



ARMS Policy Board Meeting Minutes

DATE: October 1, 2020
8:30 AM

PLACE: Zoom virtual meeting

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

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

OTHERS PRESENT: METCAD Policy Board (joint meeting)
Kay Nees, City of Champaign Finance Director
Thomas Yu, City of Champaign Legal Division

1. **Call to Order** - The meeting was called to order at 8:30 AM by Chief Seraphin.
 - The meeting was a joint meeting with the METCAD Policy Board.
2. **Additions to the Agenda**
 - There were none.
3. **Public Input**
 - There was no public input.
4. **Unfinished business**
 - There was none.
5. **New Business**

- Public Safety Records Management System Discussion
 - Ralph Caldwell gave a history of events since 2009 related to increasing levels of coordination and shared systems within the County, culminating in the Sheriff's upgrade to the Tyler New World Jail Management System and METCAD's purchase of the Tyler CAD system.
 - Sanford Hess gave a short history of ARMS, and how the needs of 21st systems are well beyond the capabilities of a single programmer.
 - Thomas Yu gave a summary of the proposed Board for the new Public Safety RMS.
 - Each of the agencies will have two seats on the Board – one for law enforcement and one for administration.
 - Champaign will be the lead agency, and will provide the same services as METCAD.
 - The new Policy Board will enter in an agreement with METCAD to provide support for the new RMS.
 - Costs are broken down by the number of sworn officers.
 - Kay Nees gave a summary of the budget and projected costs included as supporting detail to the agreement.
 - The amounts are broken out by agency, and include the funding from the federal grant award.
 - The amounts assume that the agreement can be signed by December 31, 2020 to take advantage of current pricing.
 - The costs also assume the use of services over three fiscal years.
 - Chief Deputy Barrett asked about the billing timeframe, and Kay said that billings would be quarterly.
 - The employee costs are projected based on assumed staffing of an RMS Administrator, and support from other IT staff at METCAD.
 - Chief Seraphin asked about the conversion of data from ARMS.
 - Sanford Hess answered that the ARMS conversion is a line item of cost.
 - Sanford also said that the amount of information converted from ARMS is not yet defined, but a likely scenario is to bring over history based on the severity of the incidents. For example: all homicides, but only 3 years of traffic incidents.
 - Chief Seraphin asked about staffing needs for the RMS.
 - Ralph Caldwell said that it is too early to know detail about staffing.
 - Kay Needs described the next steps.
 - Each agency should move forward with the Inter-Governmental Agreement, with the goal of signing a contract by December 31, 2020.

- Sanford Hess said that discussions are continuing with the Agencies to refine the agency-specific interfaces and modules.
- Mike Metzler said that the smaller agencies in the County would be interested in participating in the future.
 - Ralph Caldwell and Thomas Yu said that the goal is to bring everyone on, but that the strategy is to move forward with the five ARMS agencies and add others over time.

9. Adjournment

- Chief Brown made a motion to adjourn, seconded by Chief Cobb. The motion passed unanimously.
- Chair Seraphin adjourned the meeting at 9:21.