

Public Safety Broadband Network (PSBN) Commission
Department of Public Safety, Headquarters, Lab Classroom
Meeting Minutes
October 2, 2013

- The meeting was called to order by Chair, Paco Aumand at 1:30 pm with the following present: Michael Richards, VSFA; Robert T. White, VTrans; Terry LaValley, DPS; Steven Locke, Hartford; Lt. Michael Manning, VSP/DEMHS; Sara Small, DPS/GMU; Frank Costantino, DII; Dave Tucker, E-911; Steve Reckers, DPS/GMU; Clay Purvis, Public Service; and Suellen Royea, DPS/CJS. (Chris Campbell, VTA; Kiersten Bourgeois, VT ACCD; and Al Barber joined meeting around 1:35-1:40 pm; also, Lt. Michael Manning was called out of the meeting shortly after it began).
- **Update-SLIGP Grant:** Paco began the meeting by reporting that since the last meeting, the SLIGP grant, a planning and needs assessment grant, has been received. He reviewed that in anticipation of getting the award, we applied for and received authorization to hire a project manager/consultant and at our last meeting, we decided to put together a small working group to determine the contractor scope of work.
 - **Contractor Scope of Work Committee:** Paco summarized the subcommittee work. David Tucker and Chris Campbell added that a limited service position was needed and some of the duties would include reaching out to meet with folks in the intended audience.
 - **Grant Funds:** In addition, Paco met with Sara Small to review the grant award. Funds were set aside for a full-time project manager for 3 years, up to 3 temporary employees for outreach activities, travel and supplies, and a contract. Paco Aumand noted that some of the goals of the Commission include: meeting face-to-face every public safety entity to educate them on what FirstNet is about and what it is going to do for them and the State of Vermont, and to attend any/all available FirstNet conferences. Sara Small distributed two handouts entitled: "Budget Detail Worksheet" and "Budget Narrative". She reported that the change was submitted to the Federal government last Thursday and she is almost ready to submit the grant acceptance request to the State JFO office. Once JFO approves acceptance of the grant, positions need to be approved by Human Resources.
 - **Expense Reimbursement:** Paco noted that part of the creation of the Commission, included expense reimbursement for expenses to attend FirstNet conferences and commission meetings for any non-state employees. Al Barber, Mike Richards, Chris Campbell and Steven Locke were identified as non-state employees. Chris Campbell noted that he is paid for participating; Al Barber and Mike Richards noted they are not paid to participate; and Steve Locke noted that he would not seek reimbursement. Sara Small gave Al Barber the forms to complete to be reimbursed for attending meetings and noted that Mike Richards has already completed the necessary forms.

- **Update-FirstNet, What is going on?:** Paco Aumand distributed some promotional materials entitled “The Process for Working with FirstNet” and “The Promise of FirstNet” and reviewed some information regarding the results of the inquiry regarding transparency. He noted that the FirstNet Board is forging ahead to build the network and adding staff as they are hoping to build a staff of about 400 people. One of Paco’s questions for the Commission is how to handle the information that he receives from Sara Small as the Grants Manager. His goal is to keep everyone informed. One suggestion was to forward it to everyone and if you did not want to receive it, to let Sara know. Another suggestion was to create a Sharepoint site where everyone can simply review the information. This was the preferred option. Frank Costantino offered to look into creating the site and Suellen Royea was asked to send Frank all the email addresses.
- **Getting Organized:** Paco Aumand shared a PowerPoint presentation he received from an RCC consultant. He highlighted that Jeff Johnson seems to be a very good speaker and seems to be the person who has created the vision; Craig Farrill attended and was a technical advisor at the June 2013 FirstNet conference; and a Public Safety Advisory Commission has been created. In talking with an RCC consultant, it was thought that the Advisory Board was created to advise the FirstNet Board which is why we have not seen anything from them. Paco noted that no one has contacted us to see if we are ready for a consultation. A discussion was held about developing our own website for our own initiative. Chris Campbell suggested that it might be something for someone doing outreach to keep updated. Paco distributed another handed out entitled “Exploring the Role of States/Territories in the PSBN”. He felt that we need to begin outreach and education to all of the first responders and some of the handouts might be a good starting point. Paco reviewed some of the next steps might be to reach out to all first responders for information on what they need and then to perform a needs assessment, develop a needs assessment form and an inventory assessment. It was noted that Connect VT and VTA have collected a lot of inventory information already. There was some discussion on how to reach out to first responders and obtain their feedback on their needs. A couple of suggestions included: 1. using the two pamphlets with a cover letter, and 2. to take a broad survey of what people expect/need and then take a subset to go a little more in-depth into user needs and technical needs. Some discussion was held about if the needs would be similar across the board or dependent on location and what type of network we might expect. One thought was that our vision/request at the National level may be to fix coverage by determining our coverage gaps. One question asked was if a network was available, would it be used. One thought was that it would be a great asset and would be used. Another thought was that it may be difficult to build a separate network unless there was some integration between the different networks already in place. There was some discussion about sharing/following the path of commercial carriers. D block spectrum and priority phone numbers were reviewed. Another consideration is that we are a border state to Canada with direct routes to Boston and New York and we might consider working with Maine, New Hampshire, Massachusetts and possibly New York. In summary, a number of brainstorming ideas were reviewed, developing a website will be

explored, and to crystallize an idea of what we want; possibly to piggy back on commercial sites built or being built.

- A question was asked about fiber projects. Chris Campbell noted that he has a good handle on some of them.
- Kiersten Bourgeois wondered if it was time to bring someone from FirstNet here to answer some of our questions. Mike Richards noted he received a copy of FirstNet's 2014 Business Plan, which he gave to Paco Aumand to review.
- Paco Aumand referred to Question 2 of the handout entitled "Exploring the Role of States/Territories in the PSBN". He wondered if we could start answering this question and putting down on paper our needs. One suggestion was to hold regional meetings knowing that it will be a National LTE network and we could supply some orientation information and gather some basic mobile communication need information. For example, if you have a mobile phone, what would it be used for? Opt In and opt out options were reviewed. It was also noted that this network is not a replacement for the current radio network and we will need to know future needs as they may be different than today's needs.
- A discussion was held regarding suggestions for holding face to face meetings. One was to hold regional meetings with 10-12 people from police, fire and rescue. Another was to invite a small group to the PSBN Commission's November meeting to educate them about FirstNet and find out what their public safety needs are for their discipline for the State of Vermont. Some suggestions for those to invite included: Chris Bell, Director of Health; Seth Laster, Burlington Fire Chief or Bob Gallons from Montpelier Fire Department; and Jim Baker, Roger Marcoux and/or Doug Johnson from law enforcement. Paco Aumand will try to schedule someone from FirstNet or a consultant to come in to answer some of our questions and will try to put together information from material to answer the question: what is our public safety need? Paco asked Mike Richards to do some outreach as one of the people on the board and bring back the information. Next meeting will be held on November 6, 2013, at 1:30 pm -3:30 pm.
- Paco Aumand felt it was pre-mature to talk about a business plan.
- Dave Tucker inquired about getting the project manager position filled. It was noted that we need to get the grant approved first.
- With the focus so far being on first responders, but Paco Aumand also wants to hear about transportation needs. Robert White noted that they have dead spots, too, and are part of ITS (Intelligent transportation system) and ATMS (Automated traffic management system).
- Meeting adjourned at 3:06 pm. Next meeting November 6, 2013, at 1:30 pm.