



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

Meeting Agenda and Minutes

Meeting Title	CAD Weekly Progress Meeting	Time	2:30 – 3:30 PM
Date	28 January 2008	Place	Fraine Barracks, DES Conference Room

Invitee List:	In Attendance:
<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 	<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

#	Agenda Item	Presenter or Moderator	Time Allotted	Discussion
1	Status of Business Case and Project Charter	Christy Smith	5 min	Christy's goal is to have both documents ready for the group to review during our next weekly progress meeting on 2/11. Next week's meeting (2/7) has been canceled.
2	Plan for CAD Procurement – Roles & Responsibilities	Larry Ruebel Christy Smith Justin Data	5 min	Larry will ask if Jackie Bosch / Deb LaCombe can assist with writing the RFI / RFP / Contract. Jackie would be the "official" Purchasing Officer with several other assistants. Justin & Christy will also be certified by State Procurement office as of March 11. Between Deann Steckler (HP), Deb LaCombe (Homeland Security), and Christy/Justin (ITD), we should be able to cover procurement responsibilities.
3	RFI Research: Vendors, Existing CADs, Gartner...	Christy Smith	5 min	Christy will continue collecting information of known vendors. The schedule includes presentations by potential vendors during the RFI process. Larry will find out what stage Fargo PD is in, in purchasing their CAD. Larry will also find out if the Fargo PD is interested in a joint venture. Todd Osmundson is a contact provided by Mark Molesworth, as well as Dave Rogness (per Russ).
4	Status of Executive Committee invitee list, and date for first meeting	Larry Ruebel	10 min	SIEC state interactive advisory committee. Adjutant General Sprynczynatyk, Russ, and 8 members. Larry will provide list. Some of the members have CADs. Russ will check with Adjutant General to see if this committee will serve as the project Executive Committee., and follow up at our next progress meeting on 2/11.
5	Status of Stakeholder Representative invitee list, and date for first meeting	Larry Ruebel	15 min	On hold until executive committee members have been confirmed.
6	Follow up from last	Christy Smith	15 min	Procurement officer issue has been addressed

	week's action items			(see discussion, above). ITD / Sheriffs Assoc reps will be due after identification of exec committee Vendor list – ongoing collection by Christy; Carrie said conference in Nashville will likely ID several other vendors. Carrie to call conference committee and ask for nationwide CAD vendor list.
7	Discussion of new Action Items	Christy Smith	5 min	

#	Action Item	Assigned To	Due Date
1	Larry to call Dave Rogness at Fargo PD	Larry Ruebel	2/11/08
2	Russ will check with Adjunct General to see if this committee will serve as the project Executive Committee., and follow up at our next progress meeting on 2/1	Russ Timmreck	2/11/08
3	Carrie to call conference committee and ask for nationwide CAD vendor list.	Carrie Oswald	2/11/08
4	Christy to get contacts from info sent by Carrie last week	Christy Smith	2/4/08
5	Christy to set up shared drive for CAD project and will notify everyone once it has been set up. Drive will contain minutes, action items, and other project information. Christy to work with Justin and Larry to set up access to the folder. Christy will continue emailing minutes to meeting members.	Christy Smith	2/11/08