



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

**Meeting Agenda**

<b>Meeting Title</b>	CAD Weekly Progress Meeting	<b>Time</b>	14:30 to 15:30
<b>Date</b>	10 March 2008	<b>Place</b>	Fraine Barracks, DES Conference Room
<b>Facilitator</b>	Christy Smith	<b>Call-In #</b>	N/A

<b>Accept/Reject:</b>		<b>Date:</b>	
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**Invitee List:**

1. Russ Timmreck
2. Larry Ruebel
3. Rosalie Doerr
4. William Haas
5. Charles Hendrickson
6. Erik Johnson
7. David Kulackoski
8. Olaf Lillestol
9. Brian Sauter
10. Robert Tracy
11. Charles Weisser
12. Carrie Oswald
13. Sarah Keney
14. James Boehm
15. Jim Crow
16. Justin Data
17. Christy Smith

**In Attendance:**

1. Russ Timmreck
2. Larry Ruebel
3. Rosalie Doerr
4. Brian Sauter
5. Sarah Keney
6. Dave Kleppe
7. James Boehm
8. Justin Data
9. Christy Smith

#	Agenda Item	Time Allotted	Presenter or Moderator
1	RFI Gartner Call	15	Christy Smith
Discussion: <ul style="list-style-type: none"> <li>▪ The Gartner call has been scheduled for Monday, 17 March, at 14:30 (2:30 PM).</li> <li>▪ The CAD Technical Group can submit 2-3 questions for Gartner to research before the call, in writing.               <ul style="list-style-type: none"> <li>○ <b>Are there any customer satisfaction surveys related to a public safety CAD system?</b></li> <li>○ <b>Is there a standard for licensing with public safety CAD for interoperability?</b></li> <li>○ <b>Are there any general standards for public safety CAD systems?</b></li> <li>○ <b>What is the typical lifespan of a public safety CAD?</b></li> </ul> </li> <li>▪ Gartner can also evaluate 10-20 pages of an RFI.</li> <li>▪ The Gartner call is not set up to have people list questions for Gartner to research.</li> <li>▪ Sam Stoxen will be on the Gartner call as the facilitator for ITD.</li> </ul>			
2	Determine who will be involved in RFI research questions	15	Technical Group, Supervisors
Discussion: <ul style="list-style-type: none"> <li>▪ Dickinson</li> <li>▪ Mandan</li> <li>▪ Fargo PD will be advertising their CAD RFP in April.</li> <li>▪ Russ raised the question as to when it would be best to bring in stakeholders for statewide implementation &amp; coordination.               <ul style="list-style-type: none"> <li>○ After Gartner call</li> </ul> </li> </ul>			

- o Input for the RFI (core requirements, technical questions)?
- o If not hosting a meeting, at least send the core requirements and technical questions in an e-mail to the stakeholders for feedback.
  - Russ asked if we could put the project out on the Web. Eric can make updates locally to site.
  - Also add Minutes and Status Reports to the website.
- o Input for the RFP (after we advertised the RFI and are read to write an RFP)?
- Dave brought up FatPot Technologies' software as an alternative solution for an incremental approach to statewide coordination among CADs.
- Russ said that Montana is currently working toward implementing a statewide communications system, including mobile data.

<b>3</b>	RFI Research Questions & Core Requirements Brainstorming	15	Technical Group, Supervisors
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- Discussion:
- Discussion occurred within the RFI draft document.

<b>4</b>	Follow up from previous action items	10	Technical Group
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- Discussion:
- Christy to get Technical Group access to P:\CAD.
    - o Christy called the ITD Help Desk to find out why Larry couldn't see P:\CAD.
    - o Gerald Goldberg explained that anyone outside of ITD wouldn't be able to see ITD's P: drive. State Radio would have their own "P: drive", which ITD can't see.
    - o Gerald suggested I call Kevin Nosbusch to find out about using SharePoint.
    - o Kevin said that using SharePoint just for filesharing and for use by State of ND employees would cost \$3.75 per user per month for those outside of ITD.
    - o Christy recommends continuing to e-mail project documents to the team, and using the WMS to keep those documents as well. Larry Ruebel would continue approving meeting minutes, etc., on Russ' behalf, in the WMS.
    - o Christy will ask the CAD Technical Group if this is acceptable, or if they would rather move to SharePoint, in next Monday's meeting
    - o Website and e-mail will be used to share project documents, as well as WMS.
  - Define core requirements for RFI
  - Review and add to RFI research questions
  - Collect technical questions for RFI
  - Schedule meeting to review requirements with stakeholders
  - Review requirements with stakeholders
  - Review and sign-off RFI Project Plan: PMO: this week, LPO: next week, Technical Group: week of 17 March.

<b>5</b>	Discussion of new Action Items / Issues / Concerns	5	Technical Group, Supervisors
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- Discussion:
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#	Action Item	Assigned To	Due Date
1	Ask Pat Forster about the possibility of attending the March 18 <sup>th</sup> presentation by Positron, a CAD vendor.	Christy Smith	3/14/08
2	Submit questions to Sam Stoxen for Monday's Gartner call; verify that Sam will attend the call from State Radio.	Christy Smith	3/14/08
3	Ask Larry about putting core requirements / technical questions on website as PDF documents for review / feedback.	Christy Smith	3/14/08
4	Call Idaho and ask if they have an RFI or canned briefing for their CAD system. (Coordination, newsletters, etc.)	Christy Smith	3/14/08
5	Christy will invite Gordon Christensen (CJIS) / Pam Schafer to future meetings	Christy Smith	3/14/08
6	Janelle has requested information from APCO about CAD systems. (White papers, etc.)	Janelle Quinlan	3/17/08