



**Project Management Office ~ 124 Bull Street, Savannah, Ga 31401**

**Mr. Kelvin Lewis, Sr. PM**

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**E911 RRC Lead Team Meeting**

**Meeting:** RRC Lead Team Monthly Meeting    **Date/Time:** Wednesday, Aug. 12, 2020/11 a.m.  
**Meeting Type/Place:** Conference Call

|                          |               |  |
|--------------------------|---------------|--|
| <b>Meeting called by</b> | Kelvin Lewis  | <b>Attendees:</b> David Anderson, Nick Batey, Jeff Hadley, Lara Hall, Chuck Kearns, Diane Pinckney, Wade Simmons |
| <b>Type of meeting</b>   | Status/Update |  |
| <b>Facilitator</b>       | Kelvin Lewis  |  |
| <b>Note taker</b>        | Lisa Montague |  |
| <b>Timekeeper</b>        | None          |  |
|                          |               |  |

**Discussion:** Mental Health and CIT Training is continually promoted.

**Conclusion:** SPD is hosting several classes and a schedule will be provided.

**Discussion:** Board of Education (BOE) Transfer

**Conclusion:** Equipment has been ordered. No additional updates available at this time.

**Discussion:** Mobile Data Terminal Policy

**Conclusion:** The Mobile Data Terminal Policy has been released. Teams should review and provide feedback.

**Discussion:** CAD-RMS Scripted Demonstration Sessions

**Conclusion:** Scripted Demonstration Sessions are scheduled: Central Square September 14 – September 18; Motorola – September 28 – October 2; Tyler Technology – October 12 – October 16. Venue options are under review. End-Users are encouraged to attend as much and as many segments for the final selection of this product. An invitation will be extended to leadership to attend. Team Leads are expected to attend all sessions and provide information on additional attendees/which session. Headcount is mandatory; NDA's are mandatory; COVID-19 PPE required and all other guidelines apply.

**Discussion:** Michael Baker Proposal

**Conclusion:** GIS committee reports that the Michael Baker proposals have been reviewed and the decision made to not use either proposal. Next steps/plan to be determined.

**Discussion:** Fire RFP New Standards

**Conclusion:** RFP should be reviewed and input provided

**Discussion:** Business Intelligence/Analytics Demonstration

**Conclusion:** Kelvin Lewis will meet with our consultant Tom Maureau to discuss the development of the Business Intelligence Plan.

## Agenda Topics

- Mental Health Training
- Mobile Data Terminal Policy
- CAD-RMS Scripted Demonstration Sessions
  - NDA's are Mandatory
  - Participation is vital
  - Leadership Invitation
- Business Intelligence/Analytics Demonstration
- Committee Reports

| Actions   | Responsible    | Deadline             |
|---|----------------|----------------------|
| (1) Distribute Mobile Data Terminal Policy to All Teams   | Kelvin Lewis   | 8/12/2020            |
| (2) Teams to review and provide feedback  | Team Leads     | 8/17/2020            |
| (3) Invite/Solicit Leadership to attend CAD-RMS Demonstrations  | Kelvin Lewis   | 8/19/2020            |
| (4) Identify/provide specific core team members who will attend the demonstrations. Identify/provide names of other staff who will attend throughout the week | Team Leads     | As soon as practical |
| (5) Send Response to Kelvin Lewis regarding Michael Baker proposal denial/next options  | David Anderson | 8/12/2020            |
| (6) Meeting regarding Business Intelligence   | Kelvin Lewis   | 8/20/2020            |
| (7)   |                |                      |
| (8)   |                |                      |
| (9)   |                |                      |
|   |                |                      |
|   |                |                      |

**Special Note(s):** EAB will meet on 8/19/2020 @ 11:00 a.m. Mr. Lewis will extend the invitation to the leadership to attend the CAD-RMS Scripted Demonstrations in that meeting. All team leads are asked to identify staff who will attend the scripted demonstrations and submit names so that an accurate headcount can be obtained, as well as lunch count and appropriate venue spacing. Team Leads and core team members are encouraged and expected to attend all sessions.

No additional committee reports were made/submitted. No New Recommendations at this time.

Meeting adjourned: 11:25 a.m.

**Next Meeting Date/Time:** Wednesday, September 9, 2020 @ 11a.m.