

**STATE OF VERMONT  
ENHANCED 9-1-1 BOARD  
General Meeting #1  
24 January 2018  
Capitol Plaza Hotel  
100 State St, Montpelier, VT  
Room 338**

FINAL  
approved as written  
approval date: 4/18/18

***10:00 AM – Call to Order***

Chair Taylor brought the meeting to order. The following were in attendance:

**Board Members Present**

Chief Gary Taylor, Chair  
Heather Dale Porter  
Captain Thomas Hango  
Chief Steven Locke  
Jerome Pettinga  
Kelly Kennedy (via conference bridge)

**Staff Members Present**

Barbara Neal, Executive Director  
Soni Johnson, Board Clerk

**Others Present**

none

**Approval of Minutes**

10/11/2017 – *Motion: Jerome Pettinga made a motion to accept the minutes as written; 2<sup>nd</sup> by Captain Hango. There was no discussion and the motion passed unanimously by voice vote.*

**Agenda Change**

*Motion: Chief Locke made a motion to move Public Comment to before Executive Session; 2<sup>nd</sup> by Captain Hango. There was no discussion and the motion passed unanimously by voice vote.*

**Business**

- **Status of Recommendations from the Technical Review & Evaluation of Vermont’s NG9-1-1 System and Addendum**
  - Handout #1 – 9-1-1 Authority Risk Assessment Summary & Matrix (dated 1/17/2018, redacted) – a copy of this handout is available from the E9-1-1 Board Office.
  - Executive Director Neal provided an update on the status of the recommendations made in the addendum. Only the items listed in red on the handout are detailed below.
    - #1: Firewall Configurations – issue is resolved
    - #3: Testing – see IVV & Penetration Testing section below
    - #4: Rules & Responsibilities/Contract Amendment – contract amendment discussion to be held in executive session
    - #6: SLA Amendments – SLA amendment discussion to be held in executive session
    - #7 & #8: Router/Switch Configuration and SBC Configuration As-Built – resolution in progress
    - #10: Board RFP & FP Bid Response Issue - contract amendment discussion to be held in executive session
- **Status of Final System Acceptance**
  - Final system acceptance was independent of the 9-1-1 Authority recommendations matrix.
  - Final system acceptance was met in mid-December 2017.
- **IVV (Independent Verification & Validation) & Penetration Testing**
  - Part of Contract
    - Penetration testing is required as part of the current contract.
    - Per contract, the system provider provides the vendor.
    - System provider is working on scheduling testing.
  - RFP Status

- RFP was issued by E9-1-1 Board for independent IVV testing.
  - Questions have been received from multiple vendors.
  - Request was made to extend the response deadline; deadline was extended to February 13, 2018.
  - The Board will schedule a special meeting, to discuss RFP responses, after the deadline has passed.
- Chittenden Regional Dispatch Project
- Chief Locke reported on the status of the regional dispatch project.
  - Creation of the dispatch authority has been placed on the ballot for Town Meeting in multiple Chittenden County municipalities.
  - Next steps will be determined after Town Meeting voting results are in.
- School MLTS and Compliance Grant Program Updates
- Handout #2 – School MLTS (ECS) & 9-1-1 Compliance Grant Program (Status Report – January 2018) – a copy of this handout is available from the E9-1-1 Board office.
  - Executive Director Neal provided an update on the compliance grant program so far.
  - Funding: FY18 appropriation was \$75K. Recommendation currently before legislature to increase grant program funding for FY18 & FY19 to a combined total of \$225K.
- CARE (Citizen Assistance Registration for Emergencies) Program Update
- Executive Director Neal provided a brief overview of the CARE program.
  - CARE is a registry of households which require special assistance during an emergency. The information is confidential.
  - CARE data is integrated into VT E9-1-1's GIS data.
  - Stakeholders meeting will take place in February 2018 to discuss current program status and changes moving forward.
- Rulemaking
- Executive Director Neal provided an overview of existing E9-1-1 rules and the need for updating those rules.
  - E9-1-1 Board staff are working on updating the E9-1-1 Technical & Operational Standards.
  - Staff are also working on drafting an MLTS/ECS rule.
  - Other rules are still under review.
  - Executive Director Neal will continue to develop a timeline for E9-1-1 participation in the rulemaking process and will provide project status/questions to the Board at the next quarterly meeting.

**Public Comments** - none

**Executive Session**

A motion was made to enter into executive session to discuss contract and legal issues. *Moved by Chief Locke, 2<sup>nd</sup> by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote.* Executive Session was entered at 10:50 AM.

A motion was made to end the executive session. *Moved by Jerome Pettinga, 2<sup>nd</sup> by Captain Hango. There was no discussion and the motion passed unanimously by voice vote.* Executive session ended at 11:09 AM.

**New Business**

➤ Cyber Security Advisory Board

- Captain Hango provided a report on the newly formed cyber security board; the recommendation is that the E9-1-1 Board does not need to be a part of this advisory board.

➤ Emergency Outage Number

- Captain Hango asked for a status on the “last ditch” emergency number issue discussed at previous meetings. A toll-free number has been created; implementation is ongoing.

- Survive VT
  - Chair Taylor provided an overview of a new program under development: Survive VT
  - Survive VT will be a combination of three programs in use in the US: See Call; Run Hide Fight, and Stop the Bleed.
- Tactical Rescue
  - Chair Taylor provided information on Tactical Rescue (a training program for first responders).
  - Executive Director Neal will have the E9-1-1 training department review the tactical rescue program as it relates to VT 9-1-1 call-taking protocols and pre-arrival instructions.
- Priority Dispatch
  - Chief Locke asked about priority dispatch training and protocols. Discussion ensued as to if call-takers or dispatchers should be responsible for assigning priority dispatch codes to emergency calls. Executive Director Neal will investigate the issue further and provide an update to the Board.
- FY19 Budget
  - Executive Director Neal provided board members with an update on the E9-1-1 Board budget request for FY19.
- PSAP Reimbursement Funds
  - A small amount of PSAP reimbursement funds will remain at the end of the fiscal year; the Board must determine how those funds will be distributed. This issue will be an agenda item at the next quarterly meeting.
- Motion
  - Motion: E9-1-1 Board staff will proceed with the development, review, and release of the next 9-1-1 system RFP (with review & approval from all necessary parties).  
*Moved by Chief Locke, 2<sup>nd</sup> by Captain Hango. There was no discussion and the motion passed unanimously by voice vote.*

**Next Meeting Date & Adjournment**

The next quarterly board meeting is scheduled for 4/18/18 in Montpelier (location TBD).

*Motion: There being no further business, Chief Locke made a motion to adjourn; 2<sup>nd</sup> by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote. The meeting adjourned at 11:51 AM.*

Respectfully submitted:

Soni Johnson  
Soni Johnson, Board Clerk

2/1/2018  
Date