DATE: **January 16, 2013**
TIME: **1:00-3:00 PM**
LOCATION: **Department of Emergency Response (large conference room)**

PRESENT: Alan Karasin (City IT), Greg Potter (TC ITS), Kim Moore (TC ITS), Scott Roman (DOER), Sgt Daly (NYSP), Brian Wilbur (DOER), Lt Williams (Groton), Chief Steinmetz (Cayuga Heights), Chief Ryan (Dryden)

EXCUSED: Sgt Zigenfus (TCSO), John Arsenault (IPD), Jake Young (IPD), Kari Stamm (DA), Undersheriff Osborne (TCSO), Chief Ferretti (Tburg)
**Note, Reality Based Training was taking place this week, hence the IPD/TCSO absences.

VISITORS: Mark Conrad (Cornell), Barb Klinko (Cornell)

Meeting opened, 1306 hours

1. **Spillman**
   a. **Implementation Task**
      i. **NYSP Installations –** Sgt Daly reported that we have yet to have a reassignment from tech command. She will check in with Jeff Kolig for an ETA.
      ii. **StateLink** - Scott Roman reported that the testing has been going well. There are some questions about status of out of state returns, once we have an answer there, we will proceed with request for certificate from State.
      iii. **Insight** - Nothing new to report.
      iv. **Compstat –** Nothing new to report.
      v. **CAD to CAD transfer to CU –** Mark Conrad reported that he and Greg Potter are coordinating the IT side of process.
      vi. Kim reported that we are close to maxing out our 100 Netmotion licenses. She indicated that Bangs holds 20 of the 100, and will get a quote for additional licensing per Brian Wilbur.

      ACTION ITEMS: *NM licensing quotes for BW.*

   b. **Policy/Procedure**
      i. **Policy Review**
         LETSS will need to work toward establishing review process for policies.
      ii. **Adding Wrecker/Tow History to DOER Data Classification**
         Vote to add Wrecker/Tow History to DOER Data Classifications – raised by Chief Ryan, seconded by Lt Williams, Unanimous to add Wrecker/Tow History to DOER Data Classifications.
      iii. **UPDUO for Officers that are not Users**

Kim reported there have been request for entering officers into spillman that are not users for the purpose of UPDUO. Scott Roman reinforced that this is not a good practice as we have neither a policy nor procedure in place for adding/removing and notifications of such.

ACTION ITEMS*: Kim to modify Data Classification for DOER.*

c. **"Clean-up" Topics**
   i. **Geo-Base / Common Name Updates –**Catt continues to work with DDTI and TC staff on the address maintenance.
   ACTION ITEMS*: none.*

d. **IBR**
Kim reported that she was notified that the State will be moving to a FTP process for submitting IBR rather than the present e-mail attachment process.

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

f. **DA Software Replacement/Spillman Integration**
Greg reported that the funding is in this years budget, but the first course of action will be to run a BPA, as the processes within the office and between them and LEA's is incredibly complicated.

g. **Training / Personnel Table Updates**
Kim will coordinate with Sgt Young from IPD for the modifications.

ACTION ITEMS*: Kim to coordinate with IPD for training modifications.*

2. **TraCS**
   a. Schedule Patch.   Kim reported that the patch has been completed for Trumansburg. Needs to be scheduled for other agencies.
   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 still 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. **2013 Annual Workplan Presentation to PSC**
   After discussion, the following workplan items were idenitified:
   TraCS 10 Consolidation/Implementation
   Support Process (24 x7)
   Address Management/Cleanup
   CJIS2013 / Spillman Updgrade

Statelink
CAD to CAD
Close Contract
SP / TC3 Installs (Mobile)
Insight
DA Software/Integration
Redundant DOER/UTDatacenter Connectivity
Annual Training

Kim will put draft workplan together, work with Greg and Chief Steinmetz for final work product. Chief Steinmetz & Kim will present at February PSC.

Meeting adjourned, 1436 hours