The Public Safety & Security Information System (ILETS) Board convened in person on November 8th, 2021 at 1:00 p.m. at the Idaho State Police Headquarters, Meridian, Idaho.

Board Members Present
Chief Craig Kingsbury, Twin Falls Police Department (Chairman)
Sheriff Shaun Gough, Gooding County Sheriff's Office
Chief Roger Schei, Pocatello Police Department (via phone)
Sheriff Mike Hollinshead, Elmore County Sheriff's Office
Major Charlie Spencer, Idaho State Police (ISP)

Board Members Absent
Colonel Kedrick Wills, Director, Idaho State Police (ISP)

Non-Members Present
Leila McNeill, Chief ISP Bureau of Criminal Identification (BCI)
Sandy Kelleher, Operations Officer (BCI)
Alana Minton, ISP Deputy Attorney General

I.   **Opening**
   1) **Call to Order**
      a) Chairman Chief Kingsbury called the meeting to order at 2:03pm
   2) **Silent Roll Call of Board Members**
      a) A roll call was conducted. All Board members were present except Colonel Wills. Chairman Kingsbury welcomed the newest board member, Sheriff Mike Hollinshead from the Elmore County Sheriff's Office.

   3) Chairman Kingsbury called for a motion to accept the board meeting minutes from the Apr. 26, 2021 and June 7, 2021 meetings. Sheriff Gough moved to accept the noted meeting minutes. Chief Schei seconded the motion.

Votes in favor: 5
Votes against: 0   Motion passed

   4) Chairman Kingsbury presented a plaque of appreciation to former Minidoka Sheriff Eric Snarr for his service to the ILETS Board, commemorating his 5 ½ years of service.

II.   **Informational Topics**
   1) SMART grant/SOR livescan projects
      Bureau Chief McNeill updated the board members regarding the SMART grant livescan project that had been reported on at previous meetings. This grant was for purchase of 15

livescans at registration agencies to enable the counties to submit Sex Offender registration fingerprints to ISP electronically. At this point, 13 counties had signed an MOA and 8 counties had been reimbursed. Gooding county was having some difficulties getting their device to connect. Sandy would follow up to help get the connection established. The grant is set to end on December 31, 2021 unless we request an extension which will allow an extra year to expend the funds.

2) Criminal History Record project
Bureau Chief McNeill explained the parameters of the project, including the electronic transfer of disposition data from the Supreme Court to the ISP Criminal History repository. Many factors contribute to the inability of many dispositions to automatically connect with the arrest information in the repository. The original grant request was for six part-time staff. Within just a few months we found that we would have great difficulty attracting and retaining that many temporary staff. We requested an adjustment to change it to four staff. During the life of the grant, we had four staff for about a month. Many of these employees took other full-time positions within ISP and it has been a constant turnover for this project. Because we were not able to have as many staff as anticipated, we did not achieve the level of success that was expected. For efficiency, BCI administration is considering other automated methods to connect the errant dispositions with their arrest counterpart in the criminal history repository. The board members discussed issues related to this project from their agency's perspectives.

3) Criminal Justice Rapback
Bureau Chief McNeill stated that she had submitted a budget request for the ISP 2023 Fiscal year to be able to program for and implement Criminal Justice Rapback. The Division of Financial Management (DFM) contacted her with questions regarding the decision unit. She was unaware that Misdemeanor Probation and Parole is run through the counties. Chief McNeill did speak with Felony Probation and Parole, and the Department of Corrections regarding the benefits of this system. She also requested to present this information to the Sheriff's Association meeting in December. Chief McNeill explained rapback for the newest members of the board so they were up to date with the concept. Major Spencer explained the previous attempts to implement Non-Criminal Justice Rapback through the Legislature. DFM was concerned that all the players were not prepared to back this project. Chief McNeill has procured agreement from IDOC and P&P. She also planned to present this information to the Chief's Association and the Idaho Association of Counties.

4) Facial Image Comparison
Bureau Chief McNeill reported that she created a policy for the process but she still has some editing to do. The ABIS system is still being worked on as not all eight WIN states have been upgraded to the new version yet. All of the BCI Tenprint Operators have been through the FBI training. Chief McNeill explained for the newest board members how the connection to the FBI Interstate Photo System would work for the purpose of identifying an individual that his/her identity is not known. Documentation includes an agreement that ISP Legal is still thinking about whether it needs to be an MOU rather than an agreement. Chief McNeill has also put together a submission form. ISP is still determining the search response mechanism, whether it will be an encrypted email with a password protection or a secure website with a

password to access only that particular agency's results. It was reinforced that this search capability will be accessing the FBI's database of arrest photos, not searching any Idaho database or any civil fingerprints.

III. Old Business

1) Switch validation
Bureau Chief McNeill turned this topic over to Operations Officer Sandy Kelleher to update the board. OO Kelleher reported that at this point we have converted 840 stations from the XDAC to the TDAC. There are 49 stations that still need to be converted. Several of these stations are from agencies that use Motorola. Since Gary Walker retired in July, the ILETS Control center has taken over this function. A majority of the stations that have not been converted yet appear to be out of service or are not being used. We have been working through these with the agencies to determine if the station is needed, and if not, it is deleted from the station list.

2) Circuit "last mile" contracts/SD WAN, router replacement – RFP
ISP has a signed contract as of October 27, 2021 with Hypercore. It will take a while to switch all of the connections over to the new service. The first order of business is to get the two headends established at ISP in Meridian and Coeur d'Alene. The ILETS Network Analyst needs to get the IP stuff set up before he can work on the agency routers and the headend has to be done in order to set up the IPs. The vendor notified ISP that they were expecting to begin that work on the upcoming Thursday but that is Veteran's Day and ISP staff will not be in the office, so that had to be rescheduled. The vendor will be doing a site survey in Coeur d'Alene tomorrow. Weather will be a factor in the timeline as we approach winter.

3) Grant funding for Jail/Booking livescans
This is the 2020 NARIP grant to provide a new livescan for all Sheriff's offices/jail/booking stations. Thirty agencies have signed the MOA and six agencies have been reimbursed so far. We have several agencies that has submitted their invoices and are waiting for payment. We continue to try to contact agencies that have not responded to our letters, trying to encourage them to take advantage of this opportunity.

4) Switch replacement and conversion to Linux
This topic has a great deal to do with a topic under New Business. It was approved by the Chairman to combine the two topics in the next section.

5) Boats and snowmobile Registration interface with Parks and Recreation
Operations Officer Kelleher took this topic for discussion. ISP vendor, CPI has been working with Aspira, which is the vendor for Parks and Recreation. CPI sent the schema to be used for the interface programming to Aspira. Aspira sent their programming back to CPI and it was discovered that Aspira only used part of the schema in their programming. We had been scheduled to kick off the interface at the end of November. However, with having to send the schema back to Aspira to be rewritten properly, the project is stalled until the programming can be completed by Parks and Recreation programmers. We have no estimated completion date.

IV.   New Business

1) Adoption of Pending omnibus Fee IDAPA rule for the 2022 Legislative session. While this may feel like Old Business because we have to review and approve the IDAPA rule several times each year, this is required by state law when the rules are not approved at the end of the session. Several changes have been proposed by the Rules Administrator's office based on duplication or unnecessary language. Changes are highlighted in yellow and struck through. The ILETS access fee changes are noted on page five.

   Sheriff Gough motioned to accept the changes as noted to the ILETS IDAPA rule 11.10.01. Major Spencer seconded the motion.

Votes in favor: 5
Votes against: 0   Motion passes.

2) Financial Review.
   ISP Budget Analyst RaeLynn North provided an overview of the ILETS fund. Ms. North advised the board that the information she has prepared is the "worst case scenario". She stated that she and Chief McNeill meet monthly to go over the health of the fund. The information before the board is a look into the future, based on current numbers and projected expenses. Actual income and expenses are noted in the historical section of the paperwork for years 2018-2021, FY22 is year-to-date and FY23 is estimated. The costs for the switch are included in FY23 numbers. The costs for the switch can be accommodated but depleting the fund by that amount will cause a gap in the fund's ability to pay its bills over time unless some changes are made. Income has been consistent, but expenses are going up over time. The vendor managing the switch has a 3% annual increase in maintenance costs that the fund has been absorbing. Personnel costs are increasing as well.   Revenue has remained flat. The flat revenue structure currently being used by the ILETS fund does not account for inflation and the costs of newer technology. We are anticipating that the change from Syringa circuits to Hypercore for the ILETS connections will save some money. However, it may take up to 12 months or longer to see those savings. Those savings are not expected to make a significant difference in the long term. For several years, ISP IT was understaffed and the ILETS fund was under budget. In the past few years, IT has filled vacant positions and put the fund at budget. Major Spencer mentioned that it is something that the board needs to consider some sort of annual increase to cover the increases from personnel and other costs. Chief Kingsbury reminded the group that fiscal year budgeting for the local agencies is on a different schedule than for the state. Chief Schei expressed concern for the smaller agency's ability to continue to try to support higher costs. He also asked about state funding from other areas that may be used to help support the fund. Chief Schei wanted to know if the state financial representatives know how this system affects the state as a whole and suggested that educating those folks is something that the board would need to do. Major Spencer explained the view from the state side as he understands it. Chief Schei wants to know "the why". The appearance that the state is sitting on a large excess in funds and denying assistance to the fund could potentially

cause the cities and counties to wonder why the state is not helping. Chief Kingsbury suggested that the Chief's and Sheriff's associations could start the discussion. Chief McNeill offered to facilitate a meeting with DFM to discuss these issues if the board desired. The board indicated that a meeting is desirable within the next couple of weeks.

3) Chief Schei brought an ad hoc topic for the board discussion. A Spillman system name entry runs by OLN automatically. The question was asked of Spillman, why the system ran by OLN and Spillman told them that "that's the way the user wanted it." Spillman won't change it because they say that's the way the state wants it run. OpenFox Messenger runs by name and date of birth. The group suggested that Chief Schei speak with Spillman and tell them that the state does not make that mandate and that it needs to be changed.
4) Chief Kingsbury brought another question regarding MDT recertification. OO Kelleher responded that our previous product did not allow for anything other than a PDF but we have recently purchased a new product and as soon as we can deploy it to multiple laptops we will fix the PDF issue.

Adjourn Meeting. Chairman Kingsbury asked if there was any need for an Executive Session. Hearing no response, he entertained a motion to adjourn the meeting. Motion for adjournment moved by Sheriff Gough; seconded by Major Spencer.
Votes in Favor: 5
Votes Opposed: None.

Chairman Kingsbury adjourned the ILETS Board meeting at 2:19pm.

Meeting minutes submitted respectfully,

Leila McNeill