DATE: January 8, 2014
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (large conference room)

PRESENT: Kim Moore (TC ITS), Loren Cottrell (TC ITS), Cattyann Campbell (GIS), Chief Ryan (Dryden), Brian Wilbur (DOER), Sgt Kidder (NYSP), John Arsenault (IPD), Chief Steinmetz (Cayuga Heights), Alan Karasin (City IT), Julie Holcomb (City IT), Christina Dravis (DOER), Justin Vann (DOER), Chris Saxon (DOER)

EXCUSED: Lt Williams (Groton), Barb Klinko (Cornell), Beau Saul (TC3), Brandon Wood (TC3 IT), Undersheriff Osborne (TCSO), Chief Ferretti (Trumansburg), Greg Potter (TC ITS), Mark Conrad (Cornell),

Meeting opened, 1305 hours.

Meeting Focus:

Introductions:
Brian Wilbur introduced Christina Dravis, the new Communications Center Manager. Christina spent a few minutes discussing her background and history. Welcome, Christina!

IM Privileges reinstated to Dispatch:
Brian Wilbur reported that with policy in place, privileges for IM at dispatch have been reinstated.

Vote to reinstate City IT as voting LETSS member:
Julie Holcomb and Alan Karasin explained that City IT has recently moved through a restructuring process that has IT working under Julie's direction. City and County IT met in December and City IT expressed a willingness and desire to come back to LETSS as a voting member. A motion was made by Dryden PD to reinstate City IT as voting member, seconded by County ITS, passed (present: IPD, Dryden PD, CH PD, County IT, DOER) (e-mail proxy: TCSO. Groton PD & Tburg PD)

LETSS/ECROC:
Chief Steinmetz reported that there have been conversations at ECROC about including IT. While Greg Potter was not at this meeting, Kim reported that she will share the information with him, however, Greg has been very clear in the past about the duplication of efforts that occurs with LETSS and ECROC, and while LETSS is an IT function, ECROC is a DOER function as that group's primary focus is sytems and policies maintained by DOER, not IT.

1. **Spillman**
    a. Implementation Tasks
        i. NYSP Installations

Kim reported that NYSP is working toward implementing a new VPN/connectivity that utilizes the OneNET connection. IT is presently coordinating with Albany, and we will be piloting this option for statewide use.

ii. NY Arrest

The patch is ready to go. Kim will coordinate implementation.

iii. Insight

Nothing new to report, other than that this continues to be a project item, however, with Kim's limited time and the need for other IT resources, a schedule has yet to be set.

iv. CAD to CAD Transfer

Brian Wilbur and Mark Conrad reported this continues to be a project item for both of them. Brian reported there has been a delay on the DOER side as they are working on completion of the HipLink project first, although Brian reported he believes DOER will be abandoning HipLink.

b. Policy/Procedure

i. Policy Review Schedule

Kim reported that the sub-committee should schedule a meeting for the annual review process.

c. System Maintenance Update

i. Geo-Base / Common Name Updates

Catt reported that she has a major geo-load ready to go. Kim and Catt decided to prioritize the geo-load and hold off on the patch (we do not do multiple major updates at any one time). Geo-load scheduled for next week, Catt will coordinate with Kim, Justin and Chris.

ii. Namemerge

With Kim's limited time and the need for other IT resources, this task continues to be one year+ behind.

iii. Address Validations

With Kim's limited time and the need for other IT resources, this task continues to be one year+ behind.

d. IBR

Nothing new to report.

e. DA Software Replacement / Spillman Integration

Loren reported that the DA's office will be going with state provided NYPTI software. This will not include Spillman integration, however, a process study should still occur to see where paperwork between agencies can be reduced/eliminated.

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

Nothing new to report, other than that this continues to be a project item, however, with Kim's limited time and the need for other IT resources, a schedule has yet to be set.

3. LiveScan

Kim reported that TCSO continues to have issues with their primary LiveScan device. She also reported that if the LPR grant funding fails, it would be her recommendation to utilize the Homeland monies for replacing LiveScan. Agreed. Chief Ryan indicated that there are specific LiveScan grants - Kim asked if she would forward info to her. Chief Ryan reported her system has been very easy to use and is very happy with it at this point. As she is on the preferred list at DCJS for funding, she agreed to make calls to see what help she can offer.

4. **Citrix/SJS**
   a. **Sealing Testing**
   Chief Ryan reported this is back in IT hands.

5. **General Topics**
   a. **CJIS 2013/14**
   Nothing new to report, other than that this continues to be a project item- with Kim's limited time and the need for other IT resources, a schedule has yet to be set. However, IT recognizes the time sensitive nature of the project and will work accordingly.
   b. **Mobile**
   Nothing new to report.

6. **LETSS Administration**
   a. **PSC Annual Workplan**
   The group held a work session to define the 2014 work plan for the LETSS group, as well as summarize 2013 accomplishments. Kim will put together into the presentation, and check availability for February PSC agenda.

Meeting adjourned 1445 hours.