

## **BOARD OF THE PUBLIC SAFETY & SECURITY INFORMATION SYSTEM**

### **(ILETS)**

#### **Meeting #146**

The Idaho Public Safety & Security Information System (ILETS) Board convened in person and virtually on October 27, 2025, at ISP HQ, 700 S Stratford Dr., Meridian, ID. 83642 and Teams.

#### **Board Members Present**

Sheriff Mike Hollinshead, Elmore County Sheriff's Office (Chairman)

Sheriff Shaun Gough, Gooding County Sheriff's Office – via Teams

Chief Allen Fullmer, Rigby Police Department

Chief Bryce Johnson, Idaho Falls Police Department – via Teams

Colonel Bill Gardiner, Director, Idaho State Police (ISP)

Major Matthew Smith, Idaho State Police (ISP)

#### **Non-Members Present**

Leila McNeill, Chief ISP Bureau of Criminal Identification (BCI)

Teri Whilden, ISP Deputy Attorney General

Joann Hall, Administrative Assistant 1 (BCI)

Sandra Kelleher, Operations Officer (BCI)

### **I. Opening**

#### **1) Call to Order**

- a) Chairman Sheriff Mike Hollinshead called the meeting to order at 01:31 P.M.

#### **2) Silent Roll Call of Board Members**

- a) A roll call was conducted. All Board members were present in person or virtually. Quorum achieved.

#### **3) Approve Minutes from the April 28, 2025, and September 27, 2025 meetings**

- a) Vote to approve minutes from April 28, 2025, and September 27, 2025 meetings
  - i. Chairman Hollinshead called for a motion, Sheriff Gough moved to approve both April 28, 2025, and September 27, 2025 minutes. Chief Fullmer seconded the motion

Votes in favor: 6

Votes against: 0

Motion passed

### **II. Informational**

#### **1) Disposition recovery project**

- a) Leila McNeill gave an overview of what the Disposition recovery project is, which should go live in December 2025

## **2) Criminal Justice Notification and Subscription Service**

- a) Leila McNeill gave an overview of what the Criminal Justice Notification and Subscription service is. This is primarily for Probation and Parole and enables subscribing to a person on either probation or parole through fingerprint activity. We are hoping this will be active by the end of November

## **3) Mobile Livescan Grant Project**

- a) We are trying to implement a mobile live scan device pilot to allow mobile booking. This will primarily be tested with ISP troopers. As we are able to purchase more devices, they will go out to other agencies. This will allow cite-and-release offenders to be entered into the system. We have an extension of the grant period to the end of July 2027. We hope to have the devices sent to the troopers so the pilot can begin in the fall of 2026.

## **III. Old Business**

### **1) ILETS fee structure**

- a) Leila McNeill went over the fee structure she put together for the board to review and vote on. This was based on the BSU option #5 and the population. The county's population was reduced by the city's population within that county. Each jurisdiction was divided by the total state population to find the percentage of the total state population. This number allowed us to determine in which fee level the jurisdiction belonged.
- b) Ms. McNeill recommended having a 2-3% increase either every cycle or every other cycle. During the last time the ILETS fee rule was presented to the Legislature, the Senate Judiciary and Rules Chair mentioned that they would prefer to see smaller, incremental increases rather than larger, less frequent ones. Once the board decides on this, the IDAPA rule and the statute will need to be revised.
- c) Chief Johnson stated the fix looks to be worse than what we already have; he still feels like the state should pick up these costs, not the agencies. And that ISP stays on the fee structure. The Counties have some responsibilities that Cities do not, which would better enable them to accommodate this.
- d) A board member suggested that language can be put into the rule of “No more than X percent..... each year”. This language would have to be drawn up and then voted on as an action item. There will have to be a formal vote at a special meeting or full meeting.

#### **i. Action Item – vote on fee structure proposal**

- Chairman Hollinshead called for a motion on the fee proposal. Chief Johnson moved to approve staying with the current fee schedule. Sheriff Gough seconded the motion.

Votes in favor:6

Votes against: 0

Motion passed

## **2) ILETS Board review and vote on the proposed bylaws**

- a) Ms. McNeill confirmed that all board members had reviewed the proposed bylaws. Teri Whilden informed the board that she went back and extracted the bylaws from when they were removed from the administrative rule back in 2020 or 2022.
- b) Joann asked what the board wants as a standard for the documentation provided prior to the meeting: meeting agenda, and supporting documentation?
- c) Updated bylaws received from ISP Legal by Leila McNeill and sent out by Joann Hall via AdobeSign for signatures on October 29th, 2025

### **i. Action Item – vote on the proposed bylaws document**

- Chairman Hollinshead called for a motion regarding the proposed bylaws. Colonel Gardiner moved to approve the proposed bylaws as discussed by the board. Major Smith seconded the motion.

Votes in favor:6

Votes against: 0

Motion passed

## **3) IT updates**

- a) ISP IT resources have been moved over to ITS, and we are still working out who does what. The control center is under BCI. Praise went out to Ross from Chairman Hollinshead for his response to Livescan issues at Elmore CSO.

## **IV. New Business**

### **1) Spring 2026 ILETS Conference and Board meeting**

- a) The ILETS fund pays for the expenses at the conference, but with the Governor's request to reduce our General Fund expenditures, we are considering how we can help the agency in other areas. We asked the board for their thoughts on meals. Should we continue to provide them, or cut them? We had agreements on both keep and cut. Possibly provide breakfast, but have the attendees get their own lunch, then have some say cut breakfast and keep lunch. The conference is scheduled for April 21<sup>st</sup> and 22<sup>nd</sup>, with the board meeting on the 20<sup>th</sup>.

### **2) ISP Business Analyst**

- a) In the transition of absorbing the ILETS Control Center, we kept one position open for an IT liaison, which is classified as the ISP Business Analyst. This person will understand technology and speak the same language as ITS to help coordinate and monitor tickets. We hope to fill this position within the next month.

### **3) Statute 49-1807 Abandoned Vehicle Portal**

- a) It was just brought to our attention that there were some changes made to this statute during the 2025 Legislative session. The law requires ILETS to be notified of the tow. We are reviewing the use of the National Insurance Crime Bureau (NICB) entry mask for Law Enforcement to enter that information into ILETS. ITD is creating a new form

for the tow company to complete, so they can import the information into their secure portal.

#### **4) ISP-offered ILETS Training**

- a) Statute requires us to provide two ILETS trainings per year per district. We have been holding one in-person and one virtual training session. We have found that the virtual training is less effective, so we decided to return to in-person training only. In the last 3-4 times the ILETS trainers have gone out, maybe 3 or 4 people have shown up. Kyle, one of our ILETS trainers, recently had a training scheduled in Moscow. Ten people signed up, two people called the day before to cancel, 2 or 3 people cancelled the night before, two people called in sick, and two people didn't show up. Our trainer was already on his way up to Moscow the night before; no one showed up on the morning of the class. We are considering combining districts at a midpoint to hold the class, rather than having multiple classes in multiple districts. Chris, our other ILETS trainer, has revitalized the test system. The board was asked to provide input from their staff or their peers on training options that would work best for their locations.

#### **V. Executive Session**

- 1) Convene Executive Session to consider records that are exempt from public disclosure as provided in chapter 1, title 74, Idaho Code. IdC 74-206(d).
  - a) Colonel Gardiner motioned to proceed into executive session, Chief Fullmer 2<sup>nd</sup> the motion. Entered into Executive session at 2:42 P.M.
  - b) Exited executive session at 2:50 P.M.

Chairman Hollinshead called for a motion to adjourn the meeting. Colonel Gardiner moved to adjourn the meeting. Chief Fullmer seconded the motion.

Votes in favor:6

Votes against: 0

Motion passed

ILETS Board meeting adjourned at 02:51 P.M.

Meeting minutes submitted respectfully,

Joann Hall