**DATE:**          April 10, 2013
**TIME:**          1:00-3:00 PM
**LOCATION:**     Department of Emergency Response (large conference room)


**PRESENT:**  Kim Moore (TC ITS), Greg Potter (TC ITS), Sgt Daly (NYSP), John Arsenault (IPD), Lt Williams (Groton), Chief Steinmetz (Cayuga Heights), Chief Ryan (Dryden), Chief Ferretti (Tburg)

**EXCUSED:**  Alan Karasin (City IT), Undersheriff Osborne (TCSO), Jake Young (IPD) Sgt Zigenfus (TCSO), John Schaffer (DOER), , Brian Wilbur (DOER),

**VISITORS:**  Mark Conrad (CUPD)

*Meeting opened, 1310 hours*


1. **Spillman**
   a. **Implementation Task**
      i. **Touch –** Kim reported that per LETSS request, Tompkins County was able to negotiate the exchange of Livescan integration for Spillman Touch.  LETSS is testing, and the group agreed to keep the testing pool within that group until policy could be defined.  Kim will set privs to the base LEA group for each LEA agency, and should be able to refine privs for possible future Fire/EMS use.
      ii. **StateLink** – Kim reported she got approval for moving past staging to production this morning.  Based on her conversations with Spillman and the State, we may have a go-live date as early as next week.  As discussed at previous LETSS meetings, Dispatch would be the first department for go-live roll out.  As there was not DOER representation at the meeting, Kim with e-mail Brian Wilbur for guidance.
      iii. **CAD to CAD transfer to CU –** Mark Conrad has a meeting scheduled with Lee and Brian later in the week, where he hopes to work on next steps toward finalizing this implementation task.
      **ACTION ITEMS***: Kim to change Touch privs.*

   b. **Policy/Procedure**
      i. **Policy Review**
      Chief Steinmetz has scheduled a sub committee meeting for next week.  He clarified LETSS representation for the committee:
      ITS - Kim Moore
      Village PD's - Chief Ryan
      IPD - John Arsenault
      TCSO - Captain George
      DOER - ? / John Schaffer ?

Chief Steinmetz asked whether non-voting members, i.e. NYSP should sit on this committee. Kim reported that NYSP comments, especially for the STATELINK policy, could be beneficial. Sgt Daley indicated someone from NYSP would attend if invited.

**ACTION ITEMS***: none.*

2. **TraCS**
   a. **.6 Patch**. All agencies are updated except for IPD.
   b. **.7 Patch –** Kim reported that Albany requested a beta test of the .7 patch, which she ran at CHPD. Chief Steinmetz reported no issues, however stated that local laws may need to be handled differently as TraCS no longer allows for those to be written as previously handled through TraCS.

   **ACTION ITEMS***: none*

3. **LiveScan**
   Kim reported that per LETSS request, Tompkins County was able to negotiate the exchange of Livescan integration for Spillman Touch (See Implementation Tasks, Touch agenda item)

4. **Mobile / Fleet**
   **4G Verizon** – Kim has been rolling out Verizon 4G USB devices at TCSO, and it has, per normal, been a very rocky transition. The original test device, while exact same model, etc, was actually built by LG, while the production devices are built by Franklin. Also, Verizon stated that, while Tompkins County is 4G, its not true 4G, rather it is extended 4G via leased tower space, so they cannot vouch for the euipment handling the 3G/4G switch.

5. **LETSS Administration**
   a. **March NYSPILL –** Reported that NYSPILL was successful, with the largest turnout to date. Jefferson County will host the next NYSPILL in October.
   b. **Netmotion Licenses -** Kim reported that she has not yet heard from Brian or Lee regarding NM licenses. Greg and Kim reported that the City may be moving their tablet configurations to the same as County, but they will be bringing/sending their Netmotion licenses from their server to the County's.
   c. **SAA /SA Role Definition –** Kim reported that John Arsenault has expressed interest in working toward SA privs. The group agreed that further definition of roles (Spillman Application Administrator / IT level work and Spillman Agency Administrator - per agency privileges) be further defined. Kim is working with Spillman to define those roles and our options for rolling out that concept. ITS agrees that these agency admin roles should be defined and rolled out ASAP to help cover the overwhelming workload associated with managing the Spillman system(s).

6. **GIS / Spillman Incident Mapping Demo**
   Cattyann Campbell, Tompkins County's GIS Administrator, demonstrated some of the capabilities of mapping incident data from Spillman. Using current data, a s well as examples from other agency mapping systems, she was able to offer an overview of what we can offer. The concept of portal was discussed, and the group agreed to meet on an individual basis with Catt to further define agency and public needs, as well as data classifications.

   *Meeting adjourned, 1500 hours*