



## ARMS Policy Board Meeting Minutes

**DATE:** November 15, 2018  
3:30 PM

**PLACE:** City of Urbana – 2<sup>nd</sup> Floor Conference Room  
400 South Vine Street, Urbana, IL

**MEMBERS PRESENT:** Chief Tony Brown, RPD - Chair  
Chief Craig Stone, UIPD  
Chief Anthony Cobb, CPD  
Chief Bryant Seraphin, UPD  
Chief Deputy Sheriff Dan Walsh, CCSO

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Sanford Hess, Urbana IT  
Dave Wakefield, Urbana IT

**OTHERS PRESENT:** Jeff Wooten, METCAD  
Tim Smith, newly hired ARMS Programmer

---

1. **Call to Order** - The meeting was called to order at 3:30 PM by Chair Brown.
2. **Additions to the Agenda**
  - None.
3. **Approval of Minutes**
  - Motion to approve the minutes by Chief Stone, seconded by Sheriff Walsh.
  - The minutes passed unanimously.

#### 4. **Public Input –**

Jeff Wooten spoke about issues with the Tiburon CAD system, which has proved incompatible with Windows 10. This has accelerated discussions about replacing Tiburon.

#### 5. **Staff Report**

- Programmer Hiring
  - Sanford introduced Tim Smith, the new ARMS Programmer.
  - Sanford indicated that January 2<sup>nd</sup> is the start date.

- MDC Outage – Oct 26-29
  - Sanford encouraged officers to promptly report issues
  - Sanford said that IWIN continues to be a source of issues.
  - MDCs should be faster on the new MDCs, due to cell service.
  - Chief Cobb asked if there are alternatives.
  - Sanford said that the state has a contract with Verizon.
- Development Update
  - Dave described recent work with UCR reporting.
  - Upcoming work is with Expungement.
- Focus Groups for ARMS replacement Requirements
  - Sanford expressed appreciation for everyone who participated in the focus groups.
  - The IBC consultants have completed the requirements review, and are now looking at possible solutions.

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

- There were none.

**7. Unfinished business.**

- JAG Grant for NIBRS
  - No new updates.
- Approval of the rotation for Officer roles

**2019 Fiscal Year**

1	Chair – 1 year	Rantoul
2	Vice-Chair – 1 year	University of Illinois
3	Off year	Urbana
4	Treasurer	Champaign
5	Off year	Sheriff’s Office

*Rotation: The Chair gets a year off (1-> 5), all others move “up” one number.*

**2020 Fiscal Year**

1	Chair – 1 year	University of Illinois
2	Vice-Chair – 1 year	Urbana
3	Off year	Champaign
4	Treasurer	Sheriff’s Office
5	Off year	Rantoul

**2021 Fiscal Year**

1	Chair – 1 year	Urbana
2	Vice-Chair – 1 year	Champaign
3	Off year	Sheriff's Office
4	Treasurer	Rantoul
5	Off year	University of Illinois

- Motion by Sheriff Walsh, second by Chief Seraphin

**8. New Business**

- Request for ARMS access by Federal Agent
  - It was determined that the request was not submitted with appropriate approvals.
- Budget amendment to hire ARMS Programmer in December
  - Sanford estimated that the cost would be approximately \$5,000 – but that he believed there is available budget in the Overtime line that could be transferred later. So no amendment was requested.
  - Sanford said that the week with all staff gone on vacation could be used for ride-alongs and sit-alongs with the agencies.
- Approve 2019 Meeting Schedule:
  - February 21, May 16, August 15, November 21
  - Motion by Sheriff Walsh, Second by Chief Seraphin – unanimous approval.
- Next meeting – December 11 at 8 AM for IBC Presentation
  - This will be an open meeting.

**9. Adjournment**

- The meeting adjourned at 4:18 PM.
  - Having reached the end of the agenda, Chair Brown adjourned the meeting.