

9-1-1 Technical Advisory Committee

Parma Police Department
5555 Powers Blvd.
Parma, OH 44129

February 8, 2012

1:00 p.m.

MINUTES

Chief Szeredy called the meeting to order and provided a brief history of issues with the 911 system. He stated that parts of the 911 system in Cuyahoga County are failing and need upgrades/repairs/replacement. He provided an example from Gates Mills and Lyndhurst. They had called in ATT and a vendor for an overview of what they should do and noted that there are similar issues countywide.

Chief Szeredy went on to lead the discussion about what is the mission of the 911 Technical Advisory Committee. After a group discussion it was determined:

The mission of the 911 Technical Advisory Committee is to provide technical support to the 911 Advisory Committee in implementing and improving the countywide 911 system.

The discussion moved to identifying the immediate objectives and tasks for the committee. They were determined to be as follows:

Objective 1: Develop the RFP for the ANI/ALI Controllers

Tasks:

- Send out RFI
- Invite ATT to the next meeting for informational purposes
- Prepare the basic administrative components of the RFP
- Independent, basic research of various vendors and options for professional knowledge

Objective 2: Disseminate RFI/Equipment Request for PSAPs

Tasks:

- Draft Equipment Request Form and Guidance (the draft had already been initiated and was reviewed and approved later)
- Disseminate by the end of the week

Discussion was held to determine how the requests would be prioritized. It was agreed that they will prioritize based on regional/collaborative focus and those that are in imminent danger of failing. Further discussion was had surrounding what would be the parameters to determine whether equipment was failing or not and who would make that determination. It will be for

both the 911 Technical Advisory Committee and 911 Advisory Committee. This committee will develop thresholds for what is determined to be failing.

The next item for discussion was a brief overview of the timeline for the RFP. The goal is to have project kickoff at the beginning of June 2012. This will require some of the steps to be expedited within the County process, but the timeline was feasible.

Finally, the next few meetings were scheduled with specific topics and tasks to be addressed. They are as follows:

- Wednesday, Feb. 15, 2012, 9:30 a.m., Gates Mills Police Department
 - ATT presentation for educational purposes
- Tuesday, Feb. 21, 2012, 9:30 a.m., Gates Mills Police Department
 - First draft of the RFP
- Thursday, March 1, 2012, 1:00 p.m., Gates Mills Police Department
 - Finalizing the RFP
- Wednesday, March 21, 2012, 9:30 a.m., Gates Mills Police Department
 - Review Requests
- Mid April to mid May – anticipated pre-bid conference

Chief Szeredy made the motion to adjourn and it was seconded by Captain Jackson.