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**Orange County North Carolina
Countywide Radio Communications Interoperability and Consulting Services
Project Status Call Notes
January 3, 2017**

Introduction

This document will capture the notes from the Project Status Calls conducted bi-weekly (or as needed). Also, a punch list of action items discussed on the calls will be included.

Call Notes

- Bi-weekly call via telephone this week
- The RF workshop will be held on December 22, 2016 at 9am at the EOC. Three hours will be allocated for the workshop. Orange County has sent out an invitation to County personnel.
 - Orange County Emergency Services Director wants to have some idea of site counts (for RF coverage) to take to the Board in January, 2017.
 - Orange County also wants to coordinate the County Broadband project and the radio project - regarding tower locations, tower space, and site space.
- Estimated costs for shelters and towers discussed
- Based on the sites selected during the RF workshop, additional information is needed. **FE** to send form to Orange County today, 1/2/17.
- Orange County Board Meeting scheduled for 1/24/17. **FE** to prepare Project Status Report for Board meeting, and submit 1/16/17.
- Draft Needs and Alternatives Report is scheduled to be submitted 2/7/17.

Work Planned for next time period

- Based on sites selected, continue system conceptual designs for each alternative
- Modify RF coverage predictions for existing and alternative systems based on the RF coverage workshop
- Prepare Project Status Report for Board

Punch List

- See below

Punch List

Item	Description	Date Added	Responsible	Due by	Date Completed
Project Status Report for Board	FE to prepare and submit Project Status Report for submission to Board on 1/24/17.	3JAN16	FE	16JAN17	
Site information	FE to send form to collect additional information on sites selected during RF workshop	3JAN17	FE	3JAN17	3JAN17
RF Workshop	FE to conduct interactive RF workshop for Orange County	05DEC16	FE	22DEC16	22DEC16
Shelter and tower price estimates	FE to prepare estimates for shelters and 190' self-supporting towers	05DEC16	FE	22DEC16	22DEC16
System alternatives	Submit system alternatives to Orange County for review and comment	21NOV16	FE	09DEC16	09DEC16
Needs & Requirements	Submit memo to Orange County listing needs and requirements – for County review	21NOV16	FE	09DEC16	09DEC16
Call with Town of Cary	Conduct call with Town of Cary, ref potential system sharing	21NOV16	Orange County FE	08DEC16	06DEC16
Set up call with Town of Cary	Orange County to identify contact, and then call can be set up	21NOV16	Orange County	01DEC16	30NOV16
Call with Durham	Conduct call with Durham County, ref potential system sharing	21NOV16	Orange County FE	01DEC16	30NOV16
Kickoff presentation	FE to prepare presentation for project kickoff meeting	24OCT16	FE	7NOV16	7NOV16
Kickoff schedule	Orange County to set up interviews per schedule, modified as required	24OCT16	Orange County	4NOV16	7NOV16

Item	Description	Date Added	Responsible	Due by	Date Completed
Questionnaire	Orange County to review Questionnaire and provide any comments and suggestions	24OCT16	Orange County	28OCT16	28OCT16
Project Schedule Review	Orange County to review project schedule and provide any comments	24OCT16	Orange County	31OCT16	31OCT16
Response to RFI	Orange County to provide data as requested in RFI	24OCT16	Orange County	27OCT16	11NOV16