DATE: **September 10, 2014**
TIME: **1:00-3:00 PM**
LOCATION: **Department of Emergency Response (large conference room)**

PRESENT: Kim Moore (TC ITS), Loren Cottrell (TC ITS), Mark Conrad (Cornell), Deputy Smith (TCSO), John Arsenault (IPD), Mike Watkins (Dryden), Sgt Zigenfus (TCSO), Lt Williams (Groton), Chief Steinmetz (Cayuga Heights), Chief Ferretti (Trumansburg), Melissa Harmon(IPD), Cattyann Campbell (TC ITS), Alan Karasin (City IT), Joe Nelson (NYSP) Greg Potter (TC ITS)

EXCUSED: Beau Saul (TC3), Brian Wilbur (DOER), Julie Holcomb (City IT), Barb Klinko (Cornell), Justin Vann (DOER), Chris Saxon (DOER), Chief Ryan (Dryden), Christina Dravis (DOER)

Guest: Julie Malysa (NYS PP)

Meeting opened, 1300 hours.

Meeting Focus:

1. **Spillman**
    a. NYS PP Spillman Touch Discussion
    Julie Malysa from NYS Park Police presented a request from NYS PP to access Spillman Touch. She, along with Deputy Smith, spoke of numerous instances where PP assist with other TC LEA's and having access to name records, images and previous history are vital to officer safety. Items of discussion:
    -To allow access, PP need to be voted in to LETSS as a non-voting member. A motion was made to approve Non-voting status for NYS PP, approved, unanimous. Chief Steinmetz asked that Julie have her supervisor follow up with a written request.
    -There will be approximately 15 users for Touch, 9 officers, 2 sgts and 2 dispatchers. (Touch is the best fit for implementation at this time as PP do not have mobile connectivity in their vehicles)
    b. Implementation Tasks
        i. NYSP Installations
        Kim reported that NYSP is live with their mobile installations. Their AVL still does not show on our map, and Kim is trying to confirm with Dave Smith (NYSP) whether they will ever be local or will always direct AVL to Albany.
        ii. NY Arrest
        Kim reported the only agencies using the new format are SD and DP. So far, aside from IBR bugs which have been reported to Spillman, the form works well.
        iii. Insight
        Kim reported that IT and CU IT are working on connectivity.
        iv. CAD to CAD Transfer
        Mark Conrad reported this is still in process.

2. **Policy/Procedure**
   Nothing new to report.

   c. System Maintenance Update
   i. Geo-Base / Common Name Updates
   Cattyann reported that a geo-update will happen in October, after Chris and Justin return from Users Conference in Utah.
   ii. Namemerge
   Nothing new to report.
   iii. Address Validations
   Nothing new to report.
   d. IBR
   Nothing new to report
   e. DA Software Replacement / Spillman Integration
   Nothing new to report.
   f. Future Topics
   i. Custom Reports
   Nothing new to report.
   ii. LETSS "Portal"
   Nothing new to report.
   iii. County Agency Spillman Access
   Nothing new to report.

2. **TraCS**
   a. TraCS 10 Server Consolidation
   Kim has been making small step in progress as she has time.

3. **LiveScan**
   Kim reported that the devices are out of warranty, and approaching end of life cycle, in fact, the PC's are windows XP which is no longer supported.

4. **Citrix/SJS**
   a. Sealing Testing
   Nothing new to report.

5. **General Topics**
   a. CJIS 2013/14
   Nothing new to report.
   b. Mobile
   Kim reported that LPR training is scheduled for 9/23 1000 hours. Chief Steinmetz will try to have their installation completed to participate in training. Lt Watkins said their LPR installation will still be a while out as they are waiting for a new vehicle.

6. **LETSS Administration**
   There was a discussion about changing the meeting schedule for 2015 - bi-monthly meetings - one at the DOER and the other via e-mail. Agreed to try this schedule for 2015.

   December training were requested. Kim will work to coordinate.

   Meeting adjourned 1415 hours.