



## ARMS Policy Board Meeting Minutes

**DATE:** March 29, 2018  
3:30 PM

**PLACE:** City of Urbana – 2<sup>nd</sup> Floor Conference Room  
400 South Vine Street, Urbana, IL

**MEMBERS PRESENT:** Chief Matt Myrick, UIPD  
Chief Anthony Cobb, CPD  
Chief Sylvia Morgan, UPD  
Sheriff Dan Walsh, CCSO

**MEMBERS ABSENT:** Chief Tony Brown, RPD

**STAFF PRESENT:** Deputy Chief Joe Gallo, CPD  
Sanford Hess, Urbana IT  
Chief Deputy Allen Jones, CCSO  
Deputy Chief Bryant Seraphin, UPD  
Lieutenant Tony Shaw, CCSO  
Dave Wakefield, Urbana IT

**OTHERS PRESENT:** Jeff Wooten, METCAD

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1. **Call to Order** - The meeting was called to order at 3:34 pm by Chair Walsh.
2. **Additions to the Agenda**
  - None.
3. **Approval of Minutes**
  - Motion to approve the agenda by Chief Morgan, seconded by Chief Myrick.
  - The minutes passed unanimously.
4. **Public Input** - There was none.
5. **Staff Report**
  - eCitations – update
    - Sanford summarized recent testing by Lt. Shaw, which resulted in a list of issues with Quicket that were categorized as bugs, annoying, requests, and questions.

- Sanford asked for guidance from the Policy Board on whether to invest more work effort in Quicket.
- Sheriff Walsh asked if stopping work would violate the agreement.
- Sanford said that he will present the results to Katie Blakeman and discuss how to proceed.
- Development update
  - Dave described how that a package of small changes to Case Management will be added to ARMS the first week of March.
- RMS Procurement
  - Sanford proposed that the conversation be postponed to New Business.

**6. Reports of committees and officers.**

- There were none.

**7. Unfinished business.**

- ARMS 2019 Budget
  - Sanford asked for guidance on objections to the budget.
  - Sanford presented a summary of the budget changes:
    - The ratio of badge counts was changed to include Rantoul and CCSO.
    - Additional money for the new programmer.
  - The group discussed how successful the new programmer could be at maintaining and improving ARMS.
  - The Budget was tabled pending New Business.

**8. New Business**

- NIBRS Reporting and Grant
  - Chief Jones described the grant application completed by the CCSO, which could be used to offset personnel costs for NIBRS programming.
  - December 31, 2021 is the deadline to move to NIBRS – no matter what.
  - Chief Morgan made a motion to direct the use of ARMS Staff to support the CCSO grant application, seconded by Chief Cobb. Passed unanimously.
- RMS Replacement
  - Discussing the deadline for NIBRS led the group to discuss RMS replacement.
  - Sanford presented a schedule to start RMS replacement in July 2019. This would allow an upgrade by 2021. The RFP needs to be written by January.
  - Sanford suggested spending \$7,500 for Illinois Business Consulting to prepare requirements from ARMS Users.
- FY 2019 Budget

- The group discussed assumptions about the budget, and about scenarios to reduce personnel costs in the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- Chief Myrick made a motion to postpone the budget to a special meeting. Seconded by Chief Morgan. Passed unanimously.
- The group scheduled a special meeting for April 11 at 8:00 AM.

**9. Adjournment.**

- The meeting adjourned at 4:54 PM.
  - Having reached the end of the agenda, Chair Walsh adjourned the meeting.