STATE OF VERMONT
ENHANCED 9-1-1 BOARD
General Meeting #3
28 October 2015
Capitol Plaza Hotel
100 State St, Montpelier, VT
Room #338

10:02 AM – Call to Order
Chair Roger Marcoux brought the meeting to order. The following were in attendance:

Board Members Present
Sheriff Roger Marcoux, Chair
Jerome Pettinga, Vice-Chair
Heather Dale Porter
Captain Donald Patch
Steve Gold
Chief Gary Taylor (via conference bridge)
Kate O'Connor (via conference bridge)
Chief Steven Locke (arrived after roll call)

Staff Members Present
Barbara Neal, Executive Director
Soni Johnson, Board Clerk

Approval of Minutes
15 July 2015 & 20 August 2015 – *Motion: Steve Gold made a motion to accept the minutes as written; 2nd by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote.*

New Business
Executive Director's Report (Barb Neal)
- The temporary clerk position has been posted. This position is expected to work 20 hours a week and will primarily assist the Administrative Assistant, though it will work with other departments as needed.
- New procedures for Board expenses have been instituted.
- Training – Sarah Ferris will retire in February 2016. The office has gotten permission to dual-fill her position for a time so she can train her replacement. This position has been posted; however, Barb discovered an issue with that posting and it looks like it will have to be removed and re-posted with corrections. Discussion ensued as to the best way to go about getting the corrections posted.
- Database – The database group is working with GeoComm on fine-tuning work flows/processes and dealing with any outstanding issues. The group is working with the towns & town coordinators on training/update issues. A wireless data audit is also ongoing.
- IT/System – System is working well. FairPoint is responsive to issues brought to their attention. E9-1-1 & FairPoint are working on final acceptance items from the contract; one of the most critical outstanding items is *call control from the map*. Testing is ongoing.
- Coverage Co – has completed Phase II testing.
- Mission Statement – Barb is working with staff on a new mission statement.
- Task Force – Staff members have set up a "task force" (with representatives from each department) to track industry standards, nextGen issues, etc.

Steve Gold asked if we are done with Intrado. Barb – Intrado has been paid. There are still a few issues with archived call recordings; Intrado is working on it.

DPS Request for 8th Position in Rockingham (Capt. Don Patch)
Capt. Patch detailed conversations with prior Executive Director David Tucker concerning dispatch consolidation & the number of positions at each Department of Public Safety PSAP, including an increase in the number of positions when the Rockingham PSAP moves to the new Westminster facility (estimated completion May 2016).

The Department of Public Safety is requesting that the extra position be placed in Rockingham now to be used prior to the move to Westminster.

Discussion ensued concerning the need for the extra position, the cost to the Board (both for position equipment/licensing & PSAP position funding), PSAP/dispatch funding issues, Board office staffing levels, and continuing budget issues.

The decision was made that Board staff will research calls answered by position at each PSAP to determine if the system is handling call volume with the current number of positions. Board staff will also research the possible change in PSAP reimbursement (from number of positions to number of calls answered).

Discuss & Vote on Acceptance of Mike Smith's Final Recommendations

Steven Locke suggested that the Board vote on each recommendation in the report instead of giving it a blanket approval.

Recommendation #1 – PSAP Staffing

Motion: Steven Locke made a motion to accept the recommendation as written; 2nd by Jerome Pettinga.

Discussion: Don Patch recommended that the Board accept this recommendation with the caveat that the Board also accept recommendation #2 (reimbursement) as written. Discussion continued concerning funding & report approval.

At the conclusion of the discussion, Steven Locke withdrew his motion.

Motion: Steve Gold made a motion to accept the report as a valuable set of information for the Board, and that the Board will use it to undertake a full & thorough examination of its recommendations going forward; 2nd by Don Patch.

Discussion: There was no discussion and the motion passed unanimously by voice vote.

Next Meeting Date & Adjournment

It was determined that the next Board meeting would be held on 22 January 2016 in Montpelier.

Motion: There being no further business, Steve Gold made a motion to adjourn; 2nd by Jerome Pettinga. There was no discussion and the motion passed unanimously. The meeting adjourned at 11:50 AM.

Respectfully submitted:

Soni Johnson, Clerk

11/4/15
Date