1. CALL TO ORDER

2:00 PM meeting was called to order by Chairman Robert Berlin at 2:06 PM.

2. ROLL CALL

PRESENT: Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom
ABSENT: Cronin, Fieldman, Breinig

Linda Zerwin was present as a representative for Member Gary Grasso, Chairman of the Emergency Telephone System Board.
Frank Bibbiano was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REPORT

Chairman Berlin said an amended contract was discussed at the previous PRMS Oversight Committee meeting, noting that details are still being worked out. He said there will be a special call meeting scheduled likely in July to bring the amendments to the committee.

Chairman Berlin also said that the project financials would be discussed at today's meeting. He added that the project is still on track for February 2019.

Further, Chairman Berlin stated that the committee rules are a work in progress and would be discussed in the meeting, distributed to the committee members, then finalized and brought before the committee at the special call meeting.

Lastly, Chairman Berlin announced that today is Assistant State's Attorney Brian Gorka's last day with his office. He said committee members can reach out to Greg Vaci with any questions until another ASA is assigned.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Police Records Management System Oversight - Regular Meeting - Feb 20, 2018 2:00 PM
Chairman Berlin asked staff to e-mail out future meeting minutes to members for review.

In reviewing the minutes of February 20, 2018, Chairman Berlin said that under item number three (3), Chairman's Remarks, it is noted in the minutes that the chairman, "noted was created by the intergovernmental agreement between the County and the City of Warrenville." However, Chairman Berlin clarified that the committee was created due to agreements between DuPage County and all of the PRMS participants.

Member Carlsen moved to amend the minutes to correct the verbiage, seconded by Member Zerwin. All ayes. Motion carried.

Member Rafac moved to approve the minutes as amended, seconded by Member Vesta. All ayes. Motion carried.

RESULT: ACCEPTED AS AMENDED [UNANIMOUS]
MOVER: Paul Rafac, Chief Financial Officer
SECONDER: Gregory Vesta, City Manager, City of Wood Dale
AYES: Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom
ABSENT: Cronin, Fieldman, Breinig

6. ACTION ITEMS
None.

7. REPORTS
Member Bloom moved, seconded by Member Ginex, to receive and place on file items 7A through 7C. All ayes. Motion Carried.

A. PRMS Project Update - Dave Jordan

Dave Jordan, RMS Manager, provided an update to the committee, highlighting his report, as attached hereto. He noted that two members of the RMS Build Team, Tracy Adams from the Downers Grove Police Department and Kurt Vavra from the Glen Ellyn Police Department, stepped down; however, three new members were added: Mark Brines from the Carol Stream Police Department, Julia Taglia from the Glendale Heights Police Department, and Jodi Sennett from the Elmhurst Police Department.

Mr. Jordan informed the committee that 22 of the 25 Hexagon enhancements were delivered internally, and 15 of those 22 were released to the County. Staff is currently reviewing the release notes. Delivery to the County is on schedule.

Mr. Jordan then discussed important dates coming up, including testing, final production, training, and cutover. He said there are no concerns as we approach these milestones. Member Franz asked if there have been any more issues with delays in report writing, to which Mr. Jordan said everything is functioning as expected. He also added that, aside from the six-month delay discussed at the previous committee meeting, nothing has
changed in the project schedule. Member Bloom then inquired about the order of training. Mr. Jordan said WebRMS Reports and Deployment training would happen first, followed by InSight Reporting user training, FBR for WebRMS Train-the-Trainer courses, WebRMS Train-the-Trainer courses, and finally end-user training. He noted that users will be on the system during training.

Member Franz asked when the NetRMS contract expires. Member Zerwin responded that there is a contract tabled with the ETS Board to extend it for a year, as the current contract expires in August. She said the contract was sent to the agencies for feedback to see if an option should be added for a second year in order to transition to the new system. To clarify, she said it is one year of maintenance with an option to renew another year, but each agency would be able to create their own contracts after in order to retain their data.

Mr. Jordan said that Member Fieldman had asked him about change order #5 on the Hexagon monthly report; he said that is part of the contract amendment and will be included when it comes before the committee for approval.

Mr. Jordan then clarified to the committee that while the DeltaWrx report states that, "By the end of May, Hexagon will provide the County a detailed 120-day plan that will pinpoint required milestones to ensure the RMS is configured in time for go-live," technically Hexagon has not provided that in a 120-day format, but rather as the documents with the enhancements and the detailed schedule provided. He added that the County is likely to receive that report in July.

Chairman Berlin then asked if there is another way to migrate data and reports to the new system, since migration can be very expensive. Member Carlsen said staff has had substantial conversations with Hexagon regarding moving the data over. He said nothing has been decided yet, but they are working to find the best and most economical way. Member Franz mentioned that not everyone is on NetRMS to which Mr. Jordan said only five entities are not, but there are other options for them.

| RESULT: | ACCEPTED AND PLACED ON FILE [UNANIMOUS] |
| MOVER:  | Bradley Bloom, Village Manager, Village of Hinsdale |
| SECONDER: | Rick Ginex, Village Manager, Village of Oak Brook |
| AYES: | Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom |
| ABSENT: | Cronin, Fieldman, Breinig |

B. Financial Report - Paul Rafac

Member Rafac provided a brief financial update to the committee. He explained that the County began invoicing the entities involved in the PRMS project after the committee's first meeting in February. He handed out a current billing log to show collection activity, as attached hereto. Member Rafac said that no follow-up invoices have been sent at this point, as some entities want to wait to see where the project stands in July.
Member Franz asked to confirm which payment was invoiced. Member Rafac responded that it was the first installment. He added that a second invoice may be sent towards the end of this fiscal year. He suggested discussing it at the proposed special call meeting in July or the next regular meeting in September. Member Vesta added that the feedback he received from other entities regarding the invoicing was very positive. Member Rafac clarified that the County would like the agencies who have not paid yet, make their payments prior to the end of the County's fiscal year of November 30th. He said the next installment will start to collect the capital funds, which will be discussed with the committee. He noted that they have not done anything yet to reimburse the IT department for their work with this project.

**RESULT:** ACCEPTED AND PLACED ON FILE [UNANIMOUS]

**MOVER:** Bradley Bloom, Village Manager, Village of Hinsdale

**SECONDER:** Rick Ginex, Village Manager, Village of Oak Brook

**AYES:** Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom

**ABSENT:** Cronin, Fieldman, Breinig

C. FY2019 Budget - Dave Jordan

Leading into the budget discussion, Member Carlsen pointed out that the RMS budget are completely separate from the IT department budget.

Mr. Jordan then reviewed the budget he submitted to IT, as attached hereto. He noted that the biggest item to note are the salaries for the RMS Manager, Database Administrator, and two proposed report writers. Member Carlsen said they want to have one report writer on staff while the report writing training occurs; then a staffing plan will be presented to the committee to determine whether or not a second report writer is needed. He mentioned that the staffing plan and budget structure came from Hexagon and is being modified as it suits the County.

Member Franz asked who currently handles NetRMS. Member Zerwin said Dave Jordan (RMS Manager), Susan Fishell (Database Administrator), and ETSB staff work on it. Member Franz then asked how much report writing is needed, if the different police departments do their own, as well as what will be expected with the new system. Member Zerwin explained that in the beginning of a system, a lot more report writing is expected. She said there is a mixture of agencies and skill levels within them as far as writing their own reports, but ETSB has created a standardized report that other agencies are able to use. Mr. Jordan went on to explain that there are different types of report writing, which can make a difference as well.

Mr. Jordan then said that he will come back to the committee after December 1, 2018 to discuss the staffing plan and need for a second report writer. Member Carlsen suggested trying to use existing report writers, if possible. Member Zerwin added that the new system will be much more standardized reporting and a centralized report writer may help keep reports more uniform. Member Carlsen said one of the perks of the new system is the library of reports that will end the duplication of them. He said the report
writers will be the ones to manage them. Member Franz shared his concern about the cost of multiple report writers. Mr. Jordan assured the committee that he will bring to the committee justification for any additional hires, as he wants to ensure that they don't under-staff themselves.

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8. OLD BUSINESS

A. Draft PRMS Oversight Committee Rules

Chairman Berlin encouraged all of the committee members to review the draft committee rules, as attached hereto. He advised them to send any comments to Sarah Godzicki (committee secretary), Chairman Berlin, or ASA Greg Vaci. He asked staff to send out a copy to the members.

Chairman Berlin then discussed Member Cuculich's recommendation to create a mission statement for the committee. He asked staff to send that out to the committee as well, and for members to send any comments.

While reviewing the draft rules, Member Franz asked whether the audit would be done internally or externally. Member Rafac said it would likely be done by the external auditors, as is ETSB.

RESULT: HAND OUT

B. Financials & New Contract Amendment

Member Zerwin and Member Rafac presented an overview of the financial negotiation for the contract amendment. She detailed the changes between the current contract and the proposed amendment in terms of contract length, maintenance terms, and milestone payments. The overview was specific to the PMRS portion of the contract and how it would be allocated to the participating agencies. The amendment would continue to have exchange language which would allow for adjustments in licensing for certain applications in the contract, if needed. There are several change orders requested by the work groups on the project and several interfaces that will be eliminated. The cost for the change orders and the exchanges will be balanced and added to the contract. That is the final financial piece that is yet to be determined with Hexagon. There was a discussion on the equipment replacement allocation and how it might be adjusted based on the proposed changes to the amendment. Member Zerwin indicated that the amounts in the sample spreadsheet for the users was just
one suggestion and that it would be up to the committee to determine the final equipment replacement fund allocation. Members Rafac and Zerwin asked for direction from the committee on whether they were comfortable with the proposed financial amendments to date. The committee members indicated they were comfortable with the amendment at this point. Member Zerwin stated that once the complete amendment has been developed and reviewed by the State's Attorney's Office, it will be provided to the committee for consideration and approval of the RMS portion of the contract.

9. **NEW BUSINESS**

10. **ADJOURNMENT**