BOARD OF THE PUBLIC SAFETY & SECURITY INFORMATION SYSTEM (ILETS)

Meeting #140

The Public Safety & Security Information System (ILETS) Board convened in person on April 29, 2024 at 2:00 p.m. at The Riverside Hotel,2900 W Chinden Blvd., Boise, ID 83714.

Board Members Present
Sheriff Mike Hollinshead, Elmore County Sheriff's Office (Chairman)
Sheriff Shaun Gough, Gooding County Sheriff's Office
Chief Bryce Johnson, Idaho Falls Police Department
Major Matthew Smith, Idaho State Police (ISP)
Chief Craig Kingsbury, Twin Falls Police Department

Non-Members Present
Leila McNeill, Chief ISP Bureau of Criminal Identification (BCI)
Sandy Kelleher, Operations Officer (BCI)
Cheryl Rambo, ISP Deputy Attorney General
Sara Breckon, Criminal Records Section Supervisor (BCI)
Kayne Tisdale, IT Manager IV (BCI)

Board Members Not Present
Colonel Kedrick Wills, Director, Idaho State Police (ISP)

I. **Opening**
   1) **Call to Order**

      Chairman Sheriff Mike Hollinshead called the meeting to order at 2:03 pm

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

      A roll call was conducted. All Board members were present except Colonel Kedrick Wills. Quorum achieved.

   3) **Approve minutes from the November 1, 2023 meeting**
      a) **Action Item—Vote to approve minutes from the November 1, 2023 meeting**.
         i. Chairman Sheriff Mike Hollinshead called for a motion, Sheriff Shaun Gough motioned to approve the November 1, 2023 minutes. Major Matthew Smith seconded the motion.

Votes in favor: 4
Votes against: 0   Motion passed

II.   **Informational Updates on Non-ILETS Projects**
  1) **Criminal Justice Subscription Notification Service update**
      a. Our vendor began programming in February, and they are looking forward to talking with our ABIS vendor and FBI to confirm everything is going as expected. They expect to be officially ready to use by the end of the second quarter.
  2) **Criminal History Record Sealing in addition to rule 67-3004**
      a. Our vendor has started programming for this, and the courts are already sending them in. We are inputting this manually until the automated program is up and running around July 2024.
  3) **Biometric Image Comparison functionality through ABIS**
      a. The policy has been approved and is active. All documents are in the folder and on our website; you can start using them. Our team has been trained and are ready to examine submissions. There is no fee.
  4) **Missing Persons Clearinghouse and Endangered Missing Person Alert**
      a. This was passed in the legislature in 2022, and we are 85% completed with this project. This would allow the repository to be more user-friendly. We received appropriations in the 2022 legislation. Once this is complete, we will go back and add the Endangered Missing Person edits for alert processing.

III.   **Old Business**
  1) **Circuit "last mile" contracts/SD WAN, Router replacement project update**
      a. We have 7 sites left to complete: Coeur d'Alene PD, Fort Hall Tribal PD, Rathdrum, Benewah, Sandpoint PD, Buhl (new building May or June), Caldwell PD (duct agreement permits). Costs should be about the same, but these will be more reliable and provide better customer service.
  2) **2024 FBI Audits**
      a. These start May 13th. You will not be audited if you have not received any contact from the FBI. NDEx is May 8th. NIBRS, questionnaires have already been sent out and will be remote. IT Audit is ISP and Boise PD only. We are at the end of updating the CJIS Security Policy, but the audit will be before the new policy is auditable & sanctionable. NICS is in June, and they will be visiting courthouses and sheriff's offices.
  3) **Violent Person File**
      a. We determined which statutes from the CCH meet the criteria and categorized them 1-4 as they fit the criteria. A list was pulled from the CCH for every conviction that falls under these criteria, and we will batch-enter them into the VPF. These will be sent to the FBI. The FBI will in turn, create a batch file with the required basic information with BCI's ORI and enter the batch file into the NCIC Violent Person File. BCI will run the supporting documents as soon as they are entered and then pack those records. They will forego the first 30-90 day validation and then will only have to validate yearly. We are encouraging agencies to enter them through our training. When a record is run, there will be a flag with the descriptor for officer safety.

4) **Disaster Recovery for ILETS**
   a. When we replaced the switch, we could not afford to also replace the switch hardware in Coeur d'Alene. We need to start talking about Disaster Recovery. We spoke with CPI about them hosting in Illinois and keeping it on the Cloud, but it would be too cost-prohibitive to do so. We are now looking at other alternatives. Nlets has a Cloud Based Switch function called NOVA. From the initial discussion with them, it would run about 14,000.00/month, about 175,000 per/year. We already have over 263,000 budgeted for Disaster recovery. We are also talking to AWS (Amazon); they have a web service, and there is a potential to share space and cost with Utah. There is also an option for Microsoft. We are still trying to get an idea of the cost, Data base licensing is a major part, which is very expensive.

IV. **New business**
   1) **ILETS Budget Analysis**
      a. We do not have the budget on hand. The analysis was not available to us before this meeting. The budget forecasting process is not working really well due to LUMA.
      b. Nlets is considering raising fees by approximately 7% for the next several years and then 7% yearly. By 2026, the increase to us would be at about $170,000 per year.
      c. The ILETS Board will meet again in a month or two after getting the budget analysis.
   2) **Fee Restructure Discussion**
      a. The legislature prefers to see small incremental increases instead of a large lump sum. We could create a new mid-level tier to break up the really big and large agencies. We also looked at breaking up the population with Census data. Currently, we are calculating by usage. We need to review the percent of cost vs usage, maybe split up tiers 7&8. Once the structure is agreed upon, we must take it to the legislature again. The board needs to consider rule vs statute for fee structure.
      b. We need to determine if the board needs to change the cadence of fee changes, perhaps more or less often. We also need to determine how we are spreading out the increased cost.
      c. We will take your suggestions and start working on the wording of the Rule and the fee structure.
   3) **Elect Chairperson**
      a. **Action Item – Vote Chair position**
         i. Chief Johnson moved to accept Sheriff Hollingshead will continue as Chair, Chief Gough seconded, approved by unanimous vote.
V. **Executive Session**
      Major Smith motioned, and Sheriff Gough seconded.

Adjourn Meeting. Chairman Sheriff Mike Hollinshead entertained a motion to adjourn. Major Smith motioned to adjourn motion was seconded by Sheriff Shaun Gough.

Votes in Favor:4
Votes Opposed: None.

adjourned the ILETS Board meeting at 3:30 pm.

Meeting minutes submitted respectfully,

Joann Hall