

**BOARD OF THE PUBLIC SAFETY & SECURITY INFORMATION SYSTEM  
(ILETS)  
Meeting #124**

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The Public Safety & Security Information System (ILETS) Board convened via phone conference on April 27, 2020 at 2:03 p.m. at the ISP Headquarters in Meridian, Idaho.

**Board Members Present:**

Colonel Kedrick Wills, Director, Idaho State Police (ISP)  
Major Charlie Spencer, Idaho State Police (ISP)

**Board Members Present via phone:**

Sheriff Eric Snarr, Minidoka County Sheriff's Office (Chairman)  
Sheriff Shaun Gough, Gooding County Sheriff's Office  
Chief Craig Kingsbury, Twin Falls Police Department  
Chief Jeff Lavey, Meridian Police Department

**Non-Members Present:**

Leila McNeill, Chief ISP Bureau of Criminal Identification (BCI)  
Sandy Kelleher, Operations Officer (BCI)  
Merritt Dublin, Lead Deputy Attorney General (ISP)  
Jason Sturdevant, Financial Services (ISP)  
Andy Miller, IT Operations (ISP)  
Abigail Leroy, Administrative Assistant (BCI)

**I. Opening**

**a) Call to Order**

a) Chairman Snarr called the ILETS Board meeting to order at 2:03 p.m.

**b) Silent Roll Call of Board Members**

a) A silent roll call was conducted. All Board members were present.

**c) Approve minutes from the Oct 10, 2019; Oct 21, 2019; and Feb 18, 2020 meetings**

a) Chairman Snarr entertained an action item to approve these minutes. Sheriff Gough had a correction for Meeting #122, the Oct 21, 2019 meeting. His name was incorrectly spelled. Colonel Wills' name was also incorrectly spelled. Sheriff Gough then made a motion to approve the amended minutes. Chief Lavey seconded the motion. There were 6 aye votes, with none opposed. The motion carried.

b) Chairman Snarr opened discussions to confirm Sheriff Gough's re-appointment to the Board. Sheriff Gough stated he has not heard anything from the Governor's office or the Sheriff's association, even after filing all the needed paperwork. Colonel Wills

stated he would follow up with the Governor's office, since Sheriff Gough's appointment ended January 1, 2020.

## **II. Informational**

### **a) Updates on Non-ILETS Projects**

#### **i. SOR system Upgrade status update**

1. Chief McNeill said BCI is working through the SOR update. Since fall of 2018, they have been basically rebuilding the product from the ground up. It is 90% complete but is still in testing. Amy Campbell and the rest of the SOR staff have worked diligently with testing being done off-site. On-site training for the system will now be online due to COVID-19 precautions. Overall, the system upgrade is still on track with June 16 being the anticipated go-live date.

#### **ii. ITD/DMV project update**

1. Chief McNeill stated this is the vehicle registration conversion to XML. Nlets is moving to an XML format, and the first phase of the project was to convert driver's queries to XML in 2018. The second phase of the project was to convert vehicle registrations, which they are working on now and are 45% complete. CPI, ITD, and Nlets are working together to define format and fields needed. ITD has pushed their go-live date from May 1, 2020 to July 2020 in order for ISP's switch to communicate with ITD. The third phase of the project is to for all other queries to be converted to XML. The target date for all conversions to be complete is prior to Nlets' sunset date of December 31, 2020.
2. When discussing this project, ITD informed ISP that Parks and Recreation now has responsibility for housing snowmobile and boat registrations, not ITD. ISP currently does not have a connection with Parks and Rec which allows them to retrieve this data, but they are working together to form a connection. This will be an additional out-of-pocket cost that was not anticipated, and there is no timeline of when there will be a functional query system through Parks and Rec. Chairman Snarr asked if officers or deputies in the field would be able to access this data after July 2020, and Operations Officer Kelleher said they would not be able to access this data in the field, but dispatch would access this data for officers and deputies. Colonel Wills asked if the ILETS rules of use would still apply to individuals who run queries through Parks and Rec after 2020, and the consensus was yes, even though it is outside of the ILETS telecommunication system.

**iii. SMART grant/livescan project**

1. Chief McNeill stated that BCI received a federal SMART grant—a collaboration between the Sex Offender Management program and the Department of Justice—in September 2019. It was to reimburse the purchase of a livescan machine for the purpose of submitting sex offender registrations electronically. The current bid to select a vendor from the 5 who submitted applications closed on April 23. The intent to award letter, which selects a vendor, will go out to all bidders on Friday, May 1. From there, the 5 counties who receive this grant will work with the vendor to purchase and install their livescan machines, and BCI will reimburse their payments.
2. BCI was also awarded 2 SORNA reallocation grants since Idaho is not compliant with the Adam Walsh act. The federal SMART grant office gave BCI permission to use these 2 grants for helping BCI buy livescan machines for counties that do not have them for the specific purpose of printing a civilian, not an incarcerated individual.

**III. Old Business**

**a) Switch validation of User ID**

- i. Chairman Snarr mentioned the action item to vote to approve the extension for Twin Falls PD, and Chief Kingsbury asked to recuse himself since this affects his agency directly. None were opposed.
- ii. Operations Officer Kelleher stated that the following locations have received user validation conversions through ISP: RCC North, RCC South, Power County, Valley County, and Ada County (including Boise PD, Garden City PD, and Meridian PD). Meridian PD's incident tracking system is complete, and on May 11, ISP will complete Boise PD's incident tracking system. Approximately 22% of the user validations are converted and are on track to be completed by January 1, 2021 minus Twin Falls. Twin Falls has asked for an extension until July 31, 2021. Sheriff Gough made a motion to approve the extension. Colonel Wills seconded the motion but asked if there will be a cost to ILETS for the extension. Operations Officer Kelleher stated there is no cost to ISP. Major Spencer asked if there is any increased threat to our system with this extension, and the consensus was no.
- iii. Chief Lavey mentioned that Meridian PD is a customer of Central Square, and they have had deadline issues with Central Square in the past. He wanted the wording to say 'no later than July 31, 2021' in the contract between Twin Falls PD and Central Square. With this, Chairman Snarr asked if anyone would like to modify their motion. Sheriff Gough modified his motion to include an onset of July 31, 2021 for Central Square, so the project will be done no later than July 31,

2021. Colonel Wills seconded the modified motion. There were 5 ayes, with none opposed. The motion carried.

**b) Circuit “last mile” contracts/SD WAN, router replacement**

- i. Andy Miller stated there is no new news. ISP’s IT Department is still waiting to see what they can do contractually by the state of Idaho. Jason Sturdevant is currently working with the Division of Purchasing to see what can and cannot be done. The current contract is an ISP contract, not a statewide contract, and goes through 2025. Jason Sturdevant is hoping to get out of the current contract; in which case, a competitive bid will need to be sent out. Mr. Miller wants to get ILETS onto the SD WAN system, and is trying to bid between Hypercore and Syringa to lower costs.

**c) Nlets increase**

- i. Chief McNeill stated that Nlets has charged ISP a \$4,000 monthly connection fee since 2004. However, Nlets’ costs are increasing, so they are increasing their monthly rate to \$7,000 with a 2% yearly increase thereafter. Thus, Chief McNeill said BCI need to increase the access fees only for all agencies with ILETS, not their usage fees. The annual federal rate will increase from \$8,750 to \$9,000 per agency, and the annual county/municipal rate will increase from \$5,000 to \$5,425 per agency. Chairman Snarr entertained a motion to approve the Nlets increase.
- ii. Chief Lavey asked who is paying the \$4,000 monthly charge currently, and Chief McNeill stated it is being paid out of the ILETS fund. Total state costs are increasing by \$36,000 annually with the monthly rate increase from Nlets, and each agency will, as a result, pay an extra fee for ILETS access. Chief Lavey recommended this extra fee implementation begin next fiscal year, not January 1, 2021. Chief McNeill stated the ILETS fund may be able to handle this extra fee for three quarters (from January 1, 2021 to October 1, 2021) in order to cover the end of fiscal year 2021 for federal and state agencies. The consensus was that Chief McNeill would speak with ISP’s financial officers to see if the ILETS fund could support the fee increases for three quarters, and the vote will be held off.

**IV. New Business**

**a) Board Chair Election**

- i. Chairman Snarr entertained a motion and action item to vote to elect a new Board chair. Chief Lavey made a motion to elect Sheriff Snarr for another year as the Board chair. Sheriff Gough seconded the motion. There were 6 ayes, with none opposed. The motion carried.

**V. Executive Session**

- a) **Move to Executive Session** – Sheriff Gough motioned to move to Executive Session. Chief Lavey seconded the motion. The motion carried. The Board moved to Executive Session at 2:48 p.m.
- b) **Coming out of Executive Session** – Chief Lavey motioned to move out of Executive Session at 3:09 p.m. Sheriff Shaun Gough seconded the motion. There were 6 ayes, with none opposed. The motion carried.
- c) **Additional Comments** – Chief McNeill stated she will reply to Sheriff Turner on behalf of the Board in regards to his request for an ILETS waiver review. This is in reference to the executive session discussions.

**Adjourn Meeting**

Sheriff Gough motioned to adjourn the meeting. Chief Kingsbury seconded the motion. There were 6 ayes, with none opposed. The motion carried. Chairman Snarr adjourned the meeting at 3:11 p.m.

Meeting minutes submitted respectfully,  
Abigail Leroy