



Department of Emergency Services
Division of State Radio
 Computer Aided Dispatch Project

Meeting Minutes

Meeting Title	CAD Weekly Progress Meeting	Time	2:30– 3:30 PM
Date	22 January 2008	Place	Fraine Barracks, DES Conference Room

Invitee List: <ol style="list-style-type: none"> 1. Justin Data 2. Larry Ruebel 3. Christy Smith 4. Russell Timmreck 5. Carrie Oswald 6. James Boehm 7. Jim Crow 8. Sarah Keney 9. Holly Gaugler 	In Attendance: <ol style="list-style-type: none"> 1. Justin Data 2. Larry Ruebel 3. Christy Smith 4. Carrie Oswald 5. Jim Crow
--	--

#	Agenda Item	Presenter or Moderator	Time Allotted	Discussion
1	Status of State Radio's procurement officer, or person who will act as the procurement officer for the purchase of the CAD (certified by State Procurement).	Larry Ruebel	15 min	<ul style="list-style-type: none"> • The project will need a procurement officer to approve RFI and RFP documents before they go out, and officially sign for the agency. • The procurement officer will also field incoming proposals, communicate with project team regarding proposals that are received. • The procurement officer would also verify that the project team is following correct procedures in writing the RFI and RFP, as well as secure the contract with a vendor. • This person signs for all official procurement documents. • HP has a procurement officer (Deanne Steckler) that might be able to provide guidance to the team. • Jackie (or Deb LaComb) from the ND National Guard may also be able to help with reviews, etc., in the procurement process.
2	Follow up from last week's action items	Christy Smith	15 min	<ul style="list-style-type: none"> • Requested documents were secured by Christy Smith. • Larry followed up regarding the authority that Russ will have on the project as Project Sponsor. Sincere there will be five people on the Executive Committee, there would not be a "tie" in voting. • Larry also confirmed with Russ that the Project Sponsor will have the authority to make final judgment calls and decisions. • The Project Sponsor will also have the authority to make a decision that is

				<p>different from the consensus of the Executive Committee.</p> <ul style="list-style-type: none"> Christy Smith submitted the first draft of the Business Case to Dave Eckenrode for an internal review by the Project Management Office. The second draft of the Business Case will go to Large Project Oversight for review, and the polished document will be submitted to the Executive Committee for review.
3	Status of Executive Committee invitee list, and first meeting	Christy Smith	10 min	<p>Five-person Executive Committee (subject to change):</p> <ol style="list-style-type: none"> 1. State Radio - Russ Timmreck 2. HP – Capt. Kleppe? 3. DOT – Russ Buckholz 4. ITD – TBD (Rutherford or Schell?) 5. Sheriffs Association – TBD
4	Status of Stakeholder Representative invitee list, and first meeting	Christy Smith	15 min	<p>Stakeholder Representative Group (to be invited):</p> <ol style="list-style-type: none"> 1. Russ Timmreck 2. Larry Ruebel 3. James Boehm 4. Jim Crow 5. Justin Data 6. Christy Smith 7. Carrie Oswald 8. Sheriff's Association 9. DOT (Telecom, Radio, Mapping) 10. State Radio (4 supervisors) 11. Other counties (Ambulance, Fire) 12. Highway Patrol (Capt. Erik Pederson?) 13. CJIS (Gordon Christianson?) 14. GIS (Bob Nutsch?) 15. Health Dept. – Emergency Services Division 16. 911 Association 17. Assoc. of Public Communications Officers (APCO) 18. Emergency Medical Association (EMA) 19. Firefighters Association 20. Local Level (Burleigh County) – Mike Dannenfelzer
5	Discussion of new Action Items	Christy Smith	5 min	<ul style="list-style-type: none"> Larry would like to have Christy Smith collect known CAD vendors.
#	Action Item		Assigned To	Due Date
1	Follow up with prospective contacts and confirm someone to serve as the procurement officer for the project		Larry Ruebel, Carrie Oswald	02/15/08
2	Determine ITD and Sheriff's Association Stakeholder Reps		Russ Timmreck (Sheriff) Larry Ruebel (ITD)	01/29/08
3	Forward known CAD vendors to Christy Smith		Larry Ruebel, Carrie Oswald	01/29/08