

Public Safety Broadband Network (PSBN) Commission
Department of Public Safety, Headquarters, 3rd Floor Large Conference Room
Meeting Minutes
November 4, 2015

- Chair, Paco Aumand, called the meeting to order at 1:30 pm with the following present: Dan Manz, EMS; Frank Constantino, DII; Terry LaValley, DPS/Communications; Steve Locke, Hartford/Local Representative; Tess Gauthier, DPS/CJS; Rick Hallenbeck, DPS/Admin; Barb Neal, E911; Kiersten Bourgeois, VTACCD; Sara Small, DPS/Admin; Corey Chase, Public Service; Rhonda Camley, DPS/Admin; Captain Don Patch, VSP; and Suellen Royea, DPS/CJS.
- **Grants Management:** Sara Small reported as of October 23, 2015, \$81,000 in Federal funds has been spent and \$17,000 in match funding has been reported. We are about 3% under on match, which will be corrected in the adjustment.
- **SLIGP Site Visit:** Sara Small began that Carolyn Dunn and Arleta came and reviewed the project and grant program management. They found that we are doing a good job and seemed pleased with what has been done and the plans moving forward. Tess Gauthier noted that we have reached out to providers by email and suggested following it up with something sent through snail mail.
- Paco Aumand reviewed the match requirement and that he thought this was fixed. Sara Small reviewed that about \$35,000 was going to be used to cover the temps. Some of the match strategies were reviewed including Terry's salary.
- **National SPOC Meeting Update:** Terry LaValley reported that there will be a national approach for the RFP; one provider responsible for the RFP. We are not obligated to inform State of Vermont Telecom providers with information about what is going on. He did suggest that we inform them that FirstNet is alive and well and to reach out to them. Paco Aumand reminded the group that once the state plan is given to the Governor, there is 90 days for a review/state decision and we don't want someone stepping up wanting to go off on our own. Terry LaValley spoke about excess revenue, which would have to be reviewed by FirstNet. FirstNet has indicated that Vermont will only get the needed Spectrum and the excess spectrum is not up for sale/available. He also reported that at the meeting in Colorado, FirstNet expressed a desire to meet with each state's Governor and sent out a letter. Given our leadership will be changing, he met with the Commissioner to make sure when the transition takes place, we can brief the new Governor on what is going on. Tess Gauthier added that they are pushing for smaller consultation with more of the Executives. A question was asked about touching base with our Federal delegation. Tess responded that there was some contention at the meeting and that there is another group speaking with them. Terry noted that the Commissioner wants to get us before the legislature. A suggestion was made to create a single sheet of bullet points. Paco

thought it would be important to have a Commission member along with any legislature meetings. Tess reported that discussions are beginning around user fees for states that opt out. There are more challenges if a state opts out and the state will be at risk for an unknown amount in fees. Sharing infrastructure is not being looked at in the initial phase.

- **Data Collection Update:** It was reported that FirstNet held a follow up call regarding our submission, which they found to be thorough. They want to take all the submissions and create a library for providers and inquired if there was any sensitive information in our submission. Tess Gauthier offered to create something for members to review.
- **Outreach Update:** Tess Gauthier reported that to date we have talked to 3,176 people, 2,827 educational materials have been distributed, and attended/spoke at almost every local emergency planning committee and emergency medical district meeting, State's Emergency management conference and emergency medical services conferences. In addition, our first newsletter has been published, which will be mailed to police, fire and ems entities. There was some discussion about the future and possible merge with the VCOMM board. It was thought that the grant portion and inoperability should be kept separate. In addition, it was noted that VCOMM is still struggling with their mission/governance.
- **Future technology:** Terry LaValley noted that Verizon is the largest provider and there are some rumors that they are looking at their next step which may incorporate some of what FirstNet is trying to do. He spoke briefly on sustainability.
- **Other Business:** Paco Aumand noted that we will need to file an annual report and suggested including the bullets on the agenda. Tess Gauthier offered to draft a report and send it out for review before she transitions to her new position. Paco suggested that if this could be completed, we may not need a December meeting. There was agreement from those present.
- **Staff:** Tess Gauthier shared that she has taken a permanent position at DPS and has posted her current position. Terry LaValley noted that we could also use contract services for continuity, but recommended to have someone onsite. The general consensus was to have someone onsite. A question was asked about other state's experience with contract services versus having their own staff. Terry responded that there are some states that have had good luck with contract services and he plans to look into those contractors, but he also sees the value of having someone onsite. The one problem we had was finding a qualified candidate. The consensus was to continue the search for a qualified candidate to be onsite. Terry LaValley reviewed the process and asked for volunteers to be part of the interview panel. Those that volunteered included: Barbara Neal, Kiersten Bourgeois, and Frank Constantino. Tess Gauthier

reviewed some of the job description changes which included tasks that she does not do routinely.

- **Summary:** Paco Aumand thanked Tess for all her work, an annual report will be drafted and emailed for review, and the next meeting will be either January 6, 2016 or January 13, 2016.
- **Adjournment:** Meeting adjourned at 2:21 pm.