

**STATE OF VERMONT  
ENHANCED 9-1-1 BOARD  
General Meeting #4  
11 October 2017  
Capitol Plaza Hotel  
100 State St, Montpelier, VT  
Room 338**

FINAL approved as written approval date: 1/24/18
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**10:02 AM – Call to Order**

Vice-Chair Marcoux brought the meeting to order. The following were in attendance:

**Board Members Present**

Sheriff Roger Marcoux, Vice-Chair  
Heather Dale Porter  
Captain Thomas Hango  
Chief Steven Locke  
Jerome Pettinga  
Kelly Kennedy (via conference bridge)  
Kate O'Connor (via conference bridge)

**Staff Members Present**

Barbara Neal, Executive Director  
Soni Johnson, Board Clerk

**Others Present**

Stephen Whitaker

**Approval of Minutes**

7/11/17 – *Motion: Captain Hango made a motion to accept the minutes as written; 2<sup>nd</sup> by Jerome Pettinga. 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 Addendum Matrix(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.
  
- **IVV (Independent Verification & Validation) Testing**
  - Executive Director Neal detailed Board Staff recommendations for the scope of work for IVV testing and detailed communication with the Agency of Digital Services and Building & General Services concerning creating the scope of work and an RFP for IVV services.
  - Discussion: With limited scope of work the cost could be less than \$100K. Systemwide testing would be cost prohibitive; costs could be lessened by testing specific parts of the 9-1-1 system (focusing on core functions). It's important to test and correct issues with the current 9-1-1 system. Funding is available in current budget. What are the ramifications if IVV is not done? Could/should IVV testing be included in the next system contract?
  - Motion: Executive Director Neal and Board Staff will create and issue an RFP for IVV testing. *Moved by Chief Locke, 2<sup>nd</sup> by Captain Hango. There was no discussion and the motion passed unanimously by voice vote.*
  
- **Status of Chittenden Regional Dispatch Project**
  - Chief Locke provided an overview of the status of the regional dispatch project and what it could mean for the Shelburne PSAP if the dispatch center is created.
  - Motion: The Board supports the transfer of PSAP equipment from the Shelburne PSAP to the Chittenden County Regional Authority if it is created and Shelburne voters vote to join the authority. *Moved by Chief Locke, 2<sup>nd</sup> by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote (Chief Locke abstained).*

➤ Grant Program Status & Next Steps for FY18 and Beyond

- Handout #2 – School MLTS & 9-1-1 Compliance Grant Program (Executive Summary – June 2017) – 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. Executive Director Neal asked the Board if they want to request an FY18 budget adjustment from the legislature to increase the grant program funding to match FY17 funding and if the Board will want to request the same grant funding for FY19. (Answer: yes)

➤ CARES Program

- CARES (Cardiac Arrest Registry to Enhance Survival) is part of the Vermont Alliance for Critical Heart Resuscitation program. The CARES program is asking for some specific 9-1-1 call data and is requesting that the E9-1-1 training staff review 9-1-1 CPR calls to provide that data.
- Discussion: How much of a burden will this place on E9-1-1 training staff? How many calls will this involve? CARES is not asking for any confidential information, recordings, or CDRs (call detail records). Is there a tracking mechanism already in place for CPR calls or will this add to call-taker duties? If request is approved, the Enhanced 9-1-1 Board would enter into an MOU with CARES. Legal counsel has advised that the data can be shared as long as it is determined that this is a study that supports the Board's mission.
- Motion: The Board will allow the collection and use of specific 9-1-1 call data for the limited purpose of the CARES study and under agreement with the recipient to protect the confidentiality of the data. *Moved by Chief Locke, 2<sup>nd</sup> by Dale Pettinga. There was no discussion and the motion passed unanimously by voice vote.*

Public Comments

Stephen Whitaker expressed concerns about: MOU with CARES would not be sufficient, rulemaking would be required; the compliance grant program; lack of rulemaking; IVV testing; VT's 9-1-1 system and lack of diverse/protected circuits; lack of requested items on the agenda; and First Net.

Executive Session

A motion was made to enter into executive session to discuss personnel & contract issues. *Moved by Captain Hango, 2<sup>nd</sup> by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote.* Executive Session was entered at 11:01 AM.

A motion was made to end the executive session to make a change to the agenda. *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 ended at 11:04 AM.

Agenda Change

It was decided to take care of New Business before entering Executive Session.

New Business

A Cyber Security Advisory Board has been created by Executive Order. Vice-Chair Marcoux asked if the Board should consider whether Executive Director Neal or a member of the Board should be part of the new advisory board. The exact details concerning the advisory board's mission aren't yet known. Captain Hango will look into the make-up of the new board and report to the Board at the January meeting.

Public Comments

Stephen Whitaker expressed concerns about: confidentiality of 9-1-1 data and confidentiality of data broadcast over First Net devices.

Next Meeting Date

The next quarterly board meeting is scheduled for 1/24/18 in Montpelier (location TBD).

**Executive Session**

A motion was made to enter into executive session to discuss personnel & contract issues. *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 was entered at 11:11 AM.

A motion was made to end executive session. *Moved by Dale Porter, 2<sup>nd</sup> by Jerome Pettinga. There was no discussion and the motion passed unanimously by voice vote.* Executive session ended at 11:44 AM.

**Adjournment**

*Motion: There being no further business, Chief Locke made a motion to adjourn; 2<sup>nd</sup> by Captain Hango. There was no discussion and the motion passed unanimously by voice vote. The meeting adjourned at 11:45 AM.*

Respectfully submitted:

Soni Johnson

Soni Johnson, Board Clerk

1/17/18

Date

FINAL