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

## Meeting Agenda and Minutes

| Meeting Title | CAD Weekly Progress Meeting | Time | 14:30 to 15:30 |
|---|---|---|---|
| Date | 25 February 2008 | Place | Fraine Barracks, DES Conference Room |
| Facilitator | Christy Smith | Call-In # | N/A |

| Accept/Reject: | | Date: | |
|---|---|---|---|

| Invitee List: | In Attendance: |
|---|---|
| 1. Russ Timmreck<br>2. Larry Ruebel<br>3. Carrie Oswald<br>4. Sarah Keney<br>5. James Boehm<br>6. Jim Crow<br>7. Justin Data<br>8. Christy Smith | 1. Russ Timmreck<br>2. Larry Ruebel<br>3. James Boehm<br>4. Jim Crow<br>5. Christy Smith |

| # | Agenda Item | Time Allotted | Presenter or Moderator |
|---|---|---|---|
| 1 | RFI Charter presentation | 15 | Christy Smith |
| Discussion: | | | |
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| 2 | Review of RFI Tasks | 15 | Christy Smith |
| Discussion: | | | |
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| 3 | Follow up from previous action items | 15 | Christy Smith |

Discussion:
- Larry to call Dave Rogness at Fargo PD.
  - Tod Dahle from Fargo. Positron CAD. Locally engineered Records Mgt software and jail mgt software – trying to replace all as one package.
  - RFP released by 03 April.
  - Hope to have product selected by the end of June.
  - Because of multi-phase, implementation will likely take longer than State Radio's.
- Russ confirmed with Adjutant General that the same committee will serve as the project Executive Committee.
  - Role of SIEC defined in RFI Charter.
  - Technical Group also added to RFI Charter.
- Carrie to call conference committee and ask for nationwide CAD vendor list..
- Christy extracted CAD contacts from info sent by Carrie in late January.
- Christy set up a shared drive for CAD project and notified everyone of the Network address. This shared folder will contain minutes, action items, and other project information. As discussed last time, Christy will continue emailing minutes to meeting members.
  - Shared folder now has final version of the Business Case (v1.0) – Larry approved on Russ' behalf via the WMS on 2/25/08.
  - Shared folder now has final version of the RFI Charter (v1.0) – ready for Russ' signature / PDF.
- Larry to check with Russ on scheduling the first Executive Committee Meeting
  - Not going to meet for the next 30-60 days.
  - The Technical Group will continue to move forward, and then invite SIEC as soon as they are scheduled to meet.
  - Tammy Lapp-Harris and Dan Dannenfelzer is in the process of implementing CAD

| 4 | Discussion of new Action Items / Issues / Concerns | 15 | Larry Ruebel |
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| Discussion: | | | |

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| # | Action Item | Assigned To | Due Date |
|---|---|---|---|
| 1 | Jim Boehm to find out which of 4 supervisors will be involved in RFI research questions / Gartner call | Jim Boehm | 02/27/08 |
| 2 | Determine who will be involved in RFI research questions / Gartner call (Tod Dahle, Tammy Lapp-Harris, Mike Dannenfelzer, Lynn Woodall, Dwight Offerman, Dave Kleppe, …) | Technical Group | 03/03/08 |
| 3 | Christy will follow up with Carrie on the vendor list from the conference | Christy Smith | 02/29/08 |
| 4 | Christy to get Technical Group access to P:\CAD | Christy Smith | 02/29/08 |