Broadband/Smart City Ad-Hoc Committee Regular Meeting Minutes

February 17, 2022 at 9:00 a.m.

Virtual

Present:

Richard James, James Everett, Janelle Zurek, and Paul Conway and Chris Johnson. Absent: Wes Naylor, and Michael Poole.

Also Present:

Director of Information Technology Parsram Rajaram; Fire Chief Dan Hagedorn and Recording Secretary Kim Breland

Call to Order:

Mr. Rajaram called the meeting to order at 9:01 a.m.

Consent Agenda

None

Staff Updates

None.

Public Comments (for items not on Agenda)

There was no public comment.

Non-Action Items

a. Technology discussion with Fire Department

Chief Hagedorn explained that a large part of what FD does revolves around EMS, treating and taking patients to hospitals, which includes handling lot of protected health information. He discussed processes EMS uses to transfer information to the hospitals. He noted that while EMS provides patient information to the hospitals, they receive very little information in return which becomes a challenge when having to bill someone for EMS collections and transport. He stated FD operates within health protected arena and almost all of the information collected by EMS is transferred to a 3rd party collections company.

Chief Hagedorn discussed challenges FD faces with access and sharing of information. He stated that the city does has a robust GIS system that contains a great amount of information collected from building department and Orange County property appraiser site as well as building inspection data (digital and physical) from the Fire Marshall division for inspections, that must be retained for the life of the building. He discussed challenges with having access to information needed when responding to emergency situations. He stated that having technology that could combine the different types of information needed as well as allow responders to communicate freely would benefit the department and gave examples of scenarios of how the information is used in emergency management.

Chief Hagedorn noted that currently there is now system in place that allows the Fire and Police departments to communicate with each other. He stated that there is information that both departments could use in emergency situations and having a common level platform for communication would be ideal.

Chief Hagedorn responded to questions regarding inventory management and discussed current processes for communications between the police and fire departments. He provided emergency response scenarios where a mutual communications system would benefit both departments.

In response to questions, Chief Hagedorn explained that the department uses iPads in the fire trucks and EMS vehicles and stated that the iPads have a 99% operability rate and are long lasting. Discussion followed on connectivity for the devices, experiences with dead spots/outages and how Visio files and maps are used by the department.

Mr. Conway ask Chief Hagedorn what he would like to do for his department if money no object. Chief Hagedorn stated that currently the department is maintaining the highest level of efficiency with the current technology. He stated that connectivity, being able to access information from existing sources, information sharing, and integration with the CAD system would be beneficial. He stated that leaning on those technologies would prevent having to build more fire stations. He discussed challenges with density and traffic in the city and explained how those technologies would help. Discussion followed on traffic challenges.

Mr. Rajaram summarized that based on the discussion it is important to find a solution that takes all of the different data sources and combines them into one platform as well as a platform for communicating protecting information. Mr. Rajaram will reach out to companies he knows of that provide solutions to combine various sources of data into a single platform.

Discussion was held on potential ways to improve the process for transfer of data and feedback for the EMS billing system, cyber security challenges and data protections.

Action Items

a. RFP for Consultant.

The committee reviewed final draft of the RFP (draft RFP attached after minutes) and the following changes were made and agreed to by consensus:

Background

- Add the following verbiage after - Phases 1 and 2 of the recommended approach have been or are currently being completed., *"This activity used a 48-strand optical fiber through a 2-inch conduit for the backbone infrastructure."*
- Remove –
  "The City has also been placing a spare 2-inch conduit for internal use as part of this undergrounding process. We have approximately ???? feet of underground conduit so far. Approximately ??? ft of 48 strand fiber has been installed in these conduits.

The City has also installed an additional 2-inch conduit as part of the utility undergrounding project to be utilized for fiber optic network backbone. This fiber backbone will be instrumental in bringing the City's standard of 1Gpbs of symmetrical bandwidth to the residents and business of Winter Park. Currently the City owns ???? feet of conduit and a total of ???? feet of 48 strands of single mode fiber"

Tasks

- #3
  Remove the verbiage – *"now interconnected by the City Fiber Backbone (completed during phase 1 and 2).*
  Change 5g technology to *"wireless technologies."*
- #4.
  Clarification – The expectation is the consultant will propose a plan.

After discussion, Mr. Rajaram will obtain the RFP schedule from Procurement and provide to the committee.

By consensus, Dr. James and Mr. Conway were selected as committee representatives for the RFP solicitation process.

Brief discussion was held on the committee meeting schedule, the Discussion of meeting dates and response process and format for RFP responses.

The next meeting is scheduled for Thursday, March 3, 2022 at 9:00 a.m.

Board Comments

None.

Adjournment

The meeting adjourned at 10:23 a.m.

Respectfully,

Kim Breland

Recording Secretary

Minutes approved the board on 03/03/2022.
/s/ Recording Secretary Kim Breland