



## ARMS Policy Board Meeting Minutes

**DATE:** February 22, 2019  
3:30 PM

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

**MEMBERS PRESENT:** Chief Craig Stone, UIPD - Chair  
Lt Justin Bouse – proxy for Chief Tony Brown, RPD  
Chief Anthony Cobb, CPD  
Chief Bryant Seraphin, UPD  
Sheriff Dustin Heuerman, CCSO

**MEMBERS ABSENT:** None

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

**OTHERS PRESENT:** Jeff Wooten, METCAD  
Ralph Caldwell, METCAD  
Mark Toalson, Champaign IT

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1. **Call to Order** - The meeting was called to order at 3:30 PM by Chair Stone.
2. **Additions to the Agenda**
  - None.
3. **Approval of Minutes**
  - Motion to approve the minutes by Sheriff Heuerman, Second by Chief Cobb.
  - The minutes passed unanimously.
4. **Public Input –**
  - None.
5. **Staff Report**
  - End-of-life for the machine running ARMS

- Sanford discussed the options explored due to an expiring warranty on 9/30/2019.
  - Purchasing new machines
  - Purchasing used machines
  - Hosting in the cloud
- The decision is for Champaign County to host ARMS on their machine, which is not expiring.
  - The cost will be \$21,000 per year, billed monthly.
  - ARMS and the City of Urbana will split the cost.
    - ARMS will pay 75%.
    - Sanford explained that ARMS will dominate in its usage of the computer, but that Urbana will need ongoing access to other data that will also be stored by the County.
  - Urbana has an existing IGA with the County, which will be expanded.
  - The agreement includes backups at the County's off-site location in Northern Illinois.
- Development update
  - Tim Smith described his work on projects such as the redacted Field Report.
  - Time said that he also recorded 24 new projects in the database, based on conversations with ARMS users.
  - The group discussed an upcoming change to add the "Package Type" to the evidence information.

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

- There were none.

**7. Unfinished business.**

- There was none.

**8. New Business**

- ARMS access for METCAD (read-only)
  - The group discussed the pros and cons of extending ARMS access, and decided to delay extending it so that people wouldn't need to learn two systems in quick succession.
- Field Reporting access for CCSO Jail (report entry)
  - Sanford relayed the request for Corrections to use ARMS Field Reports.

- The Board discussed the topic, and Sheriff Heuerman said that he would look into it and report back at a future meeting.
- National Use of Force reporting
  - Sanford reported that the FBI is introducing a standard layout in the future.
  - Sanford noted that any solution for FBI layouts would require use of ARMS to record the data on Field Reports.
  - The other option discussed was direct entry into online systems.
  - At this time, there is no action to be taken until standards are announced.
- Proposed ARMS Budget for July 2019 – June 2020
  - Sanford discussed the upcoming budget, which was distributed with the agenda.
  - The upcoming budget is less overall than the current year, which included two full-time programmers for a period.
    - The new budget features Dave at 25% for 6 months.
  - Sanford reported that a grant request is outstanding for NIBRS compliance, and that the grant could be used to offset Dave's time for NIBRS work. However, that is not included in the budget – it would be extra revenue for the ARMS fund.
    - Chief Cobb asked what Dave would do if the NIBRS grant didn't come through. Sanford described a project to convert reporting to a new format, allowing ARMS to stop using the DB2 Web Query tool – and adopt a less-expensive and better tool instead.
  - Costs to the County for hosting ARMS appear within the line item "TECHNOLOGY SERVICES".
  - Sanford described that some of the numbers might fluctuate, so he proposed that the Budget should be voted on in May.
    - Sanford promised to provide final numbers when they are known.
- Budgeting for an ARMS Replacement
  - Sanford said that discussions with Tyler look at payments for the new system in the Fiscal Year starting July 1, 2020. (For the Sheriff's Office, Jan 1, 2020.)
  - Ralph Caldwell and Jeff Wooten discussed the share of the costs that each agency would need to pay, and shared the preliminary breakout of costs based on the initial quote.
    - Other costs for services and project management were discussed that were not part of the initial quote.
  - Ralph described a timeline for decision-making on the Jail and CAD systems by the Sheriff's Office and METCAD.
  - The group discussed joint efforts between the Policy Board and METCAD to clarify costs for a decision.
    - Sanford has a series of questions about licensing that he'll work with Tyler to resolve.

- The list of specifications will be sent to the vendor, asking for what their RFP response would answer.
- Sanford will attend the Tyler conference in April, and there are additional registrations available from Tyler.
- After these actions, the group will work to clarify the price with Tyler.
- Sanford raised the option of a field trip to Vermillion County or Kankakee.

**9. Adjournment**

- The meeting adjourned at 4:20 PM.
  - Having reached the end of the agenda, Chief Stone adjourned the meeting.