

The METCAD Policy Board convened for an electronic meeting on Thursday, October 1, 2020, via Zoom with the following in attendance electronically:

**MEMBERS MPB:**

Chief Tony Brown, Village of Rantoul Police Department  
Chief Alice Cary, University of Illinois Public Safety  
Chief Paul Cundiff, Rural Fire Chief's Association  
Mike DeLorenzo, University of Illinois  
Scott Eisenhauer, Village of Rantoul  
Sheriff Dustin Heurman, Champaign County Sheriff's Office (proxy Chief Deputy Shannon Barrett)  
County Executive Darlene Kloeppe, Champaign County  
Chief Gary Ludwig, City of Champaign Fire Department  
Mayor Diane Marlin, City of Urbana  
Chief Mike Metzler, Rural Police Chief's Association  
Chief Bryant Seraphin, City of Urbana Police Department  
Joan Walls, City of Champaign

**ABSENT:**

**ADMINISTRATIVE STAFF:**

Ralph Caldwell, Director  
Jeff Wooten, Deputy Director  
Dave Miller, Network Administrator  
Kristin Wright, Administrative Assistant

**OTHERS:**

Chief Anthony Cobb, City of Champaign Police Department  
Chief Chuck Lauss, City of Urbana Fire Department  
Tom Yu, City of Champaign Legal Department

The meeting was a joint meeting between the METCAD Policy Board and the ARMS Policy Board. Chair Mike DeLorenzo called the METCAD Policy Board meeting to order at 8:30 a.m. Roll call was taken. There were 12 members on the call (Chief Alice Cary had technical issues and joined the meeting at 8:40 a.m., Chief Paul Cundiff did not have audio). There was one proxy as noted in the attendance list.

Chief Seraphin called the ARMS Policy Board meeting at 8:32 a.m. Roll call was taken. Five members were present with one proxy noted.

Chair DeLorenzo asked for a motion to suspend the rules and approve the temporary rules that were attached to the agenda. Mr. Scott Eisenhauer made the motion to approve; Mayor Diane Marlin seconded the motion. A roll call vote was taken – 10 members voted “yes”, 2 members were absent. Chair DeLorenzo asked if there were any electronic communications. Ms. Kristin Wright indicated that one proxy had been received and was noted in the attendance list. Chair DeLorenzo asked if there was any audience participation. There was no audience participation.

Chief Seraphin asked if there was any public input for the ARMS Policy Board meeting. Mr. Hess reported that there was none. Chair DeLorenzo asked for a motion to approve the April 23, 2020 minutes; County Executive Darlene Kloeppel made a motion to approve the minutes from the April 23, 2020 METCAD Policy Board meeting; Ms. Joan Walls seconded the motion. Roll call vote was taken; 10 members voted “yes”, 2 members were absent. Motion carried.

There were no action items. Chair DeLorenzo opened discussion regarding the Public Safety Record Management System. Director Caldwell began with a history of METCAD’s current relationship with Tyler. METCAD’s current CAD vendor had been bought out by another vendor and the current system was no longer supported. He explained that when Tyler was chosen, Vermilion County, METCAD’s back-up, had recently installed Tyler New World as their CAD system. He also mentioned that the City of Champaign had purchased the financial software previously. METCAD signed a contract with Tyler for the New World CAD system.

Mr. Sanford Hess provided a brief history of the ARMS record management system. He explained that the technology is very outdated. It has become increasingly difficult to work on the system and to find people who are knowledgeable about the technology since it was written in the 80’s. There are two major projects involving ARMS right now – one is the implementation of the new CAD system and the other one is preparing for the Federal NIBRS requirement. Both are very large projects and Urbana has very limited staff. Purchasing Tyler RMS will move everyone forward into current technology.

Mr. Tom Yu reviewed the proposed IGA for the new RMS Policy Board. There will be an overlap with both systems. The new Policy Board is recommended to be called the Public Safety Record Management System Policy Board and like METCAD, will include two representatives from each agency, an Administrative representative and a Public Safety representative. The Board will operate like the METCAD Policy Board currently operates – it will meet monthly to vote upon budget items and administrative items. The initial Board will include five agencies: the City of Champaign, the City of Urbana, the Village of Rantoul, Champaign County, and the University of Illinois. There will be opportunity to add new members in the future but that will be something for the Board to consider in the future. The plan is for the lead agency to be the City of Champaign and it will provide the same services that it provides for METCAD. The intent is that METCAD would enter into an agreement with the new Board to hire new staff and implement the system. The funding formula follows the METCAD formula and is based on the number of sworn officers per agency divided by the total number of sworn officers of all agencies combined. There is an initial fiscal budget attached to the agreement. Once the agreement is signed, each party is agreeing to pay for the costs and estimated reoccurring costs. Mr. Yu then asked Ms. Kay Nees to review the budget documents.

Ms. Nees reviewed the financial documents. The budget was prepared so that the project can start immediately once each agency agrees to the agreement and costs. The total amount of the projected is estimated to be about \$827,000. This is different than the previous quotes that had been shared because costs have been broken out that are specific to each agency such as the driver’s license readers and any custom integration. The amounts to be paid by each agency are broken out based on the number of sworn officers and also includes the Department of Justice grant that Champaign County received.

She then reviewed the projected costs for each agency throughout the implementation process and the wind down of the existing system. FY 23/24 shows the approximate cost for each year thereafter. This assumes that the agreement with Tyler would be signed by December 31, 2020, and that the fiscal year would be the same as METCAD which begins July 1. The billing would be done the same as METCAD in quarterly invoices.

Chief Deputy Shannon Barrett asked how the billing will be done since the County operates their fiscal year like the calendar year. Ms. Nees explained that the costs will be split into quarters which should allow for the overlap in fiscal years.

Mr. Scott Eisenhauer asked what employees are included in the budget. Ms. Nees stated that there is an RMS Administrator listed in the costs. The costs are based on how much time the new employee would be spending on the new system and at the same time, how much time METCAD existing employees would be spending on the new RMS system. The amount works out to be about the same cost as one full time position but really it is based on multiple employees' time. The time will be tracked because staff doesn't want to run into a situation where the time should be billed to RMS even though the work is being performed by METCAD employees.

Mayor Diane Marlin asked for an example of a custom integration. Ms. Nees provided an example from the Champaign Police Department. Champaign has an alarm system that they wanted integrated so that information is allowed to flow back and forth between the two systems. Each agency has a list of their own systems. Mr. Eisenhauer asked if there are other modules available from Tyler that would work in place of existing systems so that integrations don't have to be built. Mr. Hess responded that there probably is but it is a case by case analysis. It will depend on the situation if there is a current contract in place or if the Tyler module will replace it completely.

Chief Seraphin asked about the plan of converting the existing data. Mr. Hess stated that there is a line item specifically for that work. Chief Seraphin asked if there is a specific date that has been decided as to how far back the data will go. Mr. Hess responded that that is something that still needs to be determined. Not all data will be converted since the original implementation. It hasn't been finalized but Mr. Hess anticipates the severity of the crime will indicate how far back the data is retained but that will need to be determined by the Board.

Chief Seraphin asked about the future costs of ARMS. Ms. Nees said that she felt that like the existing fund balance should cover any additional costs that might occur from ARMS but it depends on how long the current system will need to operate.

Chief Seraphin asked if there is a current administrative CAD person at METCAD and could the two positions be combined in the future depending on workload. Director Caldwell responded that it's hard to say at this point since staff hasn't operated an RMS system before, but it will be looked at as the project continues.

Mayor Marlin asked about how FOIAs would be handled. Mr. Hess responded that each agency answers their own FOIAs which is how it currently handled. Mr. Yu explained that the agreement states that the lead agency will forward any requests to the responsible agency should the FOIA come directly to the RMS.

Director Caldwell asked if there were any other questions. He then asked Ms. Nees to review the next steps. She stated that each agency would need to get the IGA approved through their own agencies. The current quote expires on December 31. Staff is hoping to move forward pretty quickly. The goal is to get the new RMS Board going by January 1. Mr. Hess also mentioned that there are ongoing discussions with each agency to finalize the list of each customized interface needed.

Chief Seraphin spoke in support of the integrated system. Chief Metzler spoke on behalf of the small agencies and stated that the smaller agencies would like to be brought in eventually. Champaign County Executive Kloeppel asked why all of the current METCAD agencies weren't included. Mr. Yu responded that the agreement was modeled after the METCAD agreement. Since the quote expires in December and the grant has to be used within two years, it was fastest to get it approved this way. Staff is trying to get things done quickly and efficiently. Champaign County Executive Kloeppel asked why the METCAD Board wasn't used rather than setting up a new Board. Mr. Yu said that the City of Urbana no longer wanted to be the lead agency. Ms. Dorothy David mentioned that this is a police records management system and METCAD includes both police and fire, so it made sense to model the board after the current ARMS board which is only police. In the future, when fire is ready to join the record management system, the METCAD Board could take over the system and it would operate under the METCAD completely. Mr. Eisenhower asked if discussions are being had with the fire departments regarding future integration. Mr. Hess responded that those discussions initially took place, but Tyler doesn't have the web-based fire product available and won't be available until 2022.

In Director comments, Director Caldwell wanted to make sure that everyone had a chance to ask questions. Ms. Joan Walls asked about timelines within each agency. Mr. Hess said that Tyler would provide a new quote if the proposed quote isn't signed by December 31, 2020. However, the prices are currently 2018. There was discussion from each agency regarding how quickly the agreement could be approved.

Chair DeLorenzo asked for a motion to adjourn the METCAD Policy Board meeting. Mr. Eisenhower made a motion to adjourn; Ms. Marlin seconded the motion. A roll call vote was taken, 11 members voted "yes" and one member was absent. Motion carries. Meeting adjourned at 9:21 a.m.

Chair Seraphin asked for a motion to adjourn the ARMS Policy Board Meeting. Chief Tony Brown made a motion to adjourn; Chief Anthony Cobb seconded the motion. A roll call vote was taken, 5 members voted "yes. Motion carries. Meeting adjourned at 9:22 a.m.