



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

Meeting Minutes

Meeting Title	CAD Weekly Progress Meeting	Time	14:30 to 15:30
Date	14 April 2008	Place	Fraine Barracks, DES Conference Room: Enter through Schafer Street gate
Facilitator	Christy Smith	Call-In #	N/A

Accept/Reject:		Date:	
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Invitee List:

1. Russ Timmreck
2. State Radio Supervisors
3. Larry Ruebel
4. Carrie Oswald
5. Sarah Keney
6. James Boehm
7. Jim Crow
8. Pam Schafer
9. Gordon Christensen
10. Justin Data
11. Christy Smith

In Attendance:

1. Larry Ruebel
2. Brian Sauter
3. Bill Haas
4. Jim Boehm
5. Justin Data
6. Christy Smith

#	Agenda Item	Time Allotted	Presenter or Moderator
1	Project Status Update	15 min	Christy Smith

Discussion:

- RFI Execution & Control
 - The RFI has been issued. Responses are due by 4/25/08.
 - We will dedicate the meeting on 4/28/08 to reviewing RFI responses.
 - Larry and Christy will discuss additional meetings on the afternoon of 4/25/08, depending on how many responses we receive.
 - The responses may be located in the basement of Fraine Barracks.
 - Review Risk Log
 - Risks were reviewed and updated for the RFI, RFP, and Implementation phases of the project.
 - Review Issues Log
 - No issues exist.
- RFP Initiation
 - CAD Charter 2 review complete by PMO; review pending by LPO
 - CAD Charter 2 will be ready for the Technical Group's review in next Monday's meeting, 4/21/08.

Next Monday's meeting will be held from 3:30PM – 4:30PM in the DES Conference Room at Fraine Barracks.

2	Follow up from previous action items	30 min	Technical Group
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Discussion:

- Executive Committee / LPO Review of RFI
 - Complete.

- Sign-off RFI
 - Complete.
- Distribute vendor list to Technical Group
 - Complete.
- Contact Nebraska and Rhode Island for more info on statewide CAD systems
 - Complete.
 - Update from Jim Boehm
 - Nebraska call summary
 - Rhode Island does not have anything comparable to what ND would need.
 - Wyoming does not have a CAD anywhere in the state that would be comparable to what ND needs.
 - South Dakota has an HP Records Manager system, but no CADs.
 - SD, NE, and WY were selected based on geographical, topographical, and population density likenesses to ND.
- Issue RFI for 14 days
 - Our goal was to issue by 16 April; we were able to issue on 9 April due to the hard work of this team and large effort by Jackie Bosch and Pat Forster!
 - Deadline has been set for 25 April at 5:00PM.
 - Christy will forward any questions from vendors to Larry for follow-up. Christy will serve as a liaison between State Radio and the vendors.
- Schedule Executive Committee Quarterly Meeting
 - Due by 7/31/08.

3	New Issues & Concerns	15 min	Technical Group
Discussion:			
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#	Action Item	Assigned To	Due Date
1	Schedule meeting with Christy, Larry, Jim B., and Jim C. to call Terry Pell, Nebraska's Project Mgr for their CAD system	Christy Smith	4/16/2008
2	Distribute Minutes from Nebraska call	Christy Smith	4/16/2008
3	Download Fargo's RFP	Christy Smith	4/25/2008