DATE: October 10, 2012
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (large conference room)

PRESENT: Sgt Zigenfus (TCSO), Brian Cameron(DOER), Kim Moore (TC ITS), Scott Roman (DOER), Kari Stamm (DA), Kelly Daley (NYSP), Brian Wilbur (DOER), Chief Ferretti (Tburg), Lt Williams (Groton), John Arsenault (IPD), Chief Steinmetz (Cayuga Heights)

EXCUSED: Alan Karasin (City IT), Jake Young (IPD), Greg Potter (TC ITS), Chief Ryan (Dryden),

1. **Spillman**
   a. **Implementation Task**
      i. **NYSP Installations –** Sgt Daley reported that Shawn Beckerinck has been promoted to a new position in Albany, and Jeff Kolig will be swamped with other assignments through the end of this year. This will push the installs for SP to a tentative January 2013 time frame.
      ii. **StateLink**
         Kim reported that we are on the schedule for State and Spillman to start implementation and testing tasks in mid-end October.
      iii. **Livescan** – This item is completed, agreed it will be removed from next agenda.
      iv. **Insight** - First test will be with Crimes data.
      v. **Compstat –** Only SD incidents appear. Additional modules needed for other agencies. Will look into local mapping options through GIS as a future task.
      vi. **CAD to CAD transfer to CU –** Still on the list for implementation tasks.

      ACTION ITEMS*:*

   b. **Policy/Procedure**
      Kim reported that the sub committee worked through 2 ½ policies at the first meeting. The goal is to have as many of the policies completed for presentation and (hopeful) adoption for the November LETSS meeting, allowing us to present those at the December trainings. The intended "go-live" date for the policies is January 1, 2013, with the understanding that they will be reviewed in 6 months, thus encouraging us to look at these policies from the broader perspective and not get hung up on minute details and terminology.

      ACTION ITEMS*: Sub Comm will continue to work on policies to present at November 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. Kim reported that Lee may have some funding for hiring a temporary worker to help with address maintenance.

    ii. **System Maintenance –** is in place and is being worked through Kim, Scott and Brian. Agreed that this item will be removed from agenda.

    iii. **Table Updates/Modifications – Sub Committee**: nothing new to report. **Premise/Business –** nothing new to report.

    iv. **Support Workgroups -** in place and is being worked through Kim, Scott and Brian. Agreed that this item will be removed from agenda.
    ACTION ITEMS*:*

    d. **IBR**
    Nothing new to report.

    e. **Future Topics**
        i. **Custom Reports -** Nothing new to report.
        ii. **Web "Portal" -** Nothing new to report.
        iii. **Cornell Data Sharing –** Kim reported she has not heard anything further from Chief Zoner, however, our offer still stands for her to attend a LETSS meeting to discuss.

    f. **DA Software Replacement/Spillman Integration**
    Kari reported that nothing new has happened with the software options.

    g. **December Training**
    Kim reported that the calendar has been posted on the LETSS website. Agreed that one records session will be dedicated to discussion of Personnel module. Kim will modify calendar. Each session will include an overview of Data Entry Standards (presently under review) and CJIS 2013. Kim gave a brief overview of CJIS and how it will impact us for 2013, as this will need to be our primary focus for the first quarter to half of the year. Additional topics of training will be general troubleshooting, searching, entry. All agencies are encouraged to send training ideas to Kim, Brian or Scott ASAP. NYSPILL will be held 12/11/2012, and hosted by Cornell. All are welcome (and encouraged) to attend.

    ACTION ITEMS*: Modify training calendar.*

2. **TraCS**
    a. Schedule Patch. Kim reported that this patch is pretty stale, and she will need to work on this over the winter. At the same time, she has a laundry list of items for the vehicles, including Netmotion client upgrade.
    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. His proposed course of action is to set up one account to allow for changes in cases of sealing. He will coordinate test with Dryden. Additionally, we need to modify warrants as well as seals.

5. **LETSS Administration**
   a. **November/December 2013 Chair**
      Kim reported that we will need to vote for 2013 Chair in November as we will not meet in December due to training.
   b. **Users Conference Materials**
      Kim reported that all materials from the User's Conference are posted on our mobile share for all to view.