



ARMS Policy Board Meeting Minutes

DATE: November 19, 2020
3:00 PM

PLACE: Zoom virtual meeting

MEMBERS PRESENT: Chief Bryant Seraphin, UPD - Chair
Chief Alice Cary, UIPD
Chief Tony Brown, RPD
Chief Anthony Cobb, CPD
Sheriff Dustin Heuerman, CCSO

STAFF PRESENT: Sanford Hess, Urbana IT
Tim Smith, Urbana IT

OTHERS PRESENT: Mark Toalson, City of Champaign

1. **Call to Order** - The meeting was called to order at 3:00 PM by Chief Seraphin.
2. **Additions to the Agenda**
 - Sanford Hess added an item to the agenda to approve the 2021 meeting dates.
3. **Approval of Minutes**
 - Motion to approve the minutes by Sheriff Heuerman, Second by Chief Cobb.
 - The minutes passed unanimously.
4. **Public Input**
 - No public input came through email.
 - There was no other public input.

5. Staff Report

- Development update. Tim Smith described work on the following:
 - Development efforts have been mostly dedicated to the NIBRS project
 - However, CAD integration will soon push NIBRS to the side.
- NIBRS Grants and Programming Work
 - Working on back end systems - data validations and transfers.
 - ISP has launched their testing site.
 - Tim has now submitted tests for each agency.
 - The FBI wants six months of testing data to go through the process to verify agencies
 - Tim's going to use six months of data starting in November 2020.
 - Around mid-December, agencies need to do their IUCR validations.
 - Tim will build files for approximately a week at a time. He'll create and submit the files manually at this point.
 - State statutes details are required for NIBRS reporting by the ISP, but the ISP is asking that these NOT be added until the testing period is complete.
 - Tim has added some logic to override the codes so that files validate without these codes.
- CAD changeover
 - Tim gave an overview of upcoming work that is driven by the new CAD, which plans to go live on January 19.
 - ARMS will not be used for CFS reporting after the new CAD is in place.
 - Tim needs to program logic for the Field Reports to read the new CAD data.
 - There are changes to the badge numbers and incident numbers.
- ARMS Annual Report
 - The big two achievements were the NIBRS programming and switching to the no-cost SQL Server reporting tool.
 - The other progress was related to planning for the new RMS.

6. Reports of committees and officers

- Treasurer's Report
 - Chief Brown said that he met with Tim Smith and Sanford Hess to review the financial report.

- For the FY 20, ARMS had a surplus due to the grant reimbursement for NIBRS programming.
- Sanford said that there will not be any amounts invoice to agencies after June 30, 2021.
- A motion to place the Annual Report on file was made by Chief Brown and seconded by Sheriff Heuerman.
 - Motion passed unanimously.

7. **Unfinished business**

- Inter-Governmental Agreement for the new RMS.
 - All agencies are getting the IGA approved. (Rantoul and Urbana are done, others are in process.)
- Pricing updates for the new RMS
 - Sanford sent the updated list of systems to Tyler, and struck off any items that were questionably needed.
 - Sanford said that while the contract amount will be less than the budgeted amount, he expects there to be items added during the project, which will increase the contract.
 - The group discussed the timing of events before the end of the year, which will be up to the agencies and the new RMS Policy Board.

8. **New Business**

- Sanford presented the dates for the meeting – although he gave them wrong verbally at the meeting. (***He incorrectly said January, April, July, and October.***)
 - The schedule is the 3rd Thursday of the months: February, May, August, and November.
 - Chief Cobb asked if the ARMS Policy Board needs to meet regularly, given the upcoming change-over to the new RMS.
 - A motion was made to accept the calendar by Sheriff Heuerman and seconded by Chief Brown.
 - Motion passed unanimously.
- Sanford informed the Board of planned spending that will not require a budget amendment.
 - Sanford said that he failed to take Tim off his probationary rate in June 2019 and will pay him a retroactive personnel adjustment (\$5,150).
 - Sanford said that ARMS will contract for SQL Server development (~ \$2,400) for creation of a CAD database that ARMS will use.

- A motion was made to approve this spending by Chief Cobb and seconded by Chief Cary.
 - Motion passed unanimously.

9. Adjournment

- Having reached the end of the agenda, Chair Seraphin adjourned the meeting at 3:36.