Area-wide Records Management System

ARMS Policy Board Meeting Minutes

DATE: February 15, 2018
                      3:30 PM

PLACE: City of Urbana – 2nd Floor Conference Room
                      400 South Vine Street, Urbana, IL

MEMBERS PRESENT: Chief Matt Myrick, UIPD
                      Chief Anthony Cobb, CPD
                      Deputy Chief Bryant Seraphin (proxy for Chief Sylvia Morgan, UPD)
                      Sheriff Dan Walsh, CCSO
                      Chief Tony Brown, RPD

MEMBERS ABSENT: None

STAFF PRESENT: Deputy Chief Joe Gallo, CPD
                      Sanford Hess, Urbana IT
                      Chief Deputy Allen Jones, CCSO
                      Dave Wakefield, Urbana IT

OTHERS PRESENT: None

1. **Call to Order -** The meeting was called to order at 3:35 pm by chair Walsh.

2. **Additions to the Agenda**
    - None.

3. **Approval of Minutes**
    - Motion to approve the agenda by Chief Brown, seconded by Chief Cobb.
    - The minutes passed unanimously.

4. **Public Input -** There was none.

5. **Staff Report**

    - RMS Procurement
        - Sanford described steps we could take in 2018.
            - First step is to identify requirements with the User Group.

- Sanford shared the "A Project Manager's Guide to RMS/CAD Systems Software Acquisition" by the Law Enforcement Information Technology Standards Council (LEITSC) program
- http://www.theiacp.org/portals/0/pdfs/LawEnforcementRMSv2.pdf
  ▪ Second step is to identify data files to consider for conversion.
  ▪ Third step is to consider a project manager. Sanford asked agencies to consider internal staff. Another option is to hire an outsider.
    - Sanford shared the "RMS Functional Specifications for Law Enforcement" by the Law Enforcement Information Technology Standards Council (LEITSC) program
    - http://www.theiacp.org/portals/0/pdfs/PMGuide_RMS-CAD_System_Software_Acquisition.pdf
  o Chief Cobb expressed concern about the progress so far. The group discussed the status of waiting for a decision by the METCAD Policy Board.
  o Sanford shared a breakdown of expected costs for a system replacement at $1.25 M and $1.5 M.

	Badge Count	Percent of Whole	Share of $1.25 M	Share of $1.5 M
County Sheriff	54	16.31%	203,927	244,713
Rantoul Police	30	9.06%	113,293	135,952
Champaign Police	125	37.76%	472,054	566,465
University Police	65	19.64%	245,468	294,562
Urbana Police	57	17.22%	215,257	258,308

  o Chief Myrick brought up options about working with the University to create a new system.   He will find out who to discuss this with next and send it to Sanford.

- eCitations – update
  o Finally, Quicket provided an update – last week.
  o The version was installed on an MDC and it successfully transmits to ARMS.
  o The MDC was provided to CCSO for testing.

- Development update
  o Dave described that a package of small changes to Case Management will be added to ARMS the first week of March.

6. **Reports of committees and officers.**

- There were none.

7. **Unfinished business.**

- None

8. **New Business**

- ARMS 2019 Budget
  - Proposed budget was provided as part of the meeting packet.
    - Includes a new person in January, with three months of overlap.
    - Carla would dedicate 25% of her time in the 4ᵗʰ quarter.
  - The group discussed the increase in costs.
  - Chief Cobb asked to see the Budget increase using the prior year's splits. Sanford took the action to distribute new versions of the budget numbers, and offered to talk to the Finance staff.
  - Chief Myrick asked for a version of the budget without Carla.
  - The group discussed the need for a special meeting by April, for budget purposes.

9. **Adjournment.**
- The meeting adjourned at 4:20 PM.
  - Having reached the end of the agenda, Chair Walsh adjourned the meeting.