DATE: July 11, 2012
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (large conference room)

PRESENT: Kim Moore (TC ITSChief Steinmetz (Cayuga Heights), Lt Williams (Groton), Sgt Zigenfus (TCSO), Brian Wilbur (DOER), Alan Karasin (Ithaca IT), Greg Potter (TC ITS), Chief Ryan (Dryden), Kari Stamm (DA)

EXCUSED: Alan Karasin (City IT), Undersheriff Osborne (TCSO)

1. **Spillman**
   a. **Implementation Task**
      i. **NY Forms -** Agreed that Kim will send reminder for "hard date" cut off of July 31 for generic mobile form,
      ii. **NYSP Installations –** The MOU has been completed and signed. IT from County and SP will need to coordinate on scheduling.
      iii. **StateLink**
         Kim reported that Jefferson's last test was good, there are some data clean up items, but it looks like they may have passed the certificate issues.
      iv. **Livescan –** Kim reported L1/Comnetix continues to be difficult. Spillman developed the interface per their specs, then came back and said it needs to be reengineered from PLIST to XML.
      v. **Insight** - The group indicated they would like a monthly list for Spillman and Citrix at the LETSS meetings. Kim agreed and will put it on a "to-do" list for the near future (time and staffing permitting).
      vi. **Compstat –** Only SD incidents appear. Additional modules needed for other agencies. Will look into local mapping options through GIS as a future task.
      vii. **CAD to CAD transfer to CU –** Still on the list for implementation tasks.

   ACTION ITEMS*: Kim to send reminder message to LEA's for hard date cut off for generic forms.*

   b. **Policy/Procedure**
      December Policy Discussion Follow Up

      Greg and Kim reported that they had another work session with the vendor, Pervasive Solutions. From that, a template has been created, and initial policy (and existing policy) drafted into that template for sub committee discussion and review. The group reviewed Policy Enforcement and Sanction. There was discussion about the process involved, and as time ran out, Kim and Greg proposed a work session for the sub comm to be scheduled.

      ACTION ITEMS*: Kim to attempt to schedule sub comm. Meeting.*

c. **"Clean-up" Topics**
    i. **Geo-Base / Common Name Updates –**Greg, Cattyann and Kim are working with the 911 center work with DDTI, to help manage the back end process for updating address/common names within Tompkins County.
    ii. **System Maintenance –** Brian Wilbur introduced the topic of Brian Cameron and Scott Roman being promoted to hybrid dispatch/IT positions to help with Spillman SAA tasks.
    iii. **Table Updates/Modifications – Sub Committee**: this group will be rolling in to the efforts for policy with the consultant.
    iv. **Premise/Business –** nothing new to report.
    v. **Support Workgroups -** nothing new to report.

    ACTION ITEMS*:*

d. **Future Topics**
    i. **Custom Reports   -** Nothing new to report.
    ii. **Web "Portal" -** Nothing new to report.
    iii. **Cornell Data Sharing –** Nothing new to report.

    ACTION ITEMS*: none.*

2. **TraCS**
The new patch is still on the to-do list.
    ACTION ITEMS*: Kim to coordinate TraCS 7.3.14.6 patch – all TraCS servers, workstations and fleet will need to touched.*

3. **LiveScan**
Nothing new to report.

4. **Citrix / SJS**
"End of Life" date for data ENTRY to SJS (DCJS Conversation) – Final day of entry was October 20, 2011.

Greg will follow up with Angie to see about sealing options.

5. **LETSS Administration**
There was discussion about the LETSS "My Spillman" user and password. Kim agreed to resend the e-mail detailing that information. Agreed the group will try to focus efforts to make December a "re-training" month, at DOER with a variety of classroom style situations to be offered – in theory, to become an annual event.

    ACTION ITEMS*: Kim will add DA Software Replacement and December Training as agenda items starting with next month's meeting.*

    Meeting adjourned 1407 hours.