DATE: December 9, 2009
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (small conference room)

PRESENT: Kim Moore (TC ITS), Greg Potter (TC ITS), Sheriff Meskill (TCSO), Chief Boyce (Cayuga Heights), Chief Ryan (Dryden), Sgt Wright (Ithaca PD), Lt Williams (Groton), Chief Ferretti (Trumansburg), Alan Karasin (Ithaca IT)

EXCUSED: Kari Stamm (DA)

1. **2010 Work Plan**

   Presented working draft of 2010 Plan. All agreed that if the decision about CAD were to be finalized, this document would change radically. Document can be found at end of this months meeting notes.

   ACTION ITEMS: Review document, comments to Kim, please.

2. **ITS / LETSS Budget**

   Nothing to report.

   ACTION ITEMS: None

3. **County Mobile Data Project / CAD Upgrade / Replacement**

   CAD Upgrade Update –Greg reported that there has been no change. Greg did state that he has spoken with Lee and he agrees that the replacement of the CAD system seems like the most viable solution.   All members voiced concern about the lack of movement/management for this project and requested that Kim coordinate a meeting with the County Administrator to address these concerns.

   ACTION ITEMS: Kim to schedule a meeting between LETSS and the County Administrator.

4. **TraCS**

   Nothing to report.

   ACTION ITEMS: None

5. **LiveScan**

   Village PD Training: No status change. Dryden will train if/when needed.

ACTION ITEMS: None

6. **Citrix / SJS**

   User Review – No changes this month.

   VPN – No know issues this month.

   SJS Server Replacements / Upgrade – Nothing new to report.

   ACTION ITEMS: None

7. **Data Sharing/ReportingNYSIT**

   NY-DEX Data Exchange – Christine Tyler has sent an MOU to participating SJS agencies for review/signature.

   ACTION ITEMS: Agencies to review MOU.

8. **Other Member Items**

   Floor Plans –

   Kim reported that Dave Lanning from CHPD has floor plans from ICSD that can be used in the vehicles for any agency that would like them. She also reported that Cpt Osborne has a collection of floorplans, including IC, Cornell, Borg Warner, etc that are open for sharing for any agency that would like them.

   ACTION ITEMS: Kim to send Floor Plan files to IPD

Law Enforcement Technology Shared Services

2010 Workplan

The LETSS Workplan for 2010 consists of maintenance of effort. At this time, no additional projects are planned.

Introduction

Law Enforcement Technology Shared Services Group is a unique inter-agency group created to jointly plan, provide, oversee and coordinate shared law enforcement technology services within Tompkins County. The LETSS group was formalized in 2009 through County Resolution R248-08, with a U&D Agreement signed by all participating agencies.

Project Definition

While on November 4, 2009, LETSS partners voted unanimously to support the County's efforts to go to RFP for the CAD/RMS/MDT Upgrade/Replacement, there has been no further progress in these efforts. ITS has, to this point, exhausted all of its efforts to aid in the forward momentum of the CAD project. Until such time that a final decision is made, LETSS will proceed with the 2010 Workplan as maintenance of effort.

Maintenance of efforts:

1. Tompkins County Information Technology Services shall provide LETSS partners secure access to and technical support for the following applications: Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Daily Run Sheet and Shift Summary Reports, NYS E-justice Portal, LiveScan Digital Fingerprinting, and any other systems or services included in the annual LETSS work plan.

2. Tompkins County Information Technology Services shall provide LETSS partners with technical assistance and/or project planning assistance based on any new initiatives included in the annual LETSS work plan.

3. Tompkins County Information Technology Services shall provide services for LETSS partners between the hours of Monday through Friday, 7:30 a.m. – 5 p.m. In addition, ITS will distribute an Emergency Off Hours Contacts list to partner agencies. There is no guaranteed response time for the overnight hours between 5 p.m. and 7:30 a.m.. Emergencies non-withstanding, any County provided service(s) outside of these core hours must be scheduled one week in advance and mutually agreed upon between Tompkins County Information Technology Services and the LETSS partner.

Any proposed project outside of the scope of the base operational services described above must include a funding plan and be mutually agreed upon by the LETSS group through a majority vote. Any additional funding required from Participating Agencies above and beyond the annual County Budget allocation must be approved by each individual agency participating in the project.

Project Organization & Personnel

While ITS provides the primary support services to LETSS, each participating agency will have an active roll in maintenance of effort. Agencies will contact ITS when they are experiencing technical/support issues, and/or when they receive notifications of upcoming or pending updates or upgrades to the existing software platforms (i.e. Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Daily Run Sheet and Shift Summary Reports, NYS E-justice Portal, LiveScan Digital Fingerprinting).

Project Schedule

There is no specific schedule needed for maintenance of efforts. Technical support and/or software update/upgrade issues will be addressed and scheduled with participating agencies as necessary throughout the year.

Project Budget

For the base operational costs of $50,000 per the Tompkins County 2010 budget, LETSS Participating Agencies will receive the services as described under the Project Definition.