

February 3, 2005
RADIO COMMUNICATIONS/INTEROPERABILITY
MINUTES

DATE: February 3, 2005

TIME: 5:00PM

LOCATION: 911 CENTER

Attending: Jim Albanese, Pete Alberti, Bill Bleyle, Dave Cowburn, Warren Darby, Norm Doyle, Charlie Gabriel, Kathy Hanna, Dave Johnson, Al Kalfass, Rob Kidder, Rustan Petrela, Jeff Raub, Pete Small, Kathy Ruscitto for Sean Sparks, Steve Wisely, Ed Wright, Mark Zoanetti

Absent: Mike Addario, Henry Vercillo

NOTE: ALL ACTION ITEMS are in bold

Jim Albanese opened the meeting with a request for introductions and for all to check their e-mail addresses.

- E-mail will be the primary communications medium. Please direct via e-mail all project input and any questions to Charlie Gabriel and Steve Wisely and feel free to cc Jim Albanese. Charlie and Steve are the two lead people. Be attentive to sensitive content if you forward e-mails.
- E-mail groups have been established for the Steering and the Working Committees. They are attached in the e-mail.
- As indicated in the first Project meeting, we will re- convene with Steering Committee periodically.

Charlie Gabriel reviewed the assignments.

- All Working Group members are to review the *Concepts to Operations* (CTO) document of 1/09/2001 and the two SAFECOM docs distributed on January 20. The goal is to start thinking of functional (not technical) high level requirements. These high level requirements will be used by the RF Consultant with each agency to refine required functionality/ specifications.
- **Complete your document review especially regarding VOICE to include any changes to the information on dead spots/ interference or coverage problems no later than February 28.** You can either mark up the hard copy of the documents and send to Charlie and Steve at E-911 or e-mail comments in a grid or a list. Both Ed Wright's and Bill Bleyle's input is attached for your information.
- Charlie will work with any agency that would like assistance, just e-mail a request to him.

