

<b>DOCUMENT CONTROL PANEL</b>		
File Name:	<i>080709_CMB_Meeting_080625 NotesV1_3_Final.doc</i>	
File Location:	W:\C8I75\Assign 41 - CMB Meeting Support\080625 CMB Mtg Minutes\080709_CMB_Meeting_080625 NotesV1_3_Final.doc	
Deliverable Number:		
Version Number:	1.3	
	<b>Name</b>	<b>Date</b>
Created By:	TJ Hapney, PBS&J	6/25/08
Reviewed By:	David Chang, PBS&J	7/2/08
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Modified By:	TJ Hapney, PBS&J	6/28/08
	TJ Hapney, PBS&J	6/30/08
	TJ Hapney, PBS&J	7/9/08
Completed By:	TJ Hapney, PBS&J	7/9/08

## List of Acronyms

C2C .....	Center-to-Center
CAD .....	Computer-aided Dispatch
CMB.....	Change Management Board
CO.....	Central Office
ConOps .....	Concept of Operations
DFS .....	Data Fusion Subsystem
DMS.....	Dynamic Message Sign
EM.....	Event Manager
FDLE.....	Florida Department of Law Enforcement
FDOT .....	Florida Department of Transportation
FHP .....	Florida Highway Patrol
GUI .....	Graphical User Interface
IE.....	Internet Explorer
ITS.....	Intelligent Transportation Systems
LEO.....	Law Enforcement Officer
LPR .....	License Plate Reader
MDX .....	Miami-Dade Expressway Authority
RPG.....	Response Plan Generation
SSUG .....	SunGuide Software Users Group
SwRI .....	Southwest Research Institute
TERL.....	Traffic Engineering Research Laboratory
TMC.....	Transportation Management Center
TvT.....	Travel Time

## Florida Department of Transportation

# CHANGE MANAGEMENT BOARD MEETING MINUTES

**Wednesday, June 25, 2008  
8:00 A.M. to 12:45 P.M.**

**Room 330, Rhyne Building  
Tallahassee, Florida**

### **Purpose:**

The purpose of this meeting was to review and vote for SunGuide™ Software issues and requirements, review Footprints issues, and to view and discuss various presentation topics.

### **Attendees:**

Gene Glotzbach, FDOT CO	Trey Tillander, FDOT CO	Chris Birozak, FDOT D1*
Carlos Bonilla, FDOT D1*	Kevin Jackson, FDOT D2*	Chad Williams, FDOT D3*
Dave Ashton, IBI*	Steve Corbin, FDOT D4*	Jennifer Heller, FDOT D5*
Michael W. Smith, FDOT D5*	Manuel Fontan, FDOT D6*	Terry Hensley, FDOT D7*
Bill Wilshire, FDOT D7*	John Easterling, FDOT FTE*	Ivan del Campo, MDX*
David Chang, PBS&J	Khue Ngo, PBS&J	Erik Gaarder, PBS&J
Ashis, Sanyal, PBS&J	Charlie Brindell, PBS&J*	James Bitting, Lucent Group*
Tim Garrett, HNTB*	Jason Summerfield, Smartroute*	Jim Lenig, SwRI*
Robert Heller, SwRI*	Steve Dellenback, SwRI*	Jose Perez, FIU*

Trey Tillander opened the meeting at 8:15 a.m. David Chang then recapped the previous meeting's action items.

### **Action Items Recap**

1. Gene Glotzbach, Trey Tillander and Steve Corbin will draft criteria for becoming CMB voting members.
2. David Chang will update the District Configuration spreadsheet. David Chang has completed this item.
3. David Chang will provide a draft copy of the District Configuration spreadsheet to Southwest Research Institute (SwRI) for comments. David Chang has completed this item and received comments from Robert Heller.
4. SunGuide Software Users Group will provide feedback to Trey Tillander regarding the critical issues of SunGuide operations. Khue Ngo sent out the configuration file and asked the users group to identify priority items
5. SwRI will provide a document that identifies the process flow of utilizing the support resources including support line and footprint access. CO and SwRI have been working

- on this since the last CMB meeting. The updated flowchart is part of the CMB presentation for today.
6. SwRI will draft a questionnaire of travel time (TvT) calculation with the scenario of MVDS data when: no traffic, and stopped traffic and probe TvT. Trey Tillander will send it out for input. Trey Tillander sent out questionnaire and the return deadline is July 7, 2008.
  7. PBS&J will modify the requirement DF006F1 by deleting “to the maximum extent possible” at the end. This is complete and included in change order.
  8. PBS&J will modify the requirement DF001E by adding “secondary” in between “and” and “alternate”. This is complete and included in change order.
  9. PBS&J will modify the requirement DF027G to read, “The SunGuide floodgate graphical user interface (GUI) shall allow the operator to select severity, region, county, roadway, road segment, and transit entity for each floodgate message.” This item is complete.
  10. SwRI will verify that the “sort type” will still be configurable after the vehicle type is standardized. SwRI replied “The only change is that you can’t edit the vehicle types, but same as current version otherwise.”
  11. Manny Fontan will draft a ConOps for Response Plan Generation (RPG) enhancement for CMB review. Con Ops under way and an update is part of today’s CMB presentation.

#### CMB Chair Nominations

Trey Tillander reminded everyone that CMB Chair Nominations are needed since Steve Corbin’s term ends in August. This agenda item is delayed until Steve Corbin can join the videoconference. There will be a call for nominations, then vote on a separate future teleconference.

#### Transportation Management Center Configuration Updates

David Chang presented information regarding Transportation Management Center (TMC) Configuration updates. Some updates from the Districts have been received, but not enough information to provide an update for this meeting. The updates that were received are referenced on Slide 12. Updates should be returned to Khue Ngo. District input will help the CMB to better utilize the SunGuide TMC configuration update.

#### SunGuide Software On-site Support

Trey Tillander presented information regarding SunGuide Software on-site support. Having Clay Packard’s as on-site support at the Traffic Engineering Research Laboratory (TERL) was successful. There was a desire, as part of the contract amendment, to increase from 1 full-time support person to 1.8 full-time equivalents. This has been accomplished by bringing on Jim Lenig as the new on-site support person based in Miami.

#### SunGuide Software Support Process Flow

Robert Heller discussed the Support Flow diagram (see Slide 19) and the schedule and priority level for other items (i.e., Support Process Flow Priorities, Hot Fixes, etc.). Steve Dellenback stated that the objective is to show how Footprint issues are processed. This information is important regarding how priorities are determined based on what the FDOT CO requires.

The Footprints database was discussed, including the status of issues and how Footprints are dealt with. Closure of an issue is verified with the District before being closed. Issues are assigned to a patch or release and SwRI has added a new “release pending” status so people will know that there is an upcoming patch. Hot fixes (real-time fix), used in the field, are eventually rolled into the next patch or release. For Footprints issues, Jose Perez is the lead and Adam Clauss is the backup. Robert Heller pointed out that with additional staff on-board, the Footprints issues are decreasing.

#### SunGuide Software Footprints Issues Review

R. Heller reviewed the Footprints issues by categories as follows:

- Critical Failures
  - One open critical failure (539) – An operator in District 4 requested response plan from system, but second response plan never appeared. SwRI has requested additional information from District 4, but has been unable to recreate the problem. Dave Ashton from District 4 replied that they have not been able to recreate the problem either. Robert Heller asked for logs the next time this problem occurs. Trey Tillander asked Dave Ashton if he still considered it a critical failure. Dave Ashton said to close the issue for now since the issue has not been reported for a while.
- Failures
  - 458 – SwRI is waiting for logs from District 4 to figure out why the Web server is crashing.
  - 470 – Clay Packard implemented a temporary fix for C2C Subscriber reconnection. SwRI is looking for more information, but the temporary fix may become the permanent solution.
  - 491 – There was a change in response plan generation between Release 2.2 and 3.0. The response plan generator started using the roadway long name instead of the short name. This issue will be addressed in the pending RPG enhancement.
  - 494 – Arterials are not showing at all and more information was requested. SwRI reviewed.
  - 513 – Event Manager / Road Ranger subsystem lose coherency. There is a chance of losing some SQL transactions. As a result Event Manager / Road Ranger can

- become inconsistent with one another. SwRI continuing to review and look for solution to restore consistency.
- 523 –RPG plan item numbers duped in database. Each is supposed to have unique key = unique key violation error. Think this is the same as 546 and temporary fix has been deployed. SwRI is waiting to see if this problem recurs.
  - 551 – Think this was resolved. District 4 has not seen the issue again. R. Heller commented that if the problem doesn't recur, SwRI would close the item.
  - 552 – Awaiting release of 3.1.2 for resolution.
  - 556 – SwRI looking at this item. It has an old date and not sure why it hasn't been updated.
  - 570 – SwRI not certain how often this is being seen, but it seems to be the same as 631, which is listed as bug / low impact. Error needs to be reproduced. Districts 4 and 6 agree that both 570 and 631 should be listed as failure.
  - 599 – Think the same as 470 and 494. SwRI is monitoring this, but think it's resolved.
  - 629 – SwRI is monitoring this, but thinks it is resolved.
  - 680 and 683 closed. Charts from last week when these issues were still open.

T. Tillander asked if there were any questions from Districts on any failure issues. No Districts responded.

With regards to the items on Slides 25 – 45 Trey has asked SwRI to update these more often.

Footprints Issue Nos. 101 and 503 – White Paper – Of Detectors and Travel Times is in circulation. Trey asked that the Districts respond to questionnaire sent on June 24, 2008 and return comments to D. Chang by July 7, 2008 to help resolve issues.

Footprint 222 from District 5 has been discussed in the past and has been tabled a couple of times. Field character limit issue (30 character limit, which was legacy value from TxDOT software and spread to the rest of the system) for District 5 when naming devices and providing descriptive name. Discussion took place regarding about whether 30 characters is too small and the issues involved in expanding it. SwRI pointed out that if you allow 120 characters then your display fields are very wide and cause GUI management issues. The 30-character limit has the least effect in subsystems. If an increase is decided upon, modifications will be needed to the admin editor, the database will need to be redone and the GUI will be affected. SwRI pointed out that if the limit is increased, the drop-down boxes width would expand unless you specifically tell Internet Explorer (IE) to limit the length of a drop-down list. If it is allowed to expand, IE moves text on right side of GUI and makes the GUI wider and less visually appealing. The Board discussed whether to keep the 30-character limit and enforce it or review and choose which ones to revise. T. Tillander pointed out that naming conventions were also an issue for the travel time

data that Prof. Courage and K. Voorhies have collected. Inconsistencies in naming conventions continue to be a problem and T. Tillander does not see this issue going away as more users come on-line and more Districts deploy. R. Heller stated that reports would have to be revisited.

Jason Summerfield brought up that the NTCIP problem in naming convention is a center-to-center (C2C) problem and that the full NTCIP name should be auto generated by the system according to what is in the database. He went on to say that it should be the definition in the database and that the name itself should be appended to it if running on C2C basis. The device name is what operator would see and he thought that would be auto generated. District 2 will probably have to talk to Georgia eventually. R. Heller responded that he did not think the 1104 standard is the issue, but thinks the group should decide if 30 characters are enough for a device name. If not, how many characters to use needs to be decided. District 2 feels that 30 characters are not enough, but do not believe more than 120 characters are needed. District 2 felt a limit of 40 characters would be enough. District 5 agreed that 30 characters are too short. District 6 added that they never go over the 30-character limit and Miami-Dade Expressway Authority (MDX) follows same format, which keeps both agencies well below 30 characters. District 7 indicated their naming convention keeps them below 30 characters. T. Tillander asked that the SunGuide Software Users Group take a look at the issue and come up with a standard naming convention that everyone can agree on for future entries.

Mike Smith stated that the biggest problem he saw with renaming problem impacted 511 and the ability to give a description the public would understand. R. Heller pointed out that name and description are two different things. Final decision was for the SunGuide Software Users Group (SSUG) to report back after looking into the issue.

Slide 49 – FP 447: Robert discussed this with Manny and there are multi-purposes for roadways (i.e., EM location, device location) and all of these use roadways in different ways. One use of a roadway doesn't mean you want that roadway in a list for locations. If you want to put a dynamic message sign (DMS) or a camera on an arterial, do you want that arterial to appear in a response plan? More review is needed regarding decision of disabling. T. Tillander asked how to proceed. R. Heller said SwRI could look at M. Fontan's implementation suggestion during spare cycles and have a three way call with SwRI, District 6, and the CO. R. Heller asked if Manny could send something to the District 5 and Manny agreed to do so.

Footprint 449: – R. Heller stated that the EM drop-down box is too short to show entries within the drop-down list and that the EM GUI is forcing width and preventing EM from resizing. FP449 has asked for a method of full display of elements within that list. If you allow this box to expand, precision will be lost in the event details screen and cause an offset for Mile Marker boxes, which would move to the right and may not line up over top of mile marker box. This will require FDOT's approval before addressing because it will affect remainder of the GUI no matter what you do. M. Fontan asked if text in that field could be edited. R. Heller said he could not

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answer without looking into it, since it looks like a long name, but he did not know if it was a description. Further discussion took place and R. Heller will look into whether District 6 is willing to abbreviate this field as an action item. R. Heller also pointed out that it would require edits to the users manual and training regarding problems with making long names. SwRI will look into it and provide more info to CO and make recommendation.

Footprint 564: R. Heller stated that the original SunGuide system was operational, not archival. As more functionality is added, the FDOT desires that everything be archived. He pointed out that SwRI is running into implementation issues with database now due to the amount of information being archived and the data archive function is running an hour or two behind real time. SwRI is trying to mitigate those issues and finding severe problems in generating information on last hour of data. SwRI is becoming very concerned about failsafe vs. clustering servers, as opposed to Oracle failsafe since databases are growing. If so, Manny indicated they could just edit the entries that are too long, particularly since no other District is running into this issue. R. Heller stated that he was concerned that a modification of queries might affect response times and that it would have been good if this issue had been looked at years ago. M. Fontan added that the archive data is very important in District 6 since there is a growing need for data from supervisors, etc. R. Heller agreed that the issue needs to be looked at and discussed whether to look at fixing it all at once or piecemeal. T. Tillander voiced concerns regarding the current backlog of work regarding this issue, as well as funding and timing. R. Heller will discuss the issue with Trey.

S. Corbin returned to the teleconference and discussion took place regarding the criteria for voting members. T. Tillander pointed out that G. Glotzbach had come up with some draft criteria. Trey asked if the CMB wanted to call for nomination, then the group took a break while some District rebooted due to connection issues.

Break from 9:55 – 10:13 am

Slide 57 – Current toll rate history table. SwRI options – Option 1, Slide 57; Options 2 and 3, Slide 58; had Design Review and participants preferred Option 3 for 3.1.2 update.

Slides 59 – 60 Chang – CMB members reviewed slides with ten requirements and how the toll rate table should be implemented. The cost of the ten requirements will be covered by District 6 as an update for release 3.1.2.

Vote: Districts, MDX and CO vote yes – FTE abstain (D1 – Yes; D2 – Yes; D3 – Yes; D4 – Yes; D5 – Yes; D6 - Yes; D7 – Yes; FTE abstain; CO – Yes; and MDX – Yes) – Measure Passes.

S. Corbin led discussion for determining criteria for adding new voting members to CMB.



1. Corbin - Addressing funding criteria through payment and recognizing ongoing maintenance fees. We don't want to constrain new memberships based on SunGuide software since CMB is bigger than SunGuide software. Do we all concur on observation? G. Glotzbach stated that the CO concurs and thinks the document is flexible enough and covers additional programs (any program that has statewide impact). S. Corbin stated that he wanted to make the rest of CMB membership aware that the CMB will not focus on SunGuide only). Some of the other items are more SunGuide specific. S. Corbin will finalize draft and send to CMB for vote. Chris Birosak brought up a concern about the CMB being required to be part of statewide updates for SITSA updates and the concern that when it comes to statewide management of statewide plans that local governments and counties should not be voting on statewide issues. S. Corbin stated that he agreed and pointed out that if the CMB only uses SunGuide users as criteria that it would not be a problem, but does not think that should be the criteria; however does think it should be state perspective. Terry Hensley asked if given what CMB is supposed to do, if the state is in agreement that all these kind of issues come to CMB for a vote. T. Tillander said that an example with the architecture under configuration management is that changes on SITSA have come to Board, but they go to Districts first, then to him for review to determine if statewide impact or if issue has impact on another District, but if the issue does not have statewide impact then it does not need to go to CMB. T. Hensley asked if there is a specific criterion for things that come to the CMB. T. Tillander responded that only SunGuide software and SITSA currently come to the CMB under its purview. He said that a good example is that FLATIS does not currently come under the CMB, but may after the project is operational. The FLATIS has its own 511 Working Group and is still under development.
2. Nominations for CMB Chair position – T. Hensley inquired as to the requirements. S. Corbin replied that the nominee must be a public sector employee and that there was nothing in writing about CMB chairs being re-elected. T. Hensley asked if S. Corbin would want to be the Chair again. S. Corbin replied that he was good for one year, but not sure about a second year. He also stated that he though it was useful to be involved in CO position. He added that if the Districts wanted him to continue that he could do it for one year then next year someone else must take over. S. Corbin will send an email asking for CMB Chair nominations.
3. S. Corbin asked if the next CMB Meeting could be held during Transpo. T. Tillander pointed out that the CMB could easily vote by E-mail to have Chair in position for next meeting.

Confidence Index (Gaarder updates)

Slide 63 - Gaarder – DF021, DF021F, DF021F1 – requesting to delete confidence index. In reality these requirements have wording for confidence index, but all should have confidence index so these are not needed

Slide 66 - DF008G, DF008G1, etc. Reminders, Alerts and Pop-Ups – these requirements have different ways of dealing with these items. Don't need to change how to change by update.

DF004G2 – EM location paradigm allows congestion events only. Current requirement wants to be able to locate geographically, but if had to implement would be cost increase.

Slide 69 – DF004G3 – Justification – requirement needs to be consistent with Release 3.0. Request is to change text of requirement.

Slide 70 – Delete requirement DF005G1 – This is easy to add, but clutters map.

Slide 71 DF004G4 – Going to be done in miles, FLATIS is just concerned about getting a value out. This is just a simplification of the text.

Slide 72 – FG001 – GUI has been reviewed. Simplifying text, no cost impact.

Slide 73 – Delete DF027G due to duplication

Slide 74 – DF009G2 – Delete because data fusion system does not have the ability to transmit files.

Slide 75 – DF007F – Change to meet the design as it has evolved. No cost impact. S. Dellenback added that the requirement as written did not list enough, but the ICD has a lot more data and to modify it would require several hundred fields to be added to requirement. S. Dellenback said he thought the requirement is getting into the design for how data is transferred and that he wasn't sure what "roadway affected" and "segment affected" indicate.

Slide 76 – DF005 – change terminology.

Slide 77 – DF023, DF014G – No GUI for data fusion system. Reduction of \$4680

Slide 78 – DF025G – Modify text. No cost impact.

Slide 79 – DF019G1 – Change text. No cost impact

Slide 80 – TM003G – Modify text. No cost impact.

Slide 81 – Delete DF010F – No cost impact.

Slide 82 – Delete DF011F3 – No cost impact. Left over from previous requirement

Slide 83 – DF001 – Modify text – No cost impact. Dellenback...can we cut off change at SunGuide operator for approval, and delete “**and transmission to DFS**”? E. Gaarder agreed that was acceptable.

Slide 84 – DF013F – Modify text – No cost impact.  
DF013F using data from external sources ~~using xml~~ documented in ICD

Slide 85 – Delete DF013F1 – Reduce cost \$4690 for DF013F family.

Slide 86 – DF030 – not applicable to SwRI efforts – No cost impact.

Slide 87 – DF020 – Modify text – No cost impact.

Slide 88 – DF015F – Modify text – No cost impact. Change “**or**” to “**and**” Excel...

Slide 89 – DF001R – Modify text – No cost impact.

Slide 90 – DF009G1 – Modify text – No cost impact.

Slide 91 – Total cost savings \$27,222.

**Vote:** D1 - Yes; D2 - Yes; D3 - Yes; D4 - Yes; D5 - Yes; D6 - Yes; D7 - Yes; FTE – Yes; CO - Yes; MDX – Yes. Passed unanimously

Slide 92 – (Manny Fontan) – Manny reviewed several graphics from the draft Response Plan ConOps. Recommend that reviewing slides have another meeting. M. Fontan said group had read response plan footprint issues and developed GUI markups to show handling of specific Footprints. M. Fontan presented slides with markups based on this.

SunGuide Release 4.x Florida Highway Patrol Computer-Aided Dispatch (FHP CAD) interface – S. Corbin led the discussion regarding FHP CAD interface and pointed out that he and T. Tillander have discussed that this is growing in importance especially with Road Ranger budget cuts. Without Road Rangers on and giving events, CAD is even more important. One of the areas is getting CMB members aware of how future releases will be timed and budgeted. T. Tillander stated that this enhancement was originally Release 3.1, but was pre-empted by the I-95 Express lanes (3.1) project. Release 4.0 to support FLATIS is currently being worked on to be deployed by November 2008, and the next release would be Release 4.1 for travel time that is already being worked on for I-10 license plate reader (LPR) and AVI – scheduled for fall; next release 4.2 - hot button enhancements for response plan. The FHP CAD interface could be Releases 4.2 and 4.3. CMB discussion took place regarding the need for prioritization from the CMB.

T. Hensley asked when Release 4.0 could realistically be expected. The Release 4.0 FAT was rescheduled for the third week in August from the last week in July; however, still feeling pretty comfortable about Release 4.0 in the fall. Release 4.1 needs to really roll out in the fall for the I-10 LPR project. Schedule discussion and impact on FLATIS took place. S. Dellenback replied that Release 4.1 for travel time should be working in late September and that it will be on the shelf before FLATIS is on-line and ready to use. Trey added that Release 4.2 should be early next year. T. Hensley interjected that the decision was made to give FHP CAD lower priority, but that local FHP in District 7 refuses to cooperate with the District regarding incidents and that until they get FHP CAD data District 7 has accuracy issues and it is getting more critical. Jennifer Heller described the FHP CAD viewer, which is very close to a real-time viewer and offered to help District 7 get its link setup.

Non-binding poll regarding FHP CAD vs. response plan generator

D1 – FHP; D2 - RPG; D3 - FHP; D4 - FHP; D5 - FHP; D6 - RPG; D7 - FHP; FTE - abstain; CO - abstain; MDX - RPG

Votes – 5 - FHP, 3 - RPG; 2 - abstain.

T. Tillander added that he was just trying to get an idea about how the Districts saw things. SwRI budget for each piece is about the same RPG is about \$150k, but will not cover all those Footprint issues. The assumption is that not all footprint enhancements will be done. FHP CAD was less than \$150k (per S. Dellenback about \$98k).

S. Corbin asked if FLATIS and other timeline issues were discussed. T. Tillander replied that they had not and that the schedule was still being worked on. G. Glotzbach met with LogicTree on June 24, 2008, and needed to talk before discussing the schedule. Gene added that the latest schedule estimate right now December, but is still hoping to have FLATIS up in November. The current schedule puts it at December 3, 2008, or something close to that. E. Gaarder added that

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as soon as a District has Release 4.0 working that it would provide valuable data to FLATIS test system to let LogicTree and IBI for test review. SEFL Partners contract ends November 11.

Ivan del Campo inquired regarding the budget amount allocated. T. Tillander replied that the RPG was \$150k before Manny added I-95 Express Lanes proposed screen functionality, and that there might be an opportunity to enhance that with some I-95 Express Lanes funding.

Trey added that for the next fiscal year there are already funds for FHP CAD and RPG. As for timing, S. Dellenback stated that the FHP CAD would probably be shorter to do than RPG.

S. Dellenback pointed out that it would be hard to break RPG into separate elements, and does not think it is realistic from a development perspective. T. Tillander added that there could be an option of having them both in same release; however, the impact is that FHP CAD can be finished sooner. Ivan del Campo asked S. Corbin how three or four months would impact congestion. Ivan indicated that MDX may be okay with prioritizing FHP CAD prior to RPG. Discussion took place regarding FHP CAD, verification of data, etc. FHP will not provide 100 percent of its data to the FDOT since FDOT really just wants a fraction of it. J. Heller added that the FDOT has to make sure FHP dispatchers are actually entering the information accurately. An update was given that the FHP ConOps is further along.

LEO Alert DMS Messaging – Hensley

T. Hensley led discussion regarding law enforcement officer (LEO) alert DMS messaging. New LEO alert requires message to be entered with specific time intervals and added that the real bottom line is that if we could get the Florida Department of Law Enforcement (FDLE) to agree to time intervals already preset, it would be better. If it has to be done manually each time it becomes very labor intensive. T. Hensley added that he thought E. Birriel should go back to FDLE and try to get times that match SunGuide. T. Tillander said he had talked to E. Birriel and she is not concerned about time intervals. T. Tillander said he would confirm with E. Birriel. Districts basically went with SunGuide defaults for AMBER Alerts and this should probably be the same.

S. Corbin asked the Districts to indicate if they would be participating in Transpo and if that is a good time for the next CMB Meeting.

D1 - Yes / OK; D2 – email Pete Vega; D3 – not present; D4 – Yes / OK; D5 – Yes / OK; D6 - Yes / not sure many will be avail to go to Transpo; D7 - Yes / OK; FTE – Yes / not sure about meeting; MDX – Not sure if going to Transpo, but can participate if video or teleconference

**Meeting adjourned at 12:45 pm**

## **ACTION ITEMS**

1. Regarding Footprints Issue No. 449, R. Heller is to verify that District 6 is able to abbreviate this one. R. Heller – comment to user manual and training regarding problems making long names.
2. Regarding Footprints Issue No. 449, PBS&J to add comment to Operator Training about naming convention.
3. Regarding Footprints Issue No. 449, SwRI to update SunGuide Users Manual about naming convention.
4. CMB Voting Member – Steve Corbin will finalize the draft and send it to the CMB for a vote.
5. Steve Corbin will send an email with the deadline for CMB Chair nominations.
6. Trey will confirm with E. Birriel to send clarification regarding LEO alert time intervals.
7. SwRI to upgrade the priority of Footprints Issue No. 631 to “Failure”.
8. Trey will follow-up with E. Birriel regarding availability of spot at Transpo for the next CMB meeting.
9. SwRI to change status to closed for Footprint No. 539.
10. PBS&J to remove “and transmission to DFS” from DF001.
11. PBS&J to modify DF013F to read “...external sources ~~using XML~~ documented in ICD.”
12. DF015F – Modify text – No cost impact. Change “**or**” to “**and**” Excel...
13. Manny Fontan to conduct meeting with involved Districts on “Reviewing” issues.
14. T. Tillander to provide the expected schedule for the future SunGuide Software releases.