



## ARMS Policy Board Meeting Minutes

**DATE:** February 20, 2020  
3:30 PM

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

**MEMBERS PRESENT:** Chief Matt Myrick, UIPD - Chair  
Chief Tony Brown, RPD  
Chief Anthony Cobb, CPD  
Sheriff Dustin Heuerman, CCSO  
Chief Bryant Seraphin, UPD

**STAFF PRESENT:** Sanford Hess, Urbana IT  
Tim Smith, Urbana IT  
Deputy Chief Rich Surles, UPD

**OTHERS PRESENT:** Ralph Caldwell, METCAD  
Mike Metzler, Mahomet Police  
Jeff Wooten, METCAD  
Mark Toalson, City of Champaign IT

---

1. **Call to Order** - The meeting was called to order at 3:xx PM by Chair Myrick.
2. **Additions to the Agenda**
  - None.
3. **Approval of Minutes**
  - Motion to approve the minutes by xxxxxxxx, Second by xxxxxxxx.
  - The minutes passed unanimously.
4. **Public Input**
  - None.
5. **Staff Report**
  - Development update
    - Tim Smith described work on the following:
      - Development – recent activities
        - Other browsers besides Internet Explorer are now supported.
        - New security certificates were installed on ARMS servers.

- Interagency network traffic was segmented for security purposes.
- Minor bug fixes.
- SQL Server Reporting Project
  - DB2 reports have been converted to the new SQL server (SSRS)
  - DB2 Web Query has been deactivated.
  - Agency staff who develop reports were provided basic instructions.
- NIBRS Project
  - New data to be collected was discussed with ARMS User Group.
  - Tim is working on front end development, while Dave works part time on backend data transfers to ISP/FBI.
  - DOJ monthly report cycle has started.
  - ISP has mandated FBI NIBRS training for participating agencies.

**6. Reports of committees and officers**

- Treasurer's Report
  - Sheriff Heuerman met with Sanford on November 13 to review the ARMS Fund financials.
  - Sanford highlighted the 2019 Fiscal results from the Annual Report:
    - Revenues: \$180,326
    - Expenses: \$178,843
    - Yearly Net Results: \$1,483 (increase in fund balance)
    - ARMS Fund Balance at year end: \$125,652
  - 2020 Fiscal Budget is \$161,205, lower than 2019 because there is only one full-time programmer.

**7. Unfinished business**

- None.

**8. New Business**

- ARMS Annual Report
  - Sanford noted that the Treasurer's report covered the financial highlights from the Annual Report.
  - Motion made by Sheriff Heuerman to accept the Annual Report, seconded by Chief Brown. The motion passed unanimously.
- NIBRS Grants and Programming Work
  - Sanford said that representatives from the CCSO and ARMS team met with the Department of Justice to discuss the NIBRS Grant. Sheriff Heuerman said that the CCSO has accepted the grant. A separate grant to the Champaign Police Department also has a NIBRS set aside.
  - The City of Urbana is a contractor to the CCSO and CPD for these grants. Work reimbursed by the grants will be paid into the ARMS Fund.
  - The Federally assigned deadline is May 31, 2020 for the ARMS Work.
  - Sanford said that unless anything is "broken" in ARMS, the ARMS team will be prioritizing NIBRS above all other work.

- Sanford said that in his opinion no new RMS system could be live by January 1, 2021. So, ARMS must be made NIBRS-compliant.
- Sanford said that NIBRS will have some impacts on daily use. Officers will see more errors on preview of field report.
  - The group discussed training for officers and records staff, which is part of the NIBRS work plan.
  - A request was made to turn the edits on for a pilot group officers. Tim and Dave will research this.
- Chief Brown motioned that the ARMS Policy Board should direct staff to accept the Contracts with the CPD and CCSO for NIBRS work, funded by federal grants. Second by Chief Seraphin. Motion passed unanimously.
- Planning for the new RMS - Anticipated Budget Amounts
  - Sanford summarized the pricing received from Tyler on November 13. Attached to the minutes is a copy of the summary he sent after the meeting.
  - The pricing shown used the “Yes and Maybe” items for a County-wide site license, as prioritized by the Working Group.
    - Two versions were discussed: with and without Brazos.
  - The pricing split was calculated as follows:
    - Start with the overall total price.
    - Remove agency-specific costs and charge directly to those agencies.
    - Subtract the ARMS Fund Balance (less an 10% overage amount withheld)
    - Take the remaining balance and split it out by badge count.
    - Total cost per agency = split costs per agency + direct costs per agency.
  - Sanford compared the amounts to the estimated costs shown in March 2019, and discussed that the total costs have increased due to a broader list of modules licensed, and the inclusion of interfaces and conversions.
  - Sanford noted that costs shown are for New World RMS software and services only, and do NOT include:
    - Local project management staff hired or contracted for the project.
    - Hardware needed to run the RMS. (Jeff Wooten shared that the expected server costs could be \$200,000, based on how METCAD priced its hardware.)
    - Costs for ARMS, which will need to be paid during the overlapping time the RMS project is occurring and ARMS still needs support.
    - Personnel to support for the new RMS once it is in use.
- Planning for the new RMS - Host Agency Discussion
  - Sanford suggested a scenario where the ARMS Policy Board remains in place to oversee ARMS, while a new entity is created to oversee the new ARMS.
  - Sanford said that Urbana is willing to support ARMS until it is no longer needed.
  - The group discussed how to initiate the creation of a new group to make decisions to purchase a new RMS. For example, does the process need a notification of that Urbana is invoking the 180-day warning?
  - Mark Toalson reported that a meeting will occur in December with Legal representatives for Champaign and Urbana, along with top-level management.

- The decision was made to carry this discussion over to Old Business at the next meeting.

**9. Adjournment**

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