarding the frequency of reporting to the Governor. It was noted that there are weekly updates to the Governor. A suggestion was made to add “The Commission shall be responsible for determining the State’s interest in the design, planning, development and operation...” to the first paragraph of the Scope Section.
- The Operating Principles section was reviewed. Paco Aumand expressed his thoughts on the consensus piece. There was a discussion about the first paragraph regarding the following of all the policies and procedures. Several suggestions included: add “State and Federal” to the sentence: The Commission shall follow all of the policies and procedures ... on procurement; add: follow all “applicable” policies...; add a paragraph to the section stating: No commission member or representative shall engage in or condone any conduct that is disloyal/disruptive or damaging to the commission. No member or representative shall take any action or establish any interest that comprises his or her ability to represent the commission.” ; and to add in the stock code of ethics language, which Jim Porter offered to send to Paco Aumand.
- An additional suggestion was made to add “the planning and outreach...” to the Purpose section. Along with a suggestion to move the last two sentences of the Outcomes Section to the top of the paragraph and take out the word “also”.
- The Membership section was reviewed and discussed. Part of the discussion included E911 not initially being named as a voting member. Kiersten Bourgeois reviewed the options to add an E911 representative and noted that we can add others that are not in the list or we can ask for the Executive Order to be updated. Dave Tucker explained that he did not want there to be a problem down the road with him participating in voting. Kiersten noted that she thought there would be other changes to the order and would be sure to add him. There was some discussion about deleting the list of representatives in the by-laws and to just refer to the executive order and who is appointed by the Governor. Some suggested language to add might be “shall be consistent with the executive order” to eliminate the need of updating the by-laws each time there is a membership change. Another suggestion was to specify which executive order. Paco Aumand gave a brief overview of the definition of by-laws versus charter and there was a brief discussion. Lt. Manning made a motion to accept the draft by-laws. Paco asked if there was a motion to remove the listing of the voting representatives and replace it with a reference to the Executive Order. Lacking a second, no further action is needed. The listing will remain and a representative of the E911 board is an appropriate voting member on the board.

- The Decision Making section was reviewed. A discussion was held regarding ties and the number of votes needed. For clarity, simple majority is defined as 50% plus 1 of those present and 2/3rds majority is of all members. Paco Aumand noted that this will help with the commitment of speaking with one voice. A suggestion was made to change the vote requirement for contractual, financial and changes to the by-laws to 2/3rds majority. The ability/need to call special meetings was reviewed. A suggestion was made to follow the public meeting rule. Another suggestion was made to move the sentence about meetings of the commission to after the first sentence under the Logistics Section and to change the vote requirement on amended by-law changes from simple majority to 2/3rds of the entire members/representatives. Open meeting law was briefly reviewed.
 - Paco Aumand offered to add in the language and then report back on what happens at the conference.
- The meeting was turned over to Mike Manning to talk about the status of the SLIG grant application and using Homeland Security resources for planning. Lt. Manning updated the group that the SLIGP deadline was met but most of the applications were returned for additional information/updated formatting. Currently waiting to see what the next step is. This is a planning grant that can be used for capturing inventory of state and local assets, etc. Homeland Security is building a tool to help capture this information. Lt. Manning also talked about some tools/groups available to the Commission regarding education, planning, and regional coordination. There was a brief discussion about where Vermont is in relation to other states. It was noted that there are a few states ahead of us, but most states are at the same stage as Vermont.
- Paco Aumand noted that there is a Regional FirstNet conference in Boston on June 19-20, 2013, which he took the liberty of appointing, registering and reserving lodging for a team from Vermont to attend. It was noted that Public Safety will pay for the room, meals and mileage expenses with the exception of any alcohol. Mike Richards was asked and accepted to attend as a local representative. Sara Small noted that she will work with agencies to cover the meals and mileage reimbursements. It was noted that Terry LaValley and Mike Manning have state vehicles, if you would like to car pool. Dave Tucker noted that he will need a ride back.
- Next meeting: It was decided not to meet on July 3, 2013, as scheduled as this may not be a good day. The next meeting will be held on August 7, 2013 at 1:30 pm at the Department of Public Safety Headquarters, Lab Classroom. Meeting adjourned at 3:04 pm.