



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

**Meeting Minutes**

<b>Meeting Title</b>	CAD Weekly Progress Meeting	<b>Time</b>	3:30PM – 4:30PM
<b>Date</b>	21 April 2008	<b>Place</b>	Fraine Barracks, DES Conference Room: (Enter through Schafer Street gate)
<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. 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. Rosie Doerr
2. Brian Sauter
3. Eric Johnson
4. Larry Ruebel
5. James Boehm
6. Jim Crow
7. Christy Smith

#	Agenda Item	Time Allotted	Presenter or Moderator
1	Project Status Update	45 min	Christy Smith

Discussion:

- RFI Execution & Control
  - **Review and approval of Quarter 1 2008 RFI Project Planning Report**
  - The RFI was issued on 4/09/08. Responses are due by 4/25/08.
    - Christy will work with Larry and the Technical Group's Outlook calendars to schedule response review sessions based on the number of responses received on 4/25/08.
    - A report of how many responses were received will be provided in next week's meeting (4/28/08).
- RFP Initiation - Planning
  - **Review and approval of CAD Charter 2**
    - Sign-off marks the completion of the RFP Initiation phase, and begins the RFP Planning phase
  - CAD RFP Project Plan review pending by PMO, then LPO
  - Need to find out who will host the CAD system: State Radio or ITD
    - Larry Ruebel (State Radio) / Jeff Carr (ITD)
- The CAD Startup Report (based on the Business Plan) review complete by PMO; review pending by LPO

2	Follow up from previous action items	10 min	Technical Group
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Discussion:

- Schedule meeting with Christy, Larry, Jim B., and Jim C. to call Terry Pell, Nebraska's Project Mgr for their CAD system
  - The meeting has been tentatively scheduled for Thursday, 4/24/08, at 09:00AM.
- Distribute Minutes from Nebraska call
  - Complete.

- Download Fargo's RFP
  - Fargo will not be issuing their RFP until 4/30/08.
  - The action item will be updated to finish after 4/30/08.

<b>3</b>	New Issues & Concerns	5 min	Technical Group
Discussion:			
<ul style="list-style-type: none"> <li>▪ Nebraska said that the implementation of their CAD system took one year (to the stroke of midnight) from the date the contract was signed.           <ul style="list-style-type: none"> <li>○ To have the same implementation deadline of 12 months, State Radio would need to have a signed contract by 30 June 2008.</li> </ul> </li> </ul>			
<b>Next meeting: Monday, 28 April, 11:00AM – Noon.</b>			

#	Action Item	Assigned To	Due Date
1	RFP brainstorming session based on what we know now, and RFPs from other agencies	Technical Group	4/25/08
2	Determine who will host the CAD system: State Radio or ITD	Larry Ruebel	4/25/08
3	Determine who will be on RFP evaluation committee	Larry Ruebel	5/02/08
4	Determine HP District Offices w/ Dave Kleppe (including # full access CAD workstations, and # administrative workstations)	Carrie Oswald / Dave Kleppe	5/02/08