

**BOARD OF THE PUBLIC SAFETY & SECURITY INFORMATION SYSTEM
(ILETS)
Meeting #117**

The Public Safety & Security Information System (ILETS) Board convened on October 12, 2018 at 1:06 pm at the ISP District 4 Office, Jerome, Idaho.

Board Members Present:

Chairman Chief Craig Kingsbury, Twin Falls Police Department
Sheriff Shaun Gough, Gooding County Sheriff's Office
Sheriff Eric Snarr, Minidoka County Sheriff's Office
Colonel Kedrick Wills, Director, Idaho State Police (ISP)

Board Members Present via phone:

Chief Jeff Lavey, Meridian Police Department
Major Charlie Spencer (ISP)

Non-Members Present:

Leila McNeill, Chief ISP Bureau of Criminal Identification (BCI)
Sandy Kelleher, BCI Operations Officer
Sharon Burford, Administrative Assistant (BCI)
Tanea Parmenter, NIBRS Auditor/Trainer (BCI)
Andy Miller, IT Systems Operations Officer (ISP)

I. Opening

1. Call to Order

Chairman Chief Kingsbury called the ILETS Board meeting to order at 1:06 pm.

2. Roll Call of Board Members

A silent roll call was conducted, all board members were present.

3. Approval of meeting minutes

Sheriff Gough moved to accept the minutes of the April 23, 2018 and June 11, 2018 meetings. Sheriff Snarr seconded the motion. Motion carried.

II. Informational

Updates on non-ILETS Projects

1. NIBRS Repository Update – Ms. Parmenter stated that the new *Crime in Idaho* website is up. Information, reports, and spreadsheets are readily available to the public and easy to sort and print.

a. Use of Force Module – Ms. Parmenter gave the board a demonstration of the “Use of Force” module. The module is approved by the FBI and is included as part of the NIBRS system. This avoids agencies having to obtain an FBI LEEP account.

Information reported on the “Use of Force” module contains no personally identifying information and is automatically forwarded to the FBI. Each agency can update their entries as new information is received. The module allows the agency to get reports based on the information they have entered. Currently, reporting use of force is voluntary.

Colonel Wills stated that the FBI is encouraging agencies to submit use of force data. He added that he would encourage board members to have their agencies participate.

Classes on NIBRS and “Use of Force” are offered through BCI Auditing and Training.

2. **Sex Offender Registration Livescan Grant** – Ms. McNeill stated that grant money was awarded to 10 agencies to enable them to purchase a Livescan enabling them to submit fingerprints for sex offenders electronically. Memorandums of Understanding have been signed and returned by all 10 of the agencies. BCI is waiting for a response to a request for a grant that would fund Livescan purchases for three more agencies.
3. **ITD/DMV project update** – Ms. McNeill stated that the problems that were created by the ITD/DMV conversion to XML are mostly worked out. She thanked the Colonel and the Sheriff’s association for their assistance bringing to the forefront the critical need to Law Enforcement to have a workable fix for the problems. Ms. McNeill feels that ITD/DMV is beginning to have an understanding of the need to work together with Law Enforcement as they move forward with the XML conversions. The next step for them will be the conversion of the vehicle registrations. Ms. McNeill stated that there is a request in the next budget cycle for funds to complete the XML transition for vehicle registrations and the remaining message keys in the ILETS OpenFox system. When asked, Ms. McNeill said that there has been progress resolving issues with SOR photos.
4. **ILETS Auditor Trainer Positions** – BCI is pleased to announce that a new ILETS auditor/trainer, Chris Bodovinitz, started on Tuesday. A second auditor/trainer is currently in the background check process.
5. **SOR system upgrade** – Ms. McNeill stated that money has been appropriated for the upgrade the of SOR system. CPI will stop supporting the current version soon. CPI will be in Idaho next week for a discovery process with the SOR unit. After the discovery, CPI will submit a statement of work. At this time, the expected completion date is not known.

III. Old Business

1. **FBI audit findings** – Ms. McNeill stated that BCI received the FBI’s final audit findings. All issues raised by the FBI have been resolved or have a plan in place. BCI sent a response to the FBI that will be reviewed at the next APB sanction committee meeting in December.
2. **ILETS Backup Site** – Ms. McNeill stated that the ILETS backup site circuit will be installed on October 19th. Mr. Miller explained that this provided backup for ILETS, but

it is not a true disaster recovery (DR) site. The information is stored at the site, but the system is not able to automatically take over in the event of a disaster at ISP Headquarters in Meridian. It would require a great deal of manual action and possible 7-14 days to recover the ability to use the information. Mr. Stephen Higgins had recently discussed cloud based DR solutions with Nlets. The board thought it would be a good idea to have law enforcement ask them to come and discuss this. Ms. McNeill will talk with CPI to get a better understanding of Ms. Dawn Peck's original plan.

3. **Validation at the switch survey results** – Ms. Kelleher went over the results of the survey regarding the costs of adding a validation at the switch for CAD users. For those agencies using Spillman Flex RMS, there would be no charge for those with a service contract. Spillman Flex believes they could have the project completed by the end of the year. Computer Arts requested additional information. Ms. Kelleher will follow up with Computer Arts. The board thought they should move forward, but a vote was not taken.

IV. New Business

1. **ILETS agency updates** – Ms. McNeill covered changes for routers or lines for the ILETS agencies. Kootenai Tribal Police discontinued their ILETS use. Shoshone CSO microwave line is installed. This completes the microwave backup.
2. **Fiber bandwidth issues** – Ms. McNeill and Mr. Miller discussed the increased use of bandwidth that the Drivers data XML changes at ITD/DMV is causing. Usage has jumped from around 30% to saturation levels. At saturation levels, the speed of transactions can be slowed down, and there is an increased likelihood of transactions becoming “lost”. ISP currently has 10mb pipe for transaction flow between ISP and ITD. Should the use go over that amount, there would be penalties (much like those charges by the phone companies for going over your data allowances). At first, it was believed that the increased bandwidth use was due to individuals resubmitting transactions due to the conversion problems at ITD/DMV. Closer examination of the fiber bandwidth use determined that there was not an increase in the number of transactions, but the size of the transactions is larger. The board looked at a quote from Syringa with the current charges and the prices to increase the bandwidth.

The board had some discussion on the advantages of increasing the bandwidth. They did not feel that the increase in monthly costs was significant. They will have phone meeting at a date to be determined to discuss this issue and vote on increasing the bandwidth.

3. **Circuit “Last Mile” Contracts** – Ms. McNeill stated that ISP has a contract with Syringa to provide connections. For those agencies that their connections do not reach, they sub-contract for the “last mile” connections. These contracts are now expiring and will need to be renegotiated. Major Spencer will follow up with purchasing and legal to determine the rules regarding sub-contracts.
4. **Consolidated IT** – Mr. Miller stated that, in an effort to control expenses, Governor Otter appointed a Cyber Security Officer. They are supposed to oversee security efforts,

find common areas, and, where possible, control procurement. The idea is that, by working together as a group, costs would be reduced. At this point, the conversation is mostly FYI. The concern is that the Office of Information Technology Services (ITS) would start to exert authority beyond the original scope. Law enforcement has unique state and federal rules that must be followed regarding our systems and access to federal partners. ISP has some concern that there may be some push back if ITS reaches an area that law enforcement has to hold them to FBI standards.

V. Executive Session – There was no Executive Session.

VI. Next Board Meeting – The next board meeting will be a phone meeting at a date to be determined.

The meeting adjourned at 2:22 pm.