



# High Priority Action Item Report

1. Project Name	Install Wireless Alarm System		
2. Project Status	On-Track	3. Target Completion Date:	8/31/14
4. Project Manager	Division Chief DeAnda and Fire Chief Jackson		

## Project Plan




5. Project Purpose & Deliverable	The purpose of this project is to upgrade the existing alarm monitoring equipment that is used to inform the Village Operation Center that a fire alarm has been activated at a business and replace it with an upgraded system that will accept wireless alarms. Wireless alarms will reduce the cost of owning and maintaining telephone lines that connect to a fire alarm system, reduce the number of false alarms by eliminating dependence on old and inadequate POTS (Plain Old Telephone System) lines and increase the reliability of the alarm system.
6. Milestones & Major Activities (timeframe)	<ul style="list-style-type: none"> <li>• Create Wireless Alarm Committee to explore best options for the community</li> <li>• Conduct research on wireless networks and equipment integrations</li> <li>• Develop a RFP for the equipment purchase and installation of wireless alarm system upgrade</li> <li>• Choose a vendor from the RFP process</li> <li>• Begin Installation</li> <li>• Complete the installation of the system</li> </ul>

## Progress Update (updated as of 6/24/14)

7. Recent Progress	<ul style="list-style-type: none"> <li>• Agreement with Total Fire and Safety, Inc. approved by Village Council on February 11, 2014</li> <li>• Radio Frequency has been secured</li> <li>• Equipment is programmed and ready for installation</li> <li>• Meeting with Total Fire and Safety to outline progress and project timelines</li> </ul>
8. Upcoming Work	<ul style="list-style-type: none"> <li>• Equipment installation begins 6-23-14</li> <li>• Equipment installation and wiring complete by 7-23-14</li> <li>• "Local" live testing begins 7-23-14</li> <li>• Village 13 site remote radio installation begins 8-4-14</li> <li>• Training classes for staff and potential customers will take place once the system is installed</li> <li>• Notification of the new system to potential customers will take place following system installation</li> <li>• System planned to "live" to businesses mid to late August</li> </ul>

9. Status explanation (for yellow or red)

Status Indicator Key

-  **Green:** *On-track* – no issues likely to affect project scope, schedule and/or budget. Successful project completion is expected.
-  **Yellow:** *At-risk* - known or potential issues are likely to affect project scope, schedule and/or budget. Successful project completion still achievable.
-  **Red:** *Critical* – significant unresolved issues will impact project scope, schedule and/or budget. Successful project completion unlikely without substantial changes or additional resources.