

The governance committee of the Anoka County Joint Law Enforcement Council will hold a meeting in Room #705 of the Anoka County Government Center. Members of the committee will be present by telephone access. However, due to the Governor's Emergency Executive Order 20-20, and a determination by the committee chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

Anoka County Public Safety Data System Governance Committee Meeting Agenda

April 15, 2020 at 2:00 p.m.
Anoka County WebEx

Attendees:

Absent:

1. Approval of Minutes (January 8th, 2020 Meeting)
2. Subcommittees Reports
 - a. Budget Committee
 - i. Project – Chief Wise
 - ii. Financial Status Report - Cory Kampf
 - iii. 2021 Budget –
 - b. Data Standards - Chief Katers
3. TriTech
 - a. Next payments – Jensen
4. Contracts, Services and Change Orders
 - a. InfoSec Associates Ltd (Review New Statement of Work and Discussion)
 - b. Budgetary Items Discussion Document (Review Document and Discussion)
5. PSDS Update Review/Questions - Jensen
6. Vision for Future:
7. Upcoming Meetings
 - a. JLEC (2:00 PM on April 29 Anoka PD or On-Line Web Ex)
 - b. GOVERNANCE (??)

Governance Committee Members

Chief Doug Ebeltoft – Spring Lake Park PD
Chief Dennis Jones – Andover FD
Chief Jeff Katers – Ramsey PD
Commander Dave Pacholl – ACSO
Anoka County Attorney Tony Palumbo
Mayor Tom Ryan – Blaine
Anoka County Commissioner Scott Schulte
Central Communications Manager Valerie Sprynczynatyk
Mayor Julie Trude – Andover
Chief Brad Wise – Coon Rapids PD*

SUBCOMMITTEES

Budget/Project

Chief Brad Wise* - CRPD
Cory Kampf - Budget Director, AC

Contract Negotiations (inactive)

Chief Don Abbott**
Chief Jerry Streich
Manager Linda Hanson
Commander Dave Pacholl
Attorney Kathy Timm

Cost Allocation (dissolved 01/27/2016)

Chief Don Abbott**
Chief Jerry Streich
Commissioner Scott Schulte

Data Standards

Chief Jeff Katers* - Ramsey PD
George Jensen - PSDS Manager
Bryan Lindberg - ACAO
Britta Maddox – Law RMS Administrator
Kevin McNallan - CAD Administrator
Valerie Sprynczynatyk - CC Manager
Jason Nihart - Fire RMS Administrator

Evaluation Team (inactive)

Chief DuCharme
Paul Grosse - Blaine I/S
Mgr. Hanson - Central Comm.*
Lt. Lenzmeier - ACSO
Commander Pacholl - ACSO*
Captain Parks - CRPD
Captain Rewitzer - Fridley PD
Captain Strege - LLPD
Susan Vreeland – IT Director, AC
Jolene Wiemann - Ramsey PD

Senior Management Project Team (inactive)

Vacant*
Chief John Berg - Fridley Fire
George Jensen - PSDS Manager
Commander Dave Pacholl, ACSO
Valerie Sprynczynatyk - CC Manager
Susan Vreeland - IT Director, AC
Chief Brad Wise - CRPD
Vacant

Location (dissolved 01/27/2016)

Chief Ebeltoft*
Commander Pacholl

* Chair
** Co-Chair

01/24/2020

**Anoka County Public Safety Data System
Governance Committee Meeting
January 8, 2020**

MINUTES

The following members were present: Chief Jeff Katers, Commander Dave Pacholl, County Attorney Tony Palumbo, Mayor Tom Ryan, Commissioner Scott Schulte, Central Communications Manager Valerie Sprynczynatyk, Mayor Julie Trude, Chief Brad Wise.

Additional staff present: Deputy County Administrator Dee Guthman, PSDS Manager George Jensen. **Members absent:** Chief Doug Ebeltoft, Chief Jerry Streich.

Chair Wise called the meeting to order at 2:04 p.m. in Conference Room 715 at the Anoka County Government Center.

1. Approval of Minutes

A motion was made by Commissioner Schulte to approve the July 10, 2019, meeting minutes as written. The motion was seconded by County Attorney Palumbo and passed by unanimous vote.

2. Presentation from outside vendor

Taken out of agenda order: Minnesota Security Consortium (MNSec) presentation by Demetrius Hilton on his non-profit security consortium that proactively prepares agencies for security audits.

3. Accept recommendation of Committee of the Whole

A motion was made by Mayor Trude to accept the October 9, 2019, meeting minutes and recommendations of the committee of the whole as written. The motion was seconded by Mayor Ryan and passed by unanimous vote.

4. Subcommittee Reports

a. Budget Committee

i. Project

Chief Wise reports that there are currently no changes to the PSDS financial status. We're waiting on project completion from CentralSquare and final system acceptance.

ii. Financial Status Report

(See **i. Project** above.)

iii. 2021 Budget

PSDS Manager Jensen reports that the 2021 budget is nearly ready to present. Discussion regarding future possible expenses: 1) hire or contract an additional member to the PSDS Management Team dedicated as a SQL Database Administrator/report writer, 2) reevaluate the PSDS Law RMS Manager position to full-time and include duties as a countywide records lead, and 3) dedicate \$10,000 for browser customizations. This body requested job descriptions, more detailed information, and a fair process for all jurisdictions. PSDS Manager Jensen was asked to develop and

present a 2021 budget proposal to the Joint Law Enforcement Council for review.

b. Data Standards

Chief Katers does not have an update at this time.

5. TriTech

a. Next payments

PSDS Manager Jensen reports that we're waiting on project completion and final system acceptance.

6. Contracts, Services and Change Orders

a. Wiemann LLC

PSDS Manager Jensen requests an extension of the current Wiemann LLC contract for data maintenance services through December 31, 2022 and amend the amount not to exceed \$10,000 per year for three years. Discussion regarding.

MOTION

Commissioner Schulte made a motion to authorize the Governance Committee to recommend that the Anoka County Joint Law Enforcement Council extend their contract with Wiemann LLC through December 31, 2022 in an amount not to exceed \$30,000. County Attorney Palumbo seconded the motion. Motion passed by unanimous vote.

b. InfoSec Associates Ltd

Discussion regarding the Minnesota Security Consortium (MNSec) presentation given at the beginning of this meeting. County Attorney Palumbo will add this discussion item to the January 22, 2020, Joint Law Enforcement Council meeting agenda.

c. Additional Agenda Item

PSDS Manager Jensen announces that the Joint Law Enforcement Council contract with the City of Fridley hosting the PSDS Manager position expired in December 2019. A contract extension is requested. Discussion regarding.

MOTION

Mayor Julie Trude made a motion to authorize the Governance Committee to recommend that the Anoka County Joint Law Enforcement Council extend the contract with the City of Fridley for PSDS Manager services. Mayor Tom Ryan seconded the motion. Motion passed by unanimous vote.

d. CentralSquare Technologies

CentralSquare Technologies has asked to present at Joint Law Enforcement Council. County Attorney Palumbo reminds this body that Joint Law Enforcement Council policy doesn't permit vendors to present at their meetings.

7. **PSDS Update Review/Questions**

No questions regarding the attached "PSDS Update" dated January 7, 2020.

8. **Vision for Future**

Chair Wise encourages continuing to bring forward good ideas to this group for discussion.

9. **Upcoming Meetings**

a. **Joint Law Enforcement Council**

The next Joint Law Enforcement Council meeting is January 22, 2020, at the Anoka County Sheriff's Office. The subsequent Joint Law Enforcement Council meeting will be on April 29, 2020, at the Anoka Police Department.

b. **Governance**

The next Governance Committee meeting is scheduled for April 15, 2020, at 2:00 p.m. at the Anoka County Government Center, Conference Room 715.

10. **Other Business**

a. Discussion about representation from cities on Joint Law Enforcement Council and Governance Committee.

b. Chief Streich's last day is January 31, 2020. A Fire Protection Council representative for this body will be discussed at Joint Law Enforcement Council.

The meeting adjourned at 3:47 p.m.

Respectfully Submitted,
Doreen. J. Borntrager

PSDS Update

Just Updates from after JLEC

01/07/2020

Purpose:

To provide a written document detailing the status of the Public Safety Data System (PSDS) to the Elected Officials and the Chiefs of both Police and Fire. The document will be submitted as supporting documentation with the agenda of the Governance, Anoka County Fire Protection Council, and the Anoka County Joint Law Enforcement Council committees as read ahead material with the goal of shortening meeting durations and streamlining the effort to record meeting minutes.

PSDS Management Team:

PSDS Manager:

George Jensen
City of Fridley Police Department
763-203-1738 (Cell)
George.Jensen@Fridleymn.gov

PSDS Computer Aided Dispatch (CAD) Manager:

Kevin McNallan
Anoka County IT
763-422-7296 (Desk)
Kevin.McNallan@co.Anoka.mn.us

PSDS Law RMS Manager:

Brian Maddox
City of Coon Rapids Police Department
763-767-6553 (Desk)
BMaddox@coonrapidsmn.gov

PSDS Fire RMS Manager:

Jason Nihart
City of Coon Rapids Fire Department
763-767-6512 (Desk)
JNihart@coonrapidsmn.gov

PSDS Mobile Expert:

Andrew Todd
City of Fridley Police Department
763-572-3628 (Cell)
Andrew.Todd@Fridleymn.gov

Please note – Anything Highlighted is new since the last report was issued.

CentralSquare

1. Final Payments

With the delivery of the NIBRS build we believe all of the items from the renegotiated project closing agreement will be complete. The one remaining open item, the ability to do NCIC queries from the Law RMS is installed. At that time Anoka County will make the final payment to CentralSquare of \$189,440 minus any project credits or adjustments owed.

No update to this. New project manager assigned as of last week. Status requested
01/06/2020

Contracts and Services

1. The contract with Joleen Wiemann of Wiemann LLC expired on Dec 31st. We had an \$18,000 budget for her to assist with a transition of the legacy data into the production system. Her job was to work with agencies to cleanup legacy RMS data for import into production. We have \$7,387 remaining in the 2019 budget but as detailed in this document, the data translation project is a failure due to vendor inabilities to meet project scope.

We still have a need for her expertise with legacy RMS data as we continue to mix Legacy RMS data with Production RMS data in ongoing Browser 2.0 projects. With our goal to maintain a seven-year retention policy, there is 3 years of valid data in Legacy RMS. As we move through the year records will need to be deleted from the Legacy RMS to stay in compliance with our retention period. Not all agencies have been able to maintain a connection to the data or have the ability or know how on how to log into the system.

I am asking the Governance Committee and the JLEC to consider an ongoing contract of not to exceed \$10,000 per year for a period of the next three years. Her mission will be to remain available to agencies and assist in maintaining the Legacy Data Set. Joleen will only bill by the hour when requested by Agency Record Leads.

2. I am working with a company called InfoSec Associates Ltd to provide the JLEC a quote for services. This company provides continuous preparatory consulting for both BCA and FBI Audits. The owner of the company comes from LOGIS and has assisted many LOGIS Cities and the JLEC with these consulting services.

The quote came in at about \$15,000 per year for the entire JLEC. The owner will attend the Governance Meeting as a first step to move forward with a contract.

3. Our Sales Representative from Central Square Technologies is interested in attending and addressing the JLEC and Fire Protection Council meetings. I will pose the question to the Governance Committee and the Chief Thompson of the FPC to see if we can make room in the agenda.

System Update

1. Conferences

- a. CentralSquare Conference – Scheduled for 17th-20th of March 2020. Attendees are going to be Britta Maddox, Jason Nihart (Tentative Depending on Content), and George Jensen. Primary purpose is to stay in tune with current and upcoming trends of both our Record Management systems and continue maintaining and building relations with CentralSquare.
- b. International CAD Consortium – Scheduled for 4th-8th of April 2020. Attendees will be Valarie Sprynczynatyk, Kari Morrissey, Kevin McNallan, George Jensen, and one or two users from the Radio User Group. Primary Purpose is to view the numerous CAD/Mobile systems that are present at this conference.

2. LOGIS

- a. **Internet** – Due to numerous issues with our internet connection LOGIS and PSDS Management team have been working a project to slowly change over our provider from Roseville IT to the State Internet Connection. This is a now cost project to the PSDS and fill in project for LOGIS resources.

Just a few minor steps remain to finalize this project. Planned complete implementation date is the week of January 13, 2020.

- b. **Redundant Fiber** -The MOU was signed to move forward with a project to complete a connection around the other side of the Anoka County Fiber ring. The Budget provided from Hardware Software Fund \$15,000 – Estimates are about \$13,000. All the equipment has been received and the invoices have been processed for payment. The total cost for the equipment comes to \$13,753.13. LOGIS has completed installation of the equipment for this project and we are live on half of the strands. Final implementation steps to be completed January 8th.
- c. **Rehosting Project** – As mentioned in previous updates, although our equipment is new, the server operating software is close to becoming unsupported. In July 2019, database software labeled Microsoft SQL Server 2008 became no longer be supported. In January 2020, Operating Software labeled Microsoft Server 2008 will no longer be supported. About half of the servers in our environment have one or both products.

Where the costs for new software is covered by our support and maintenance agreement with Microsoft, the professional services work for the reestablishment of all the CentralSquare software and the numerous connections is not covered. Since March 2019, Our IT partner LOGIS and the PSDS Management have been in discussions with CentralSquare to negotiate a mass Rehosting Project for this work. The project will cover three environments (Ramsey County – LOGIS – Anoka PSDS).

In the end this is not something we can opt not to do. The Audit that took place on October 22nd at the Communications Center pointed out that we are currently

not compliant. In the end of the discussion - If we are not compliant all traffic to and from the state could stop at any time.

A quote for \$65,636 has been provided to Anoka County for professional services related to the rehosting project. This quote is based on CentralSquare's original plan to build a new server, migrate CentralSquare product onto the new server, and then reconfigure all of the various connections to make things work again. LOGIS's Network Manager met with the CentralSquare to discuss and devise a better plan to upgrade the same server in place and then call in CentralSquare technician to make any necessary configuration adjustments to get the server operating as before, a much cleaner approach. Since we have been waiting on a new quote from CentralSquare. In order to assure resources were available to assist in the project, Anoka County signed a letter of intent to have a quote signed by the end of October 2019.

During the October JLEC it was decided to allow Governance Chair Brad Wise to sign the new quote but only after a review from the Anoka County Attorney Office. Central Square now with a better understanding of how LOGIS wants to work this project has agreed to issue a change order but is waiting on information from LOGIS in order to complete their document. With the October 31st deadline approaching it was agreed upon by all parties that Anoka County would sign the quote updated as follows:

Terms from the Original Quote:

50% of all Software, Services, Support and fixed travel fees are due at time of order -and- 50% of all Software, Services, Support and fixed travel fees are due upon installation or completion of services (whichever comes later).

Terms from the Updated Quote:

Services are due as Incurred.

With the encouragement of LOGIS and the approval of the Tony Palumbo, Chief Brad Wise signed the quote and it was provided to Central Square on 31 October as our letter of intent indicated.

LOGIS has taken complete control of the project. Central Square has an agreement with LOGIS to provide as needed support during software and operating system updated. On the 27th of November all of our non-compliant SQL Server software has all been updated to SQL 2014 making us in compliance with BCA regulations. **Our operating system software will be updated on January 8th, 2020.** After this final step, Central Square will provide the JLEC with an invoice for any on call services provided which after our test system upgrade, is expected to be minimal. **Our portion of the invoice will be paid with remaining 2020 Support and Maintenance funds.**

3. Fire Records Management System (FDM)

Jason is focused on supporting the Fire Agencies who have chosen to use FDM:

- a. Stabilization of the FDM user group.

- b. Modifications to the user interface as requested by user groups and as required through system usage.
- c. Working with Anoka County GIS for updates to streets data.
 - i. Last update 11/22/19
 - ii. This update went very smooth and included updated county owner info
 - iii. The GIS import and how FDM expects the data are now very closely aligned
- d. Reporting:
 - i. Custom Daily Reports
 - ii. Monthly Summary Reports
 - iii. Miscellaneous as needed reporting requirements
 - iv. **QlikView Reporting** – Jason has completed training to develop in Qlik View.
 - 1. With the training he was able to re-write the FDM Analytics reports.
 - 2. Fixed a concern of some departments with how the data was brought in.
 - 3. I also was able to bring in more details of each incident so users can see what is making up the dashboards
 - v. Next class is on 1/8/19 – 1/10/19. This class is a “developer” class. The focus is more on data modeling.
- e. We are working with the FDM team at CentralSquare to lock down becoming a beta test site for the new Web interface due out very soon. We have requested an upgrade through CentralSquare and started communications with the FDM Product Team.

FDM user groups are slated to start at the year. FDM held a webinar showcasing the information we got from the conference. FDM hopes to take their web version in a direction similar to the legacy product. We have seen how the deployment cycle works for that product and I hope we can get involved early on to influence the product like we have been able to with legacy.

Central Square Technologies is coming to town on the 21st of January to discuss our participation in the early adopter program of Web FDM and to demonstrate the Investigations module of FDM to those agencies interested.

- f. In Addition, Jason has been working with me on the implementation of PulsePoint.
- g. East Bethel – Jason continues to work with this fire agency toward the use FDM.
- h. Columbia Heights – Jason has been working with the Fire Department on getting the inspection program to work with their very specialized process.
- i. Training Reports – Jason is working with several agencies in the fine tuning their use of his custom training reports.

As we move forward with exploring new CAD and Mobile part of the PSDS. Jason is taking on the role as your Fire Mobile and dispatch point of contact as far as the PSDS is concerned. In order to understand fire agencies concerns with dispatching of Fire Units, it is my believe

we need one person who can collectively look at the issue with members of the PSDS team and work to mitigate solutions or better explain the process.

4. Law Records Management System

We are currently operating on version 4.21 in the classic version of RMS and 4.21.3.80 in the web version, with an upgrade scheduled for Wednesday 01/08/2020 to 4.21.3.86.

- a. NIBRS: As of October 31st, 2019, we are certified NIBRS-compliant and are submitting NIBRS data to the State for State Reporting. There are only couple of system issues pending since go-Live which Britta continues to work with CentralSquare and the BCA to resolve. Geovalidating our addresses in FBR became a requirement of our NIBRS go-Live to ensure accurate data was being sent to the BCA. Britta is working closely with CentralSquare and Anoka County GIS to iron out the system and provide updates to the Data Standards Rulebook as needed. Britta is also working with LOGIS and Washington County as they begin working towards their NIBRS implementation by sharing information and providing lessons learned. A couple of agencies requested NIBRS retraining which Britta has completed with positive feedback and she continues to be available should other agencies wish to participate. Britta created a small booklet for officers with 'Common NIBRS Issues and How to Resolve Them' – explaining common user errors and/or less obvious NIBRS requirements to hopefully help ease any frustration. Copies of this have been sent to each agencies' records administrator as well as placed on Basecamp. Agencies must continue to maintain a 4% or less error rate even after certification to continue as NIBRS-compliant or certification can be pulled by the State.
- b. Test / Training system - An upgrade for our Law RMS Test and Training servers has been requested. These are scheduled to take place by the end of January 2020.
- c. New Design of FBR - CentralSquare developers are working to create a new user interface for FBR and Anoka County has been selected as an early adopter for this release. The upgrade will become available in January of 2020 and the first module to be redesigned is Field Interview. Britta will begin working closely with the Anoka County Sheriff's Office CID as they are currently the only agency using this module as we test the new design. The design comes after long research into ease of use and efficiency for officers. Incident will be the next module redesigned after that later in the spring of 2020. Part of the upgrade to the new layout will include version upgrades as well to 4.24.x and beyond.
- d. Output Designer: Britta is going to begin working with George to hone her skills using the Output Designer and work together with him to create outputs for the remaining paper forms that agencies use. The first to be recreated will be the Emergency Medical Hold form which is mostly complete, Juvenile Detainer for Lino, Juvenile Contact Form that is based off the Juvenile Custody template, electronic 102 and 104 forms and a process to submit those to Jail, and a Trespass Notice. These are the last of the forms used countywide to become electronic.
- e. MN Users Group: Britta is working with CentralSquare to acquire contacts for all agencies in MN using Enterprise RMS and hopes to create a MN Users group. This group would meet quarterly, possibly, and discuss best practices within the Enterprise

RMS system, share information, and present issues with a unanimous voice to CentralSquare.

- f. The Legacy Data Import Project: This is a project with CentralSquare Technologies to move the data from the Legacy Records Management System into the production system. The JLEC has an additional contract with Joleen Wiemann of Wiemann LLC to assist the PSDS Management Team on the project. After 1 year, the project is considered a failure. The project was paid for with Credit issued in early in 2019 from unused Microsoft Viso Licenses. We are working to have the credit reissued less quoted project management costs and are working a plan to incorporate the data in the browser using SQL tools.

Still no progress on acquiring the refund.

5. **IQ** – In July the JLEC voted to terminate the contract with IQ and allow the County Attorney's Office to negotiate recovery of costs. I have completed the following:
 - a. Instructed CentralSquare to:
 - i. Turn off all access to IQ through the web interface.
 - ii. Turn of the flow of CAD data into IQ
 - b. We maintain the flow of Law RMS data into the IQ for use of Attachment only Data in the Anoka County Browser 2.0. This data flow will be turned off with the completion of a project with Code 4 Group discussed in the update provided. (Only Remaining Item)
 - c. With the encouragement of Anoka County Attorney's Office, I negotiated a \$40,000 credit settlement with CentralSquare
 - d. Credit of \$40,000 was received and has already been applied against the 2020 Support and Maintenance with Central Square. [Link to Credit Statement.](#)

6. CAD/Mobile

Anoka County is currently on version 5.8.15.3. There are two add on projects that directly involve our CAD system.

- a. We are looking at upgrading from 5.8.15 to 5.8.34 in Q1 2020. We will be upgrading training first in early January then will be working through the bugs and hopefully getting it into production in late January.
- b. Other issues related to CAD being worked on now is:
 - 1) Map and highway address point updates
 - 2) Recommended response changes for the Fire side
 - 3) Using Active911 with the Sheriff's Office to dispatch CSU and CID
 - 4) ANI/ALI feed changes to do new class of service from the cellular providers
- c. Anoka CAD to North CAD: We have started conversations with North Memorial EMS to set up a CAD to CAD Interface. Received a \$54,000 quote from Central Square on November 14, 2019 canceled the quote and ended the project. (REMOVE)
- d. New CAD: During the July 2019 JLEC the PSDS Management received direction to form a sub committee of users to make a recommendation to the JLEC of a possible replacement of our current CentralSquare CAD. It is my intent to:

- 1) Use volunteers from the already established Radio User Group representing the Dispatch Center, Law Enforcement, Fire, PSDS Management
- 2) With the help of the volunteers we will use the previous RFP used in the purchase of our current CAD to establish the requirements for an updated RFP
- 3) Start advertising our intent to CAD Vendors at the Internal CAD Conference early next year
- 4) Schedule meetings with Vendors and Volunteers

1. Browser 2.0

- a. **Data Source Project** – As a reminder, Browser 2.0 is the tool recreated by Anoka County to bring together two records sets, the Legacy Records Management system (currently housing records from before November 4th 2015) and the production Records Management System. The problem we experience is the two data source we are using can only be updates a couple of times a week delaying the delivery of potentially important information to officers.

This is a new project that leads toward the use of FBR as the only source of data for the Anoka County Browser. **I have completed the following tasks:**

- i. Requested and received a quote from Code 4 Group to change the source of data to the FBR database. The quote had a maximum amount of \$21,600.
- ii. A review of the PSDS Budget indicated unspent dollars in two Support and Maintenance Funds:
 - 1) In January, I paid our Central Square Maintenance Support. The budget was \$565,000.00, we paid \$554,209.54 leaving \$10,790 remaining in that fund.
 - 2) In August, I paid our last Maintenance and Support for Stratus. The budget was \$13,050.00, I paid \$1,667.32, leaving \$11,388.68.
 - 3) The total balance of unused funds is \$22,178.68.
- iii. I reviewed these remaining unused fund amounts with Chief Brad Wise (Governance Committee Chair) and Cory Kampf (F&CS Division Manager) and received agreement to use the money toward the Browser 2.0 Data Source Project.
- iv. I contacted Code 4 Group and we have started the project.

The Current Status, all required User Interface changes to support the data source move are completed. We are working to build scripts to use FBR as the data source within the next month. A new Development website has been created that will allow users to test and provide feed back without taking down the current production version of the Browser.

Jason has brought up the idea of expanding the use of Browser to Fire side of the system. We will be meeting in the near future to discuss what this might look like.

AS explained in previous Governance and JLEC meeting, the PSDS team will use the credit remaining after the payment to Central Square for 2020 Support and Maintenance to pay for additional modifications to the Browser. Right now that credit stands at \$71,205.63 from the following invoices:

- We received an Invoice for Support and maintenance from Central Square covering CAD, Mobile, Law RMS all support interface.
 - Budgeted \$582,000
 - Invoiced \$512,534.52 (including the application of the \$40,000 credit for IQ)
 - Remaining Balance of \$69,465.48
- We received an Invoice for Support and maintenance from Central Square covering Fire RMS and supporting interfaces
 - Budgeted \$77,000
 - Invoiced \$75,259
 - Remaining Balance of \$1,740.15

7. Field Ops

This is the mobile CAD application for handheld devices. We released two licenses per agency (both Law and Fire) and are supporting users on request and reporting issues as provided. Agencies can purchase more licenses depending on their needs. The cost is \$120 per license annually. Just contact me when you are ready, I will request the licenses and charge your organization individually.

8. Pulse Point

The PSDS Team has completed the development portion of the project with PulsePoint. Currently we are in AED Collection and Marketing Mode:

- a. AED: We worked with PulsePoint to have a list of AED we received from the State imported into the AED Administrator. The list was imported by PulsePoint as of 9/16/2019. Jason and I went through the process of verifying an AED using the tools provided by PulsePoint. We have sent out instructions to the AED Volunteers the Agencies provided to start registering as AED Admin. We have sent out all of the AED locations to your AED Volunteers and I am waiting to register those users as AED Admins. We have received word that none of the 180 AEDs located in the county are getting certified. We are reviewing our processes of verifying AED using agency volunteers.
- b. Marketing: Marketing information has been pushed down to the Agency level for them to action. Please feel free to contact me if you need me to send you that information again. Brad Wise has taken the lead on a County Wide Launch of the tool.

9. **Budget** – With 2019 ending, I have started working on the 2021 PSDS budget. My plan is to have the budget complete and reviewed by Chief Wise and Cory Kampf in time for initial committee review during January JLEC. I have about a 95% solution to the budget and will be asking for specific guidance from the Governance Committee that should allow me to complete the budget for the January JLEC.

10. System Reporting:

When duties as System Manager are completed, I turn to reporting (or output integration) projects as a secondary duty.

- a. Daily Reporting: This area covers the daily incident reports all agencies currently receive providing incidents from the last 24 hours. This area of our reporting project is complete, and I am only involved in minor administrative issues at this point.

The Cities of Ramsey and Fridley helped work through an issue where supplements that are written against a previously existing case appear on the Daily Reports. The minor change will be implemented over the next week to all Daily reports.

- b. Monthly Summary Reporting: This area concerns the automated roll up reports that I have worked with some of the agencies to implement.
- 1) For those who have Monthly Summary Reports already developed. I had to turn off all automated summary reporting in order to take the time and review each agency output to adjust for NIBRS data. **This is pretty much complete for all agencies that wanted to participate. I stand ready to assist as requested.**
 - 2) I am currently in testing phase with Lino Lakes after the development of their Monthly Summary Reports.
 - 3) **I am currently in development with the City of Ramsey and the City of Anoka.** I have scheduled Jamie Hedburg from their staff to attend SSRS report writing class in Feb 2020.
 - 4) I have started discussions for the development of Monthly Summary Reports with Columbia Heights. Working with Nick Fedor to go to SRSS training ASAP.
- c. FBR Reporting: As I work with agencies on the monthly Summary Reporting we also develop a custom output for the incidents inside of FBR. This provides an option for using the canned report that CentralSquare provides with the software or the custom one that can look any way the agency would like. I am currently not working any issues with these reports.
- Important to note that the really any form you fill out by hand can most likely be recreated in FBR. Britta, Anok, and I all have created some cool tools for the different agencies, and we would be happy to help with any needs you might have.
- d. Citation Report: **This was completed on time just before January 1st 2020.**
- e. Data Integration Projects: This area is to show projects where our data is being used to notify others of Law Enforcement activity.
- 1) **The Probation Report** is a data output process that automatically delivers an email to correction officers associated to a person on probation who have had contact with law enforcement officers in Anoka County.
 - 2) **The Rental Property Reports** is a data output process that delivers an email to rental properties owners and managers in the City of Fridley a short description of an incident where law enforcement officers have visited their property. Several variations of this process are being used in Blaine and Saint Francis. The PSDS management team is working to standardize a process to gather and manage rental property information at the agency level across the county using the Browser 2.0 as the host. This will lead to automated reports being sent to all rental property managers and owners who want to take part in the program. Received a quote from Code 4 for \$6600 to provide us an

interface for Community Policing Officers to manage rental properties. I have asked Code 4 Group to put this project into their work queue.

- 3) The PSDS Management Team has started a **Analytical Data Integration project** with CRPD. They have purchased their own analytical software and a read only data connection between their agency and the FBR database has been created. We will be working on a custom SQL data pull for CRPD to analyze. Detailed work on this project started on the 3rd of January.
- 4) PSDS Management is working with Columbia Heights Fire for integration with their in house LaserFiche system.
- 5) As we have worked through the process of developing agency level Monthly Summary Reports we also try to provide a set of automated custom data outputs for common nuisance reporting such as Media, Accidents and DUI's.

11. Development Training

- a. **C#** - I have attended basic C# training class to renew my skills in this environment. I will look for more advance classes after this first class. The result is my being able to help with the development of Browser Improvement projects.
- b. **LaserFiche** – I started training with the previously purchased LaserFiche product. My first project is a new Citation Work flow that will allow officer to complete a citation in more efficient manner and integrate with or Law RMS.

DRAFT

Joint Law Enforcement Council (JLEC)
2020 Budget vs Actual
As of MAR 31, 2020

			2020 Budget	2020 Actual	Amount Remaining	Percent Remaining
Operations						
Revenue	Pct	Pct - Sub				
Anoka County Sheriff	5.17%	16.51%	81,805	81,805	0	0.00%
Anoka P.D.	3.06%	9.76%	48,426	48,426	0	0.00%
Blaine P.D.	5.14%	16.42%	82,453	82,453	0	0.00%
Centennial Lakes P.D.	0.92%	2.95%	15,544	15,544	0	0.00%
Columbia Heights P.D.	2.69%	8.58%	43,045	43,045	0	0.00%
Coon Rapids P.D.	6.58%	21.00%	103,278	103,278	0	0.00%
Fridley P.D.	3.54%	11.31%	55,848	55,848	0	0.00%
Lino Lakes P.D.	1.08%	3.44%	17,188	17,188	0	0.00%
Ramsey P.D.	1.71%	5.47%	27,501	27,501	0	0.00%
St. Francis P.D.	0.59%	1.89%	9,366	9,366	0	0.00%
Spring Lake Park P.D.	0.84%	2.67%	13,751	13,751	0	0.00%
Total Law	31.31%		498,205	498,205	0	0.00%
Central Communications (AC)	60.58%		722,796	722,796	0	0.00%
Fire	8.11%		261,263	0	261,263	100.00%
Total Revenue	100.00%	100.00%	1,482,264	1,221,001	261,263	17.63%
Expenditures						
<u>Administrative Support</u>						
Project Manager (City of Fridley)			156,000	7,142	148,859	95.42%
Law RMS Support (Coon Rapids)			82,000	12,583	69,417	84.65%
Fire RMS Support (Coon Rapids)			105,000	15,787	89,213	84.96%
Insurance			9,200	0	9,200	100.00%
Communications			6,200	3,555	2,645	42.66%
Training / Meetings			30,000	6,223	23,777	79.26%
Total Administrative Support			388,400	45,290	343,110	88.34%
<u>System Maintenance & Support</u>						
Tri-Tech Support Contract			582,000	512,535	69,465	11.94%
LOGIS Support Contract			321,580	77,886	243,694	75.78%
Laser Fiche (OPG3)			20,000	1,000	19,000	95.00%
Software Licensing			132,684	10,367	122,317	92.19%
Fire RMS			77,000	75,260	1,740	2.26%
Respec Inc Contract - CAD			40,000	1,040	38,960	97.40%
Code 4 Contract - Support			17,000	1,080	15,920	93.65%
City of Roseville - Support			3,600	840	2,760	76.67%
Other Support costs - Wiemann				713		
Total Systems & Maintenance Support			1,193,864	680,720	513,857	43.04%
<u>Initiatives</u>						
Equipment/Software/Services			50,000	3,959	46,041	92.08%
Grants - Equipment/Services						
Total Operations			1,632,264	729,968	902,296	55.28%
Revenues / Over (under) Expenditures			(150,000)	491,033		
Fund Balance, January 1st			725,213	725,213		
Estimated Fund Balance			575,213	1,216,246		

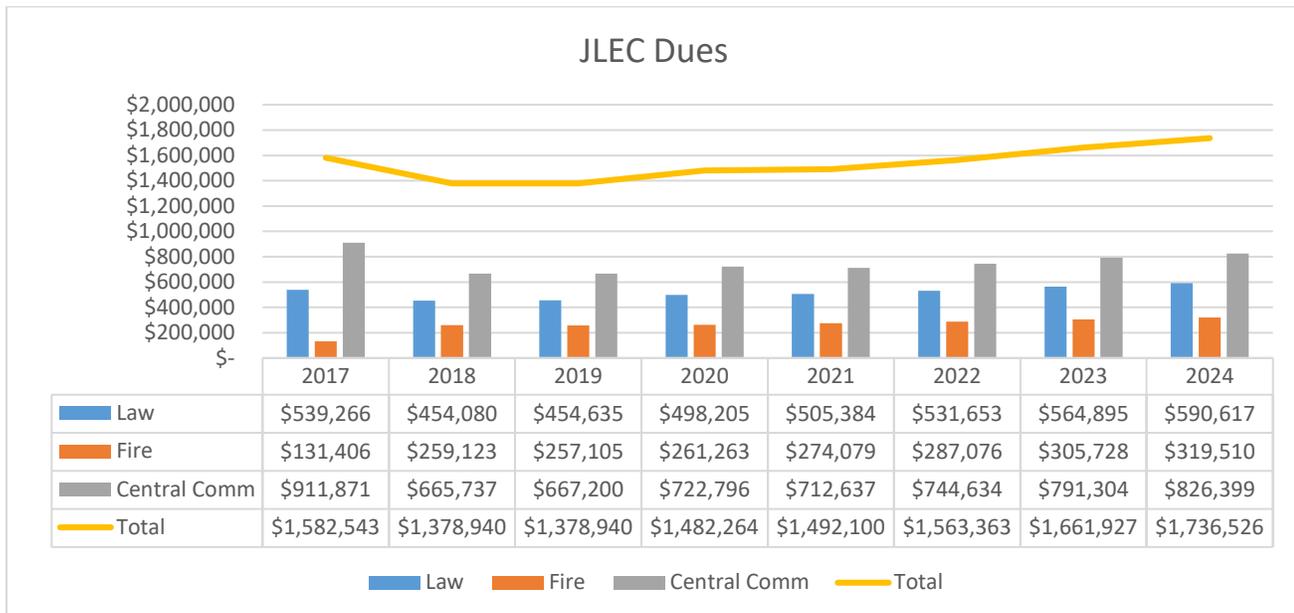
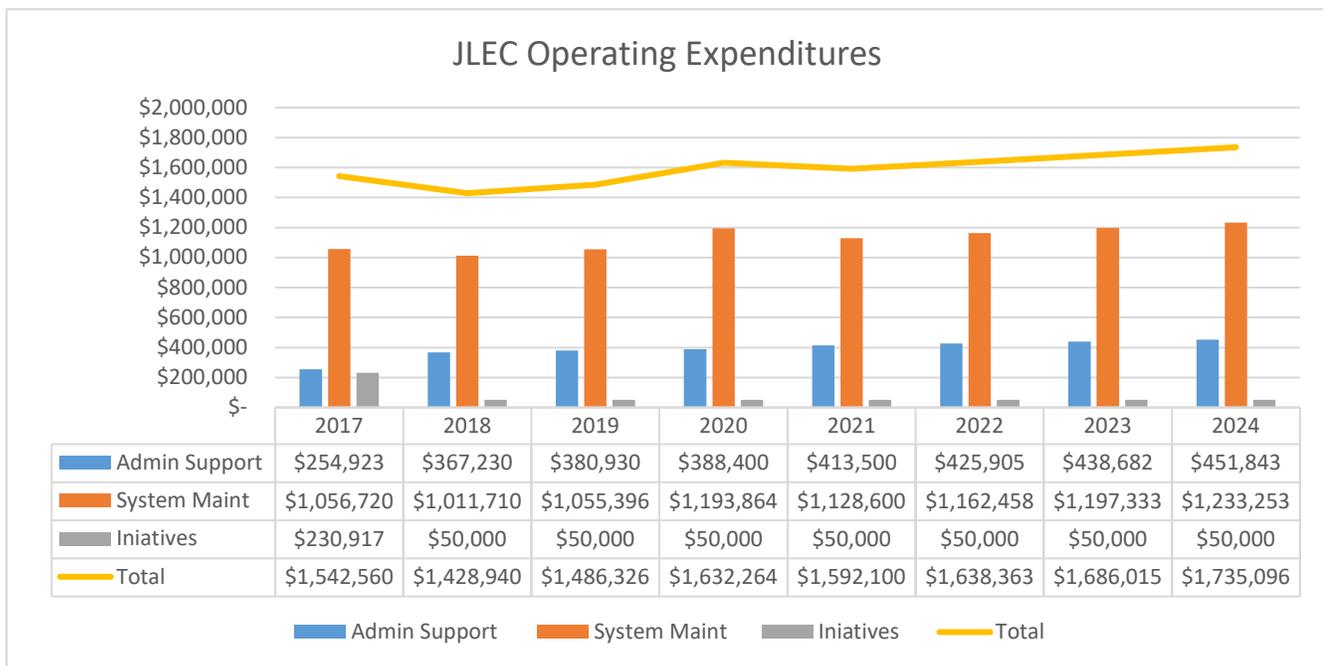


Anoka County Joint Law Enforcement Council – Governance

2021 Proposed Budget
April 15, 2020

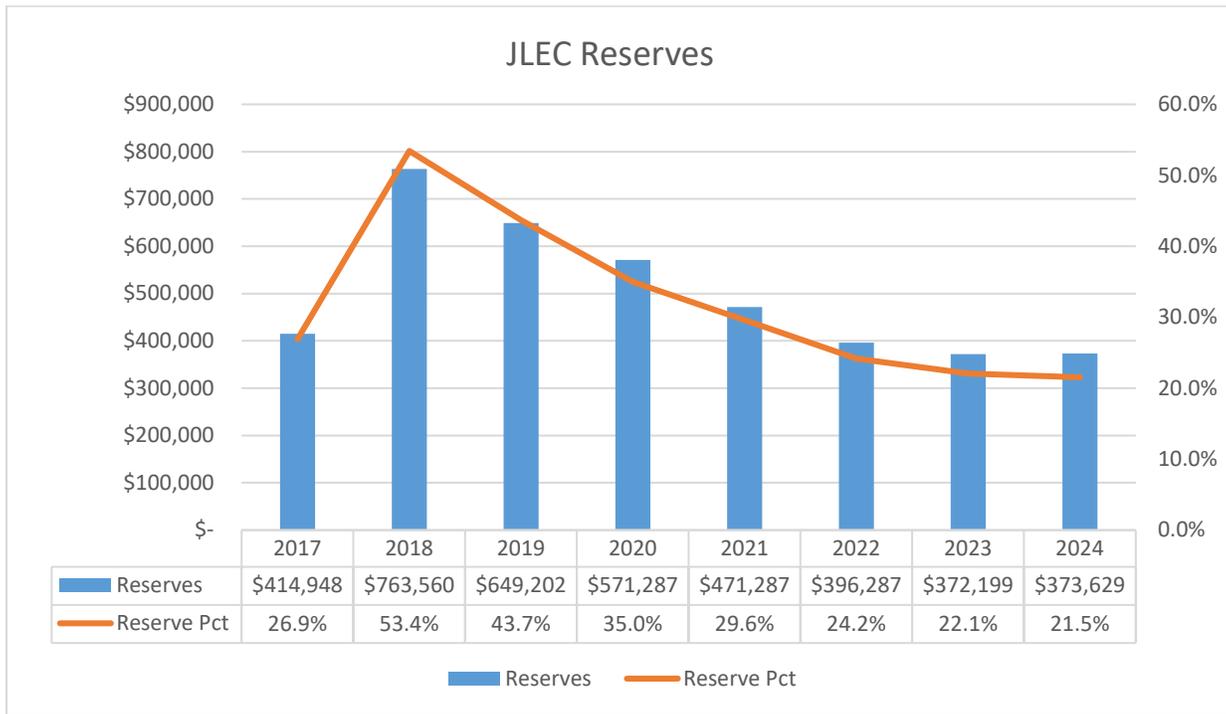
The 2021 Proposed Budget Will have the following forecasted affect on the financials. The additional \$38,000 being requested, could be absorbed by reserves based on this model, if the Board were to desire that. See Memo from George Jensen outlining the proposal.

Operating Expenditures



	Percent Change						
	2018	2019	2020	2021	2022	2023	2024
Law	-15.8%	0.1%	9.6%	1.4%	5.2%	6.3%	4.6%
Fire	97.2%	-0.8%	1.6%	4.9%	4.7%	6.5%	4.5%
Central Comm	-27.0%	0.2%	8.3%	-1.4%	4.5%	6.3%	4.4%
Total	-12.9%	0.0%	7.5%	0.7%	4.8%	6.3%	4.5%

The chart above, shows the anticipated increases in dues needed to sustain a reserve balance of between 20% and 25% of operating expenditures.



**Joint Law Enforcement Council (JLEC)
2020 Adopted Budget / 2021 Preliminary Budget**

	2019 Budget	2020 Adopted						2021 Preliminary							
		Law 31.31%	CAD 60.58%	Fire 8.11%	Total	Percent Change	Law 31.31%	CAD 60.58%	Fire 8.11%	Use of Reserves	Total	Percent Change			
Operations															
Revenue	Pct	Pct - Sub	Pct - Sub												
Anoka County Sheriff	5.14%	16.42%	16.42%	75,062	81,805	81,805	8.98%	88,546		5,561	82,985	1.44%			
Anoka P.D.	3.04%	9.72%	9.72%	44,372	48,426	48,426	9.14%	52,415		3,292	49,123	1.44%			
Blaine P.D.	5.18%	16.55%	16.55%	74,652	82,453	82,453	10.45%	89,247		5,605	83,642	1.44%			
Centennial Lakes P.D.	0.98%	3.12%	3.12%	13,411	15,544	15,544	15.90%	16,825		1,057	15,768	1.44%			
Columbia Heights P.D.	2.71%	8.64%	8.64%	39,007	43,045	43,045	10.35%	46,592		2,926	43,666	1.44%			
Coon Rapids P.D.	6.49%	20.73%	20.73%	95,473	103,278	103,278	8.18%	111,787		7,021	104,766	1.44%			
Fridley P.D.	3.51%	11.21%	11.21%	51,419	55,848	55,848	8.61%	60,450		3,797	56,653	1.44%			
Lino Lakes P.D.	1.08%	3.45%	3.45%	15,640	17,188	17,188	9.90%	18,604		1,169	17,435	1.44%			
Ramsey P.D.	1.73%	5.52%	5.52%	24,868	27,501	27,501	10.59%	29,767		1,870	27,897	1.44%			
St. Francis P.D.	0.59%	1.88%	1.88%	8,593	9,366	9,366	9.00%	10,138		637	9,501	1.44%			
Spring Lake Park P.D.	0.86%	2.76%	2.76%	12,138	13,751	13,751	13.29%	14,883		935	13,948	1.43%			
Total Law	31.31%			454,635	498,205	0	0	498,205	9.58%	539,254	0	0	33,870	505,384	1.44%
Central Communications (AC)	60.58%			667,200		722,796		722,796	8.33%		760,397		47,760	712,637	-1.41%
Fire	8.11%			257,105		261,263		261,263	1.62%		292,449		18,370	274,079	4.91%
Total Dues Revenue	100.00%	100.00%		1,378,940	498,205	722,796	261,263	1,482,264	7.49%	539,254	760,397	292,449	100,000	1,492,100	0.66%
Grant Revenue				32,490											
Total Revenues				1,411,430				1,482,264						1,492,100	
Expenditures															
Administrative Support															
Project Manager (City of Fridley)				152,000	48,844	94,504	12,652	156,000	2.63%	50,097	96,927	12,976		160,000	2.56%
Law RMS Support (Coon Rapids - Brita)				79,500	82,000			82,000	3.14%	86,000				86,000	4.88%
Fire RMS Support (New in 18)				102,000			105,000	105,000				112,000		112,000	6.67%
Insurance				9,200	2,881	5,573	746	9,200	0.00%	2,191	4,241	568		7,000	-23.91%
Weinmann										10,000				10,000	
Communications				8,230	1,941	3,756	503	6,200	-24.67%	2,662	5,149	689		8,500	37.10%
Training / Meetings				30,000	9,393	18,174	2,433	30,000	0.00%	9,393	18,174	2,433		30,000	0.00%
Total Administrative Support				380,930	145,059	122,007	121,334	388,400	1.96%	160,343	124,491	128,666		413,500	6.46%
System Maintenance & Support															
Tri-Tech Support Contract				565,000	182,224	352,577	47,200	582,000	3.01%	187,704	363,177	48,619		599,500	3.01%
LOGIS Support Contract				263,781	100,687	194,813	26,080	321,580	21.91%	99,566	192,644	25,790		318,000	-1.11%
Laser Fiche (OPG3)				20,000	20,000			20,000	0.00%	15,000				15,000	-25.00%
Software Licensing				75,015	41,544	80,379	10,761	132,684	76.88%	35,032	32,469	3,499		71,000	-46.49%
Fire RMS				73,000			70,000	77,000	5.48%			79,500		79,500	3.25%
Respec Inc Contract - CAD				40,000	12,524	24,232	3,244	40,000	0.00%	7,827	15,145	2,028		25,000	-37.50%
Code 4 Contract - Support				15,000	15,000			17,000	13.33%	17,000				17,000	0.00%
City of Roseville - Support				3,600	1,127	2,181	292	3,600	0.00%	1,127	2,181	292		3,600	0.00%
Other Support costs															
Total Systems & Maintenance Support				1,055,396	373,106	654,182	157,577	1,193,864	13.12%	363,256	605,616	159,728		1,128,600	-5.47%
Initiatives															
Equipment / Software / Services				50,000				50,000	0.00%	15,655	30,290	4,055		50,000	
Grants - Equipment / Services				32,490											
Total Operations				1,518,816	518,165	776,189	278,911	1,632,264	7.47%	539,254	760,397	292,449		1,592,100	-2.46%
Revenues / Over (under) Expenditures				(107,386)				(150,000)						(100,000)	

**Joint Law Enforcement Council (JLEC)
Financial Position Summary 2017-2023**

	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Adopted	2021 Forecast	Assume 3%		
									2022 Forecast	2023 Forecast	2024 Forecast
Operations											
<u>Revenue</u>											
Anoka County Sheriff	90,068	90,068	75,241	75,241	75,062	75,062	81,805	82,985	87,297	92,755	96,980
Anoka P.D.	50,934	50,934	44,545	44,545	44,372	44,372	48,426	49,123	51,677	54,908	57,408
Blaine P.D.	87,404	87,404	73,833	73,833	74,652	74,652	82,453	83,642	87,989	93,490	97,747
Centennial Lakes P.D.	14,668	14,668	13,123	13,123	13,411	13,411	15,544	15,768	16,587	17,625	18,427
Columbia Heights P.D.	46,231	46,231	38,915	38,915	39,007	39,007	43,045	43,666	45,934	48,807	51,029
Coon Rapids P.D.	116,746	116,746	96,128	96,128	95,473	95,473	103,278	104,766	110,212	117,102	122,435
Fridley P.D.	61,476	61,476	51,947	51,947	51,419	51,419	55,848	56,653	59,598	63,325	66,208
Lino Lakes P.D.	18,934	18,934	15,484	15,484	15,640	15,640	17,188	17,435	18,342	19,489	20,376
Ramsey P.D.	28,177	28,177	24,248	24,248	24,868	24,868	27,501	27,897	29,347	31,183	32,602
St. Francis P.D.	10,904	10,904	8,810	8,810	8,593	8,593	9,366	9,501	9,996	10,620	11,104
Spring Lake Park P.D.	13,724	13,724	11,806	11,806	12,138	12,138	13,751	13,948	14,674	15,591	16,301
Total Law	539,266	539,266	454,080	454,080	454,635	454,635	498,205	505,384	531,653	564,895	590,617
Central Communications (AC)	911,871	911,871	665,737	665,737	667,200	667,200	722,796	712,637	744,634	791,304	826,399
Fire	131,406	131,406	259,123	259,123	257,105	257,105	261,263	274,079	287,076	305,728	319,510
Total Dues Revenue	1,582,543	1,582,543	1,378,940	1,378,940	1,378,940	1,378,940	1,482,264	1,492,100	1,563,363	1,661,927	1,736,526
Grant Revenue			32,490	37,131	32,490	27,849					
Total Revenues	1,582,543	1,582,543	1,411,430	1,416,071	1,411,430	1,406,789	1,482,264	1,492,100	1,563,363	1,661,927	1,736,526
							7.5%	0.7%	4.8%	6.3%	4.5%
<u>Expenditures</u>											
<u>Administrative Support</u>											
Project Manager (City of Fridley)	134,000	147,565	145,000	152,823	152,000	148,562	156,000	160,000	164,800	169,744	174,836
Law RMS Support (Coon Rapids - Brita)	75,000	77,494	75,000	75,458	79,500	79,580	82,000	86,000	88,580	91,237	93,974
Fire RMS Support (New in 18)	0	0	100,000	72,397	102,000	98,446	105,000	112,000	115,360	118,821	122,386
Insurance	10,300	5,397	9,000	5,758	9,200	5,839	9,200	7,000	7,210	7,426	7,649
								10,000	10,300	10,609	10,927
Communications	10,623	2,854	8,230	1,800	8,230	3,555	6,200	8,500	8,755	9,018	9,289
Training / Meetings	25,000	9,305	30,000	23,745	30,000	20,249	30,000	30,000	30,900	31,827	32,782
Total Administrative Support	254,923	242,615	367,230	331,981	380,930	356,231	388,400	413,500	425,905	438,682	451,843
<u>System Maintenance & Support</u>											
Tri-Tech Support Contract	584,138	504,169	574,938	577,823	565,000	554,210	582,000	599,500	617,485	636,010	655,090
LOGIS Support Contract	249,178	246,388	262,695	264,694	263,781	268,488	321,580	318,000	327,540	337,366	347,487
Laser Fiche (OPG3)	10,821	12,739	20,000	19,956	20,000	15,196	20,000	15,000	15,450	15,914	16,391
Software Licensing	22,050	30,504	32,075	28,372	75,015	49,804	132,684	71,000	73,130	75,324	77,584
Fire RMS	65,534	72,835	70,000	72,835	73,000	71,676	77,000	79,500	81,885	84,342	86,872
Respec Inc Contract - CAD	40,000	21,705	40,000	19,784	40,000	7,410	40,000	25,000	25,750	26,523	27,319
Code 4 Contract - Support	13,728	23,700	15,000	14,020	15,000	34,478	17,000	17,000	17,510	18,035	18,576
City of Roseville - Support	4,100	3,600	3,600	1,264	3,600	3,600	3,600	3,600	3,708	3,819	3,934
Other Support costs	67,171	22,703		11,550		34,250					
Total Systems & Maintenance Support	1,056,720	938,343	1,018,308	1,010,298	1,055,396	1,038,384	1,193,864	1,128,600	1,162,458	1,197,333	1,233,253
<u>Initiatives</u>											
Equipment / Software / Services	230,917	12,990	50,000	48,274	50,000	47,475	50,000	50,000	50,000	50,000	50,000
Grants - Equipment / Services			32,490	32,490	32,490						
Total Operations	1,542,560	1,193,948	1,468,028	1,423,043	1,518,816	1,442,090	1,632,264	1,592,100	1,638,363	1,686,015	1,735,096
Revenues / Over (under) Expenditures	39,983	388,595	(56,598)	(6,972)	(107,386)	(35,301)	(150,000)	(100,000)	(75,000)	(24,088)	1,430
Reserve Balance, January 1st.	374,965	374,965	763,560	763,560	756,588	756,588	721,287	721,287	471,287	396,287	372,199
Reserve Balance, December 31st.	414,948	763,560	706,962	756,588	649,202	721,287	571,287	471,287	396,287	372,199	373,629
Reserve Percent to Expenditures	26.9%	64.0%	48.2%	53.2%	42.7%	50.0%	35.0%	29.6%	24.2%	22.1%	21.5%

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

CJIS Consulting Project

Revised DRAFT Statement of Work

Prepared for the
Anoka County Joint Law Enforcement Consortium (JLEC)
February 4, 2020

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Purpose:

To collectively help the JLEC member agencies prepare for the new Information Technology Security Audits performed by the BCA and FBI, based on the requirements of the FBI's Criminal Justice Information Security (CJIS) Policy and Requirements. This program is based on a 3-year audit cycle.

Members Covered:

Anoka PD
Anoka County Attorney's Office
ACCC (PSDS)
Blaine PD
Centennial Lakes PD
 Centerville
 Circle Pines
 Lexington
Columbia Heights PD
 Hilltop
Fridley PD
Lino Lakes PD
Spring Lake Park PD
St. Francis PD

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Scope of Work:

1. Customize CJIS Policies and Detailed Procedures for each Agency;
2. Keep CJIS Documentation updated on a Quarterly/Annual Basis, as needed;
3. Assist Agencies in BCA Information Technology Security Online Audits;
4. Assist Agencies in BCA Information Technology Security ONSITE Audits;
5. Assist Agencies in FBI Information Technology Security ONSITE Audits;
6. Preparation for all audits are included with professional project management software;
7. A security professional will be onsite for all onsite audits, except in the rare case we need to be in more than one audit at the same time (but we should have multiple security professionals retained for this reason);
8. We will also help agencies guide their IT Departments in the Remediation Reports that are issued by the BCA/FBI at the end of each audit.

Other Stipulations:

1. Agencies that are new to this process will be front loaded in the first year with CJIS Policy & Procedure work sessions in order to proactive be prepared for the Administrative portion of all BAC or FBI Audits. Priority will be given to any agency in the middle of an active audit.
2. Each Agency must provide decision making Commander(s) to participate in work sessions and audit preparation.
3. Each Agency must provide IT staff that are capable of carrying out necessary IT System changes that Agency Command requests.
4. Agency must notify MNSec immediately upon receiving notice of a BCA or FBI Audit so that enough time can be used to prepare.
5. In the even that two or more agencies have simultaneous onsite audits, every effort will be made to have additional MNSec consultants onsite, but in all cases all agencies will be equally and properly prepared ahead of time.
6. Individual City Attorney's Offices (In-house or Contracted) are currently not covered by this agreement.

Minnesota Security Consortium - MNSec

Bringing Information Security to Local Minnesota Governments

Cost and Effective Period:

3 year audit cycle:

January to December <u>2020</u>	\$12,000
January to December <u>2021</u>	\$12,000
January to December <u>2022</u>	<u>\$12,000</u>
Total 3 Year Cost:	\$36,000

Authorization of Project:

By signing below, the JLEC agrees to this Statement of Work to be performed by the Minnesota Security Consortium (MNSec). Any mutually agreed upon changes shall be amended in writing as an Addendum to this Statement of Work.

Date: _____

Dimitrios Hilton, Chief Executive Officer
Minnesota Security Consortium (MNSec)
dhilton@mnsec.org

Date: _____

JLEC Representative

JLEC

Email address

**Explanation of Budgetary Items
For the Anoka County JLEC
By George Jensen
April 2020**

Purpose: The Purpose of this document is to provide details to the Anoka County Joint Law Enforcement Council on three budgetary proposals for the 2021 budget as presented by George Jensen in January 2020. The three items brought to the January 2020 JLEC as stated in the draft meeting minutes were:

1. Item 4.A in the minutes - Addition to PSDS Management for database administrator / report writer.
2. Item 4.b - Restructuring PSDS Law Manager to full time.
3. Item 4.c - Dedicate \$10,000 for browser customizations.

For the purpose of this document, these items are now numbered as Budgetary Items #1, #2, and #3.

In this document we will review an explanation of how the PSDS Management Team came up with the budget numbers being proposed. We will attempt to clearly define each budgetary item in order. For each budgetary item defined we will try to explain in simple terms the overall proposal, the challenge the item addresses, any options that have been explored, and the requested action from the PSDS Management Team.

I use the term PSDS Management Team several times. I do this because the management of this system is a team effort. Please allow me to remind the reader to whom our team consists of:

PSDS Manager:

George Jensen
City of Fridley Police Department
763-203-1738 (Cell)
George.Jensen@Fridleymn.gov

PSDS Computer Aided Dispatch (CAD) Technical Manager:

Kevin McNallan
Anoka County IT
763-422-7296 (Desk)
Kevin.McNallan@co.Anoka.mn.us

PSDS Law RMS Manager:

Britta Maddox (
City of Coon Rapids Police Department
763-767-6553 (Desk)
BMaddox@coonrapidsmn.gov

PSDS Fire RMS Manager:

Jason Nihart
City of Coon Rapids Fire Department
763-767-6512 (Desk)
JNihart@coonrapidsmn.gov

PSDS Mobile Expert:

SGT Andrew Todd
City of Fridley Police Department
763-572-3628 (Cell)
Andrew.Todd@Fridleymn.gov

Budget: Please consider that the budgetary items we are reviewing are not being added to the previously estimated budget of \$1,685,090.00 for 2021 presented at the JLEC in January 2020. We are looking to add budgetary items to a more closely estimated budget of \$1,592,100.00 for 2021.

To explain further, in general it has been the practice of the JLEC to add an across the board increase of 3% to the Public Safety Data System budget to provide the estimated budget for future years. In this case, our 2020 budget (adopted in July 2019) estimated the 2021 budget to be \$1,679,732.00 using this process.

The 2021 budget that has been worked by the PSDS Management Team and is now being proposed by Anoka County Finance is currently at \$1,592,100.00. This is about \$87,000 dollars less than estimated in July 2019.

This budget was created by fine tuning the individual accounts of the budget using invoice tracking of budget years 2018 and 2019. The majority of the decline in dollars shown comes from Rhodium incident Manager dropping off as a budgeted item (as decided in October 2019), the lowering of the GIS account from \$40,000 down to \$25,000, and the discovery of one unused account set up for SHI Hardware Licenses that has not been drawn from in the previous three years. We did apply some targeted 3% increases for management salaries and the contracts with LOGIS but the 3% rule was not followed across the board in all the supporting accounts.

It is important to also note none of the budgetary items discussed in this document have been applied to the proposed budget of \$1,592,100.00. If all budgetary items discussed within this document are accepted as described, we would add \$38,000 to the budget for 2021 which will then total \$1,630,100.

Budgetary Item #1 – Creating a new position for the JLEC Management Team for a SQL Database Administration (DBA) / SQL Server Reporting Services (SSRS) Report Writer. (This has been reworded from what the draft minutes provided)

We request this item be withdrawn with no effect to the 2021 budget. The detail for this item is provided as a matter of record, but the reflection done to support this budgetary item proved that we are already on the correct path with agency education and contracts that are already in place.

Proposal:

To add additional resources to the PSDS Management Team to help continue our efforts in report writing, assist in database administration/development activities.

The Challenge:

Managing databases and report writing is a big part of what the PSDS Management Team does to support our system. Tracking for about one month after the January 2020 JLEC confirmed the PSDS Manager used 43% of his utilization working on Creating, Managing, Fixing SSRS Reports or conducting database management activities. Although it is part of the job of the PSDS Manager to take on these responsibilities as needed, being fully utilized in system management activities and report writing does limit our ability to plan and carry out future improvements to our system.

SQL DBA

The need for a SQL DBA in house would further allow us to move into the future. The support we receive from LOGIS generally covers the security aspects of what a DBA accomplishes. We understand that this massive system built for us by Central Square Technologies (CST) does not meet all of our needs and there are development tools like Laserfiche and Share Point that could possibly be used to help us fill the gaps or drastically improve processes. A development effort such as this would require the use of back end capabilities to move data from one source to another. Currently we are hand cuffed to use vendor provided DBA's for this type of work and they for the most part fail to meet our custom requirements. A good example of this problem was

the Anoka County Browser data migration project. This was a project that PSDS Management put about 130 hours as a DBA working with CST to move data out of our Legacy Records Management System into our current production server. This is something that a focused DBA should be able to easily accomplish but the project was a failure due to CST inability to assist us and we could not dedicate any more of our resources without their help. An inhouse DBA could have continued to work the issue and possibly completed the project own.

SSRS Report Writer:

For the Report Writing aspect of this item, where applications provide a methodology to get the data in the system, report writing is how we get the data out in a manner that makes sense to the reader. The SSRS Management Panel shows about 150+ active reports working in our system all of which have been built by members of the PSDS Management Team. I have grouped these reports under the following descriptions:

Daily Automated Reports – Every agency in the county was provided a Daily Incident Report that as a standard delivers first thing in the morning. The report provides to the reader a complete write up of any incident that was written in our Records Management System for their jurisdiction over the last 24 hours from the original report officer perspective. Several agencies have made requests for minor changes to these reports to meet individual requirements. Jason Nihart has built a similar capability on the fire side of the system.

Monthly Summary Reporting – These reports provide a rollup of really any kind of data that an Agency requires. Our goal has been to make reports that are automatically delivered each month to the agency staff to minimize their time pulling this data. The data in most instances of the report are broken down by month/quarter/year and is totaled at the officer and department level. Popular reports are Response Times, Number of Traffic Stops, FBR Usage, Number of Arrests. Thanks to the good work of Andy Todd we are also able to deliver Use of Force Numbers. This is an ongoing process where we are still working with a few agencies to fine tune their initial set of reports and create reports as requested.

Probation Contact Reports - This report is a recreation of a report process built by Jeff Katers in the legacy system. The process collects a list of people that are on probation as published by the State BCA. This list contains multiple email addresses of department of corrections personnel that are associated to the person on probation. Each morning the system generates a list (based on match of First, Last, and DOB) of people who are on probation and have had contact with a Law Enforcement Agency with in Anoka County over a 24 hour period. Each morning the system emails a small report with limited incident data along with reporting agency contact information to the corrections team associated to the person on probation.

Rental Property Reports – This is a somewhat new initiative with the City of Fridley that is becoming popular with other cities. The city has about 1200 rental properties which constitute a larger portion of their Call for Service data. The process provides a place for the agency to collect and manage rental property data including Name, Street Address, and Owner/Manager information. Each morning the system mails out a report to the related Owner/Manager of any law enforcement contacts at their property over the last 24 hours. We are in a project with Code4 Group to make this program easier for cities to join.

FBR Launched Reports - In addition to the automated reports, our Web Based Records Management System also uses SSRS reporting to provide custom incident output in FBR. Nine of the eleven agencies have a report built customized to their requirements. Our Citation writing capability is based on our effort in creating a FBR Launched Report to print citations. Both Andy Todd and Britta Maddox have created custom forms (Juvenile Contact, Tow Sheets) in FBR that are matched to custom SSRS reports and provide an in-car ability to print hard copies of the

information collected. This is an ongoing process that will never end as agencies discover the flexibility within FBR to create these custom templates.

Additional Reporting – Following the process known from our legacy records Management System, several of our agencies have requested reports written that can be run manually with different sets of parameters such as officer name or date of incident.

As the reader can see the team has a lot going on in reporting. Although I do agree that the pace is going to slow down as far as the development of new reports, I believe the creation of these types of reports will continue as we get better at reporting and agencies start to understand what is capable.

Job Description:

The job description for a DBA working for the JLEC would include the overall management of the databases that make up our data system for both Police and Fire. The DBA's primary purpose would be to take over the control of security and access to our databases lowering our dependence on LOGIS for this activity. They would also control data output to the many systems that draw data out of our system such as the Lexis Nexis - Virtual Crime Center. In addition, I see the DBA also responsible for helping us improve our system by assisting in current projects (like the FDM to Web project) or internal development projects that create/improve methodologies for importing/moving data between system elements.

A DBA working for the JLEC would also work as the primary **SSRS Report Writer** for our system. Because of their excellent knowledge of the databases within our system, this person would also take over the Creating, Managing, and Fixing SSRS Reports developed for our agencies.

A DBA working for the JLEC would also be responsible for helping us move out of the realm of historic reporting (where we are now) and into forecasting and analytics that many agencies have taken steps to work toward. We would look for someone with Business Intelligence Reporting background with tools like Qlikview.

Options:

There are three options that have been thought through:

Option 1: Hire a full time/part time DBA and SSRS Report Writer.

The idea here is to add additional resources to the PSDS Management team to assist in this challenge

Option 1A – Hire someone to take on the full-time duties of DBA/SSRS Report Writer.

Option 1B – Contract with an agency within the consortium to split the cost of one employee of whom would take on the role of primary SSRS Report Writer. This option recognizes that there are some people established as report writers through our internal training program that would be excellent candidates for a part time SSRS Report Writer position. With this option the PSDS Management Team would continue to work with contracted vendors to assist with DBA duties where required.

Option 2: Hire a vendor organization.

With this idea it is thought we could work a contract with an outside agency to help with our DBA and SSRS Report Builder needs. The two primary vendors we would work with on something like this is LOGIS and Code4 Group. Both have contracts with the JLEC, a close working relationship with the entire PSDS Management Team, and a working knowledge of our system.

LOGIS has SQL DBA and SSRS abilities but they generally do not have the resources for continuous effort. Here we thought of possibly splitting the cost of additional report writer

with their staff. LOGIS was going to bring this to their board to evaluate interest and this where we had left this discussion.

Code4 Group has the resources for both DBA and SSRS Report Writing but we should acknowledge the effort to get them up to speed on SSRS reporting would take some time because of their lack of knowledge of the database structure. They have helped us with some DBA work in the past and we are in discussions on some new work to support our Browser Project.

The PSDS Management Team did reach out to a couple of private individual contractors and the prices were not in line with our thinking of what we could afford. The one contractor spoken too quoted, \$125 an hour which is the industry average but this contractor wanted a guaranteed 100 hours a month. This added up to \$12,500 per month or 150,000 per year.

Overall, this is a continuation of what we already have going. We generally use Equipment/Software contingency funds to pay for additional contract work with these organizations. We never have hired an outside resource to do report writing work, but we have had some DBA work done with contracted vendors.

Option 3: Educate agency level administrative staff or LE Officers to build and manage SSRS reports at their level.

This is something we are already building on. The project stalled in late 2019 do to resource constraints but recently we have revitalized our effort. The Agencies have provided about eight volunteers to work with me on this program and they all have been through SSRS Training. I have spent several days establishing our set of training computers to work for remote report writing. These are all built and distributed. I will soon start writing up a PSDS Report Writing Manual that will take someone from a freshly trained just out of SSRS training student to an experienced Report Writer. Proof of concept has been with Andy Todd and Britta Maddox who now both have written FBR launched reports. Britta has also started working with SQL in querying the database.

Conclusion:

The conclusion by the PSDS management Team is to disregard option #1 and continue with a combination of the Options #2 and #3. Because of internal abilities and our current contracts with LOGIS and Code4 Group, we believe we can meet the DBA requirements. For the SSRS report writing, we are already on the path to self-education with equipment and volunteers.

Requested Action:

This entire budgetary item can be withdrawn but this item should be kept for further review if necessary.

Item #2 - Restructuring PSDS Law Manager to full time.

Proposal:

Adjust the contract with Coon Rapids and the JLEC to allow Britta Maddox to continue to office out of the City of Coon Rapids but work for the JLEC as the PSDS Law Manager in a full time capacity.

Challenge:

Britta Maddox is the LAW RMS Administrator for Anoka County for 32 hours of her weekly schedule. For the other eight hours she performs duties of the Digital Evidence Manager and Evidence Supervisor for the City of Coon Rapids. The Anoka County JLEC pays 80% of her salary and the City of Coon Rapids pays the remaining 20%.

As the Law RMS Administrator, Britta is responsible for the technical management of the counties Law Enforcement Records Management System. Because of her work with NIBRS in 2019 she has become

the go to person for most records issues that are both related to the system and many are for how the state BCA is processing our records. Additionally, Anoka County is now part of the Early Adopter program with Central Square Technologies which allows us to be part of the steering committee on the new Web RMS interface. Britta is fast becoming a talented SSRS Report Writer which is a perfect combination with her talents with the building custom input templates in FBR.

In her role as the Evidence Supervisor she works with all the physical evidence and storage requirements for the City. As the Digital Evidence Manager, she responds to all discovery requests and oversees the SQUAD Video cameras for the department.

Bottom line, Britta is over utilized by the combination of requirements from two organizations. The PSDS Manager believes she does not request all the overtime she deserves because of herself motivation and personal strive to be successful in all of what she takes on. This level of work will eventually become apparent to Britta and we may very well lose a top performing employee.

Requested Action:

Currently the PSDS Management Team resource allocation looks like this.

- | | | |
|------------------|------------------|-----------------|
| • George Jensen | PSDS Manager | JLEC 100% |
| • Jason Nihart | Fire RMS Manager | JLEC 100% |
| • Kevin McNallan | CAD Admin | 100% Dedicated* |
| • Britta Maddox | Law RMS Manager | JLEC 80% |
| • Andy Todd | Mobile Admin | 10% Dedicated** |

*County Employee, ** Fridley Employee and Volunteer to JLEC

The PSDS Manager would like to adjust the contract with the City of Coon Rapids to make Britta a 100% dedicated employee with the JLEC and with his position becoming responsible as her immediate supervisor. The City of Coon Rapids would continue to provide the Human Resource element of the contract. This would make her position match completely with her counterparts on the Fire Side and provide 20% more resource to the PSDS Management Team. The move would add \$28,000 to the Law Enforcement portion of the 2021 budget for a total \$112,000 for this account.

The change could occur as soon as the City of Coon Rapids is willing, we could use a portion of the Rhodium Budget that was established for 2020 but will not be used to pay the difference for this year budget.

In line with this change the duties of SSRS Report Writing will be added to her job description and she will slowly take over the role as the primary report writer. We will also focus a portion of her availability to education. Primarily we will focus on BCA course on regulations and process to allow Anoka County to be proactive instead of reactive to changes to state rules and regulations concerning CJIS data. In both additions to her duties Britta will take on a train the trainer role. This will allow her to support all Law Enforcement Agencies in Report Writing and to provide updates to changes with BCA rules, regulations and processes.

Item #3 - Dedicate \$10,000 for browser customizations.

Proposal:

Provide additional dollars to the contract with Code4 Group to provide additional budget for minor modification in year 2021.

Challenge:

We need to provide budgeted dollars for anticipated future modifications to Browser 2.0 starting in year 2021.

Background to this challenge:

In 2019, the Anoka County JLEC decided to stop using IQ. IQ was a TriTech product that was purchased as part of Anoka Counties Initial Implementation project. The purpose of this data mining tool was to provide Law Enforcement (LE) one stop shop access to both Computer Aided Dispatch and Records Management System Data. This part of the system was considered flawed starting in early 2016 due to the discovery of problems with expunged data in RMS not being removed from IQ. After years of trying to work with the vendor to correct the issue, Anoka County turned off all access to IQ and requested and received a refund of \$40,000 (in Store Credit) from Central Square based on their inability to correct the solution or support the software.

Due to the situation described above, the Anoka County Central Records "Browser" has become our primary LE search tool for the data in our system. As a reminder, once the LE community identified the issue with expungements in 2016, the PSDS Management Team started a project to revitalize the original Anoka County Records Browser. During this project we updated the Browser using more current development tools and created a process to combine the legacy data with current production data. The outcome of this project is tool commonly referred to as Browser 2.0.

In 2020, we are using \$69,000 remaining dollars from the Central Square Technologies Support and Maintenance account to make major modifications to Browser 2.0. Those dollars remain due to the use of the Store Credit provided in the IQ refund to pay the support and maintenance invoice. The project started in late 2019 with the goal of changing the data source from using the Windows Application RMS database to using the RMS Web Application database. After this project is closed, we will start focus groups to direct the next phase of improvements focused on the user interface.

The 2021 budget covers our current contract with CODE4 Group to provide 4 hours of support a month to keep the web site operational. All though the budget generally covers the upkeep of the web site (correcting failures, management of backend systems) it does not cover additional modifications or adjustments that are requested by the users of the system. Because of the effort in 2020, I do not believe the future level of development will be as drastic for each future budget year, but it would be irresponsible to estimate that no development will be required.

Requested Action:

To address the challenge for this budgetary item for fiscal year 2021 (and in near future budget years), I propose changing the existing contract with Code4 Group to add an addition \$10,000 to the authorized budget creating budget for any additional customizations deemed as necessary by the PSDS Management Team. This would raise the Code4 Group contract from a total of 17,000 per year to \$27,000 per year.