1. CALL TO ORDER
2. ROLL CALL
3. CHAIRMAN'S REPORT
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
   A. Police Records Management System Oversight Committee - Regular Meeting - Tuesday February 20th, 2018
6. ACTION ITEMS
7. REPORTS
   A. PRMS Project Update - Dave Jordan
   B. Financial Report - Paul Rafac
   C. FY2019 Budget - Dave Jordan
8. OLD BUSINESS
   A. Draft PRMS Oversight Committee Rules
9. NEW BUSINESS
10. ADJOURNMENT
1. CALL TO ORDER

2:00 PM meeting was called to order by DuPage County State's Attorney Robert Berlin at 2:03 PM.

Robert Berlin, DuPage County State's Attorney

2. ROLL CALL

PRESENT: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz (1:16 PM), Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

Tom Cuculich was present as a representative for Dan Cronin, Chairman of the County Board.
Linda Zerwin was present as a representative for Member Gary Grasso, Chairman of the Emergency Telephone System Board.
Jim Kruse was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REMARKS

Member Berlin welcomed everyone to the first meeting of the PRMS Oversight Committee, which he noted was created by the intergovernmental agreement between the County and the City of Warrenville.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

None.

6. ACTION ITEMS

A. Action Item -- Nomination for and selection of Police Records Management System Oversight Committee Chairman.

Member Cuculich nominated Member Berlin, seconded by Member Kruse, for Committee Chairman. Member Berlin accepted. No other nominations were offered. On a voice vote, all ayes. Motion carried.
RESULT: APPROVED [UNANIMOUS]
MOVER: Daniel J Cronin, Chairman
SECONDER: John Zaruba, Sheriff
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

B. Action Item -- Nomination for and selection of Police Records Management System Oversight Committee Vice Chairman.

Member Ginex nominated Member Fieldman, seconded by Member Carlsen, for Committee Vice-Chairman. Member Fieldman accepted. No other nominations were offered. On a voice vote, all ayes. Motion carried.

RESULT: APPROVED [UNANIMOUS]
MOVER: Rick Ginex, Village Manager, Village of Oak Brook
SECONDER: Donald Carlsen, Chief Information Officer
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

C. Action Item -- Adoption of Police Records Management System Oversight Committee 2018 Meeting Schedule.

RESULT: APPROVED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: Gary Grasso, District 3
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

7. REPORTS

A. RMS Update

David Jordan, RMS Manager, discussed the RMS reports and updates, as attached hereto. The first report is a Hexagon status report, received monthly. Hexagon is the County's CAD/RMS vendor. Mr. Jordan said they could send the reports to this committee monthly as well, if that is the preference.

In addition, Mr. Jordan discussed the monthly report received from DeltaWrx, a consulting company brought on by the Emergency Telephone System Board (ETSB) to be the project manager and represent the County for the RMS project.
Next, the third report included is from Mr. Jordan to give an overview specific to the RMS side of the project, whereas the Hexagon and DeltaWrx encompass both the RMS and CAD portions.

At the Chairman's request, the committee agreed to receive these reports on a monthly basis.

Lastly, the final two pages include a preliminary timeline of the project. Mr. Jordan said timeline begins in June of 2018. Until that point, the County will be working with Hexagon on test plans, including attending a workshop on March 20th. Hexagon is working to define and develop enhancements, with a completion goal date of July. Once the enhancements are in place in July, the vendor will move forward with a factory acceptance test, which is a dry run to ensure all of the enhancements and configurations are proper before performing onsite acceptance testing. Towards the end of August or beginning of September, the entire RMS team will be onsite for an acceptance test. After acceptance, end user training will begin, followed by "train the trainer" by County staff.

Member Ginex asked what the enhancements include. Mr. Jordan said there are 25 total enhancements, six of which were brought about by the County and other customers' requests. Some were included in the RFP response while others were added after the fact.

Chairman Berlin asked if these enhancements were not contemplated in the original specs. Mr. Jordan and Member Carlsen explained that while they are being called enhancements and it may be outside of the RFP response, it is more of a modification to a tool or product that works, but is being improved to better meet customer expectations.

Chairman Berlin asked how confident County staff feels about the project timeline, to which Mr. Jordan responded by explaining that a top-level executive from Hexagon offered the timeline, which he feels is legitimate.

Chairman Berlin then asked when the monthly reports will begin. Mr. Jordan said he is unsure of the start date, but likely at the end of the month.

Member Franz asked if County staff is confident and comfortable with the vendor's schedule. Mr. Jordan said he is.

Member Franz then asked if everything on the CAD side is going smoothly, to which Mr. Jordan answered it is.

RESULT:  HAND OUT

8. DISCUSSION
A. Invoicing

Member Zerwin discussed the invoicing proposed by her, Don Carlsen, and Paul Rafac, as attached hereto. She said billing would be based on the County's fiscal year, December 1. She noted it would be set up the same as Net RMS billing. She said the cost is based on the number of users. The recommended process going forward would use a March 1st and March 15th cutoff to give users time to process invoicing. County IT will be responsible for creating and sending out invoices while County Finance would receive and apply the funds, based on how they are billed.

Member Rafac said nothing was budgeted during the County's appropriation period for the 2018 fiscal year since not all of the IGAs were received. However, the templates were created to track the two items required by the IGA: a PRMS operation fund and a PRMS equipment replacement fund; there is no appropriation in either fund. Moving forward with billing, it will be run through the PRMS operation fund. In the out years, we will also do a transfer from that fund to the equipment replacement fund. In short term, money that comes in will be used to replenish funds in the general fund and ETSB commitments. Once the committee agrees on the process, Finance will go to the County Board to request additional appropriation to create the additional revenue stream and the transfers into the respective general and ETSB funds.

Member Zerwin said multiple agencies have requested to continue on the original payment schedule in order to meet their fiscal year budgets. Member Rafac said if we invoice now, most of those entities would still be able to book that expense back to their prior fiscal year.

Member Fieldman asked if anyone is concerned about paying for a system that is not yet implemented. Member Vesta answered that some agencies are comfortable with it, while others would like the flexibility to wait until the next fiscal year. He asked what the due date would be if the invoices were dated March 1. Members Zerwin and Rafac said there is flexibility with it, since the money was budgeted for last year. Member Rafac said he would like to see it paid by the end of the County's fiscal year.

Member Kruse asked if there is anything in the agreement with Hexagon as far as the provisions if there is a failure to meet the milestones. Member Zerwin said the County talked with Hexagon about this delay and they will be doing a contract amendment to include that provision. She added that if entities were to pay now, ETSB holds the financial risk, since the money will be held by the County until the project is accepted.

Member Zerwin suggested the committee hold a special call meeting in March if there is going to be an amendment to the contract so they can provide a recommendation to ETSB.

Member Vesta proposed invoicing the agencies now and allowing them the choose whether they want to pay it this fiscal year or next. Member Franz asked if the first installment was invoiced now, when the second installment would be invoiced. Member Zerwin answered it would likely be billed within this calendar year. Member Franz responded that the committee should look into the option of billing in March of 2018 then not again until March of 2019, with following payments beginning in 2020. Member Zerwin explained the
challenge would be there is no cash flow return for ETSB, who is fronting the money for this project. Member Franz asked that Member Zerwin look into whether or not the ETSB cash flow is manageable where the payments could be spread out more; Member Fieldman agreed.

Members agreed to invoice based on the current schedule so that agencies who want to pay now can do so, then moving forward there will be a special call meeting to discuss any amendments to the contract and billing.

1. Invoicing Overview

RESULT: HAND OUT

2. Invoicing Estimates

RESULT: HAND OUT

B. Committee Rules

Brian Gorka, Assistant State's Attorney, introduced himself to the committee. He explained there is a section in the IGA requiring the committee to create rules, provide for selection of terms, as well as other functions regarding how the committee will work. He said he will work with committee members and staff to develop the rules, which should be ready for approval at the next scheduled meeting in June.

Member Cuculich added that it is important to add a mission statement as well, to which Mr. Gorka agreed.

RESULT: ANNOUNCED

9. OLD BUSINESS

10. NEW BUSINESS

A. OMA Training Reminder

Mr. Gorka requested that any committee members who have not yet completed Open Meetings Act (OMA) training please do so.

RESULT: ANNOUNCED
11.  ADJOURNMENT

With no further business, the meeting was adjourned.
The RMS Team continued to work directly with Hexagon’s RMS team in multiple areas and held weekly status calls with the Hexagon team. The purpose of these meetings is to review assigned tasks and to discuss issues that arise during the week. In addition to these meetings, bi-weekly meetings are being held to review open service tickets.

The RMS Build Team membership has changed. A special thank you to Tracy Adams from Downers Grove Police Department and Kurt Vavra from Glen Ellyn Police Department. Tracy has stepped down from the RMS Team to focus on multiple major projects taking place internally at Downers Grove PD. Tracy has been a tremendously important part of the team, and she will be missed. Kurt Vavra has been promoted to Deputy Chief. His new duties have limited his time available for the DuJIS project. As a former patrol officer, detective and detective sergeant, Kurt brought a valuable point of view to the RMS build. Kurt still heads the Mobile Build Team and is available for discussions on the RMS. Additionally to these departures, three new members have joined the RMS Build Team from Mark Brines from Carol Stream PD, Julia Taglia from Glendale Heights PD, and Jodi Sennett from Elmhurst PD.

**Hexagon Software Release Updates**

Hexagon’s Product Development department has been providing the County with a monthly report of the software improvements. This report shows the progress that Hexagon has made towards delivering the promised system enhancements. As of 05-21-2018 update, Hexagon has internally delivered 22 of the 25 enhancements. Of these 22, 15 were released to the County. County Staff is working to review the release notes of the delivered enhancements to verify functionality. Delivery to the County system is on schedule.

**Test Plan and Test Case Creation**

The RMS Build Team has continued to develop and refine the test plans. These test plans will be used during the System Acceptance Testing (SAT). In March, Hexagon was on-site to conduct a test plan consulting workshop. The goal of the workshop was to continue work on the test plans with Hexagon staff available for assistance and further instruction. Overall, the workshop was very productive. The Team was able to complete the majority of work required. Since the workshop, County staff has been further refining and formatting the test plans according to instructions from Hexagon. The final test plans are due to Hexagon by the end of June.
System Configuration

Hexagon conducted an on-site Code Review Workshop with the RMS Build Team. Hexagon had a demonstration site set up for the workshop. All WebRMS modules were reviewed during the workshop. Overall, the workshop was profitable and gave the RMS team a clear list of codes that need to be defined. There is still work to be done by the RMS Team to gather these codes. It is important to understand that the County can edit these codes at any time. WebRMS is completely customizable. These codes will be continuously reviewed and refined during the life of this project.

Important Dates:

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory Acceptance Testing (FAT)</td>
<td>Mon 7/23/18</td>
<td>Fri 7/27/18</td>
</tr>
<tr>
<td>Site Acceptance Test (SAT1)</td>
<td>Mon 8/6/18</td>
<td>Fri 8/10/18</td>
</tr>
<tr>
<td>Site Acceptance Test (SAT2)</td>
<td>Tue 8/28/18</td>
<td>Fri 8/31/18</td>
</tr>
<tr>
<td>CAD/MPS and WebRMS Final Production Ready System</td>
<td>Thu 9/6/18</td>
<td>Thu 9/6/18</td>
</tr>
<tr>
<td>InSight Reporting User Training for WebRMS (IPST)</td>
<td>Tue 10/23/18</td>
<td>Thu 10/25/18</td>
</tr>
<tr>
<td>WebRMS Reports and Deployment Training</td>
<td>Tue 8/14/18</td>
<td>Wed 8/15/18</td>
</tr>
<tr>
<td>FBR for WebRMS Train-The-Trainer Courses</td>
<td>Wed 9/19/18</td>
<td>Thu 10/11/18</td>
</tr>
<tr>
<td>WebRMS Train-The-Trainer Courses</td>
<td>Tue 10/2/18</td>
<td>Fri 10/26/18</td>
</tr>
<tr>
<td>Training - End User</td>
<td>Wed 9/19/18</td>
<td>Mon 2/25/19</td>
</tr>
<tr>
<td>Cutover of RMS/FBR System</td>
<td>Mon 2/18/19</td>
<td>Fri 2/22/19</td>
</tr>
<tr>
<td>RMS/FBR 30 DAY PERFORMANCE AND RELIABILITY TEST</td>
<td>Mon 2/18/19</td>
<td>Tue 3/19/19</td>
</tr>
</tbody>
</table>
## May Monthly Report

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>DuPage County, IL</th>
<th>Alias</th>
<th>DUPG2.00.11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer PM</td>
<td>Linda Zerwin/Mike Galvin</td>
<td>Hexagon Sales</td>
<td>John Whitehead</td>
</tr>
<tr>
<td>Hexagon Project Manager</td>
<td>Jim Santaferrara</td>
<td>Project / Delivery Name</td>
<td>DuPage ETSB</td>
</tr>
</tbody>
</table>

### New Change Requests

- None

### Reporting Period End

- 5/25/2018

## Project Overview

<table>
<thead>
<tr>
<th>Budget</th>
<th>Schedule</th>
<th>Scope</th>
<th>Resources</th>
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</thead>
<tbody>
<tr>
<td>On target</td>
<td>On target</td>
<td>On target</td>
<td>Poor</td>
</tr>
<tr>
<td>Below target</td>
<td>Behind</td>
<td>Behind</td>
<td>Average</td>
</tr>
<tr>
<td>Above target</td>
<td>Ahead</td>
<td>Ahead</td>
<td>Good</td>
</tr>
</tbody>
</table>

### Project Performance - Period ending May 31 2018

- Yellow

Received Cogent and BEAST ICD and began development. Delivered the following interfaces for testing: Leader, DUCS (Court Case Update, Court Case Import, and Incident Export), SAO Case Prep Export.

### Project Activities

#### Objectives Completed This Period

1. On Site meeting at DuPage
2. Continue work with the team to complete Test Cases and Test Plans by June.
3. Began discussion on UCR.
4. Received final signature on the WebRMS/MORPHOTRUST Live Scan Interface. Development completed and Hexagon began testing
5. Loaded all Statue Codes that were provided
6. Delivered and used the Statue Code Interface and is currently accepting updates. Hexagon completed internal testing and is ready for DuPage to monitor and accept.
7. Completed informal Leader interface testing. DuPage (Kevin V.) making plans to accept live data for end-to-end Testing
8. DUCS Court Case Update, and Incident Export Interface Developed and Hexagon initial testing complete. Ready for DuPage (Kevin V.) Testing.
9. Court Case Import, Hexagon completed internal testing. Ready for DuPage testing.
10. Final configuration for attachments in file share completed for SAO Case Prep Export
11. Hexagon conducting final internal testing of ITOUCH
12. Hexagon developed and conduction final internal testing of COGENT LiveScan
13. Mobile Responder is up and ready for test by DuPage
14. Working on CAD portion of RFP response to COTS Testing Plan
15. Added Temporary and Permanent Evidence Locations
16. Conducted bi-weekly SR meeting (2) for WebRMS/Interfaces and (2) for CAD/MPS
17. Conducted (4) WebRMS Core Team Joint Meeting
18. Upgraded the environment to the latest FBR and WebRMS versions
19. Completed the splitting Police and Fire data
20. Hexagon delivered the MPS porting of the COTS Testing Plan
21. Completed MPS Display Resolution and is ready for DuPage Testin
22. Completed splitting Police and Fire data as requested
23. Completed 2 of the 3 servers. Waiting of Ducom goes live for the 3rd
24. Delivered Mays update from the Product Center
25. Received DuPage response on Incident and Field Interview design changes and began development on Pedestrian Stop and Gang Contact Card
26. Developed form designs for Incident (Final), DUI, Domestic Violence, Impound, and Missing Person

#### Objectives NOT Completed This Period

1. WebRMS - Acceptance Test Plan and Test Cases (Scheduled to be completed June 2018)
<table>
<thead>
<tr>
<th>Change Orders</th>
<th>Date</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order #2 rev. 1</td>
<td>1/30/17</td>
<td>Complete - 03/14/2017</td>
<td>Visual Studio 2012 change to 2015 version &amp; VMWare vCenter v5 to v6 version</td>
</tr>
<tr>
<td>Change Order #3</td>
<td>5/26/17</td>
<td>Complete - 10/13/2017</td>
<td>Rename of custom interface, APS Virtual Partner to LEADER, and Visual Studio 2012 quantity.</td>
</tr>
<tr>
<td>Change Order #4</td>
<td>11/27/17</td>
<td>Complete - 12/13/2017</td>
<td>Add Addison hardware move.</td>
</tr>
<tr>
<td>Change Order #5</td>
<td></td>
<td>Awaiting Management Decision</td>
<td>WebRMS methodology change, milestone realignment, etc.</td>
</tr>
</tbody>
</table>

### New Project Issues

<table>
<thead>
<tr>
<th>Milestones will need to be relooked and scheduled</th>
<th>Actions / Comments</th>
<th>Owner</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>This will be discussed at the Executive Level and the Hexagon Team will make documentation changes once finalized.</td>
<td>Hexagon Executive Team and DuPage</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

### Objectives for Next Period

1. Testing between Hexagon and DuPage on Interfaces
2. Deliver MorphoTrust Interface to DuPage
3. Deliver COGENT Interface to DuPage
4. Deliver ITOUCH Interface to DuPage
5. Receive Motorola OffenderTrack specification from DuPage
6. Receive MorphoTrack information from DuPage
7. Receive final list of codes to be imported as local offences
8. Complete Module to Module Code Workshop
9. Receive DuPage response to Legacy Data Questionnaire
10. Coordinate for the requested additional Informer data base setup
11. Coordinate Legacy Data WebEx
12. Complete the Amendment and submit to DuPage for approval
13. Provide Update from Product Center on WebRMS
15. Complete the Amendment and Submit to DuPage
16. Work on Issue tracking tasks
17. Provide response to CAD portion of COTS Testing Plan
18. Acceptance of 30 day Reliability Period for CAD

### Milestones / Deliverables

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Baseline Date</th>
<th>New Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Project Kickoff Meeting</td>
<td>Aug/16</td>
<td>Aug/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>2 - Server HW order</td>
<td>Aug/16</td>
<td>Aug/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>3 - Installation of base COTS I/CAD software in first environment</td>
<td>Nov/16</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>4 - Installation of base COTS WebRMS SW in first environment</td>
<td>Nov/16</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>5 - I/CAD Essentials for Core Team (IPST 2001)</td>
<td>Jan/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>6 - WebRMS and FBR System Overview Training</td>
<td>Jan/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>7 - CAD System Configure 3</td>
<td>Jul/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
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<tr>
<td>8 - WebRMS Configuration Workshop 3</td>
<td>Apr/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>9 - Mobile for Public Safety Configuration Workshop 3 for Law</td>
<td>Aug/17</td>
<td></td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>10 - WebRMS Configuration Workshop 5</td>
<td>Jun/17</td>
<td></td>
<td>Task realignment necessary. (CO #5)</td>
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<tr>
<td>11 - Map Roll Consulting for I/CAD Systems (IPST8004)</td>
<td>Aug/17</td>
<td>Nov/17</td>
<td>Completed and acceptance form delivered, payment received</td>
</tr>
<tr>
<td>12 - CAD, MPS and CAD Integration Testing</td>
<td>Nov/17</td>
<td>Dec/17</td>
<td>Completed and acceptance form delivered</td>
</tr>
<tr>
<td>13 - WebRMS, FBR and WebRMS Integration Testing</td>
<td>Sep/18</td>
<td></td>
<td>Task realignment necessary. (CO #5)</td>
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<tr>
<td>14 - RMS Train-the-Trainer Training</td>
<td>Oct/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 - CAD Train-the-Trainer Training</td>
<td>Dec/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 - Cutover of WebRMS and FBR Subsystems to Production Use at the</td>
<td>Feb/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 - Cutover of I/CAD and MPS Subsystems to Production Use at the</td>
<td>Feb/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 - Acceptance of 30 day Reliability Period for CAD</td>
<td>Mar/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Once Amendment is completed and signed, Milestones will be redone.

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Once Amendment is completed and signed, Milestones will be redone.</td>
</tr>
</tbody>
</table>
To: Linda Zerwin, ETSB Executive Director  
From: Michael Galvin, Project Manager  
Date: May 29, 2018  
Re: DuJIS Project Monthly Summary

CAD/RMS Replacement Project

During the month of May, Hexagon conducted the on-site Code Review Workshop with the Law Enforcement RMS team. The focus of the workshop was to review all the existing data fields within the RMS and gain an understanding of the codes required to complete the system configuration. The workshop also provided an opportunity for the RMS team to review the configuration to-date and ask any questions for Hexagon personnel. Bi-weekly calls are still ongoing with the RMS Build Team and Hexagon personnel and the Test Plans (to be used in July and August) are scheduled to be completed in early-June. 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.

In related news, a number of personnel have been added to the RMS team since last month. A number of personnel previously committed to this Project had to leave the team to focus on other job duties in their respective departments. Their contributions were invaluable over the 18 months; we’re confident the new team members will perform well in their roles.

Regarding CAD/MPS, members of the CAD/MPS teams continue to refine the system. Both the CAD and Mobile teams have had multiple testing sessions to verify system functionality and improve the overall system. At the time of this writing, members of the Law Enforcement Mobile, Fire Mobile, and CAD build teams are gathering to conduct in-depth testing of the CAD/Mobile application. Overall, the CAD and Mobile builds are in excellent shape; the delay in original go-live date has provided additional testing time that will only improve the application. Similar to the RMS Build Team, the CAD Build Team holds bi-weekly calls with Hexagon to review the status of Service Requests (SRs) and the development of interfaces.

In June, there are no on-site activities planned for Hexagon. Work will continue on all applications remotely. The RMS Build Team will be primarily focused on continuing configuration of the application (with particular focus on code values) and preparing for testing later this summer, while the CAD and Mobile build teams will continue internal testing and system refinement.
<table>
<thead>
<tr>
<th>Account Codes</th>
<th>Owner</th>
<th>Description</th>
<th>2019 IT Department Request</th>
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<tbody>
<tr>
<td>50000 REG SALARIES</td>
<td>RMS</td>
<td>REGULAR SALARIES</td>
<td>$95,790.00</td>
</tr>
<tr>
<td>RMS</td>
<td>1 - RMS Manager - Full Year</td>
<td></td>
<td>$95,790.00</td>
</tr>
<tr>
<td>RMS</td>
<td>1 - DB\System Admin - Full Year</td>
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<td>$87,550.00</td>
</tr>
<tr>
<td>RMS</td>
<td>1 - Report Writing Specialists - Full Year</td>
<td></td>
<td>$60,000.00</td>
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<tr>
<td>RMS</td>
<td>1 - Report Writing Specialists - Full Year</td>
<td></td>
<td>$60,000.00</td>
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<tr>
<td>50000 SERIES PERSONNEL</td>
<td>TOTALS</td>
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<td>$303,340.00</td>
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<tr>
<td>53500 MILEAGE EXP</td>
<td>RMS</td>
<td>Mileage Expenses for travel to Agencies - $.54 per mile - 400 miles</td>
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<tr>
<td>53510 TRAVEL EXP</td>
<td>RMS</td>
<td>Travel Expenses for Vendor Conference</td>
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<td>53500 MLG TRAV EXP</td>
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<td>53600 DUES &amp; MSHIP</td>
<td>RMS</td>
<td>Dues and Memberships</td>
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<td>53600 DUES &amp; MSHIP</td>
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<td>1160-52100 DP EQUIP-SM VALUE</td>
<td>RMS</td>
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<td>TOTALS</td>
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Total 2019 Budget Request: $311,896.00
POLICE RECORDS MANAGEMENT SYSTEM OVERSIGHT COMMITTEE RULES

1. Definitions. As used in these rules, unless the context clearly requires otherwise, the following terms are herein defined:

a. “County” means the County of DuPage, Illinois and all departments, agencies and instrumentalities thereof under the direct supervision and control of the County Board. The term “County” does not include the ETSB, the Circuit Clerk, the State’s Attorney, the Judiciary or the elected County Officers;

b. “Circuit Clerk” means the Clerk of the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Illinois;

c. “ETSB” means the Emergency Telephone System Board of DuPage County;

d. “Information Technology Department” means the County’s Information Technology Department or its successor agency;

e. “Intergovernmental Agreement” refers to the Agreement entered into in 2017 between the County of DuPage, its independent elected officers, and member municipalities to create and manage a new police records management system.

f. “Mayor” means the elected chief executive officer of a municipality regardless of the title used for such position used by the municipality;

g. “Municipality” means a city, village, or incorporated town;

h. “NIBRS” means National Incident Based Reporting System, an incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes. Local, state and federal agencies generate NIBRS data from their records management systems;

i. “NIEM” means National Information Exchange Model. NIEM is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise. NIEM is designed to develop, disseminate, and support enterprise-wide information exchange standards and processes that will enable jurisdictions to automate information sharing;

j. “PRMS Oversight Committee” means the committee formed pursuant to Article V of the Intergovernmental Agreement;

k. “Participant” means an entity contracting with the County to participate in the System in accordance with the provisions of this Agreement;

l. “Parties” means the County, the ETSB, and the Participant collectively;

m. “Party” means a party to this agreement, e.g. the County, the ETSB, or the Participant;
n. “PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund” means a reserve fund created in the County treasury to be used to pay the costs associated with the eventual replacement of the System as provided in Section 2.05 of the Intergovernmental Agreement;

o. “PRMS OVERSIGHT COMMITTEE Operation Fund” means a fund created in the County treasury to pay the costs associated with the operation of the System as provided in Section 2.04 of the Intergovernmental Agreement;

p. “Sheriff” means the DuPage County Sheriff;

q. “State’s Attorney” means the DuPage County State’s Attorney;

r. “Treasurer” means the DuPage County Treasurer;

s. “User” means an employee or other authorized agent of a Participant to whom unique credentials are assigned for access to the System on a Participant’s behalf. The number of System Users assigned to a Participant shall be determined by the PRMS OVERSIGHT COMMITTEE Oversight Committee;

t. “Vendor” means Intergraph Corporation, Inc., a subsidiary of Hexagon, AB

2. Powers Authorized by Intergovernmental Agreement.

a. Provide for the general policies and operations of the PRMS OVERSIGHT COMMITTEE;

b. Establish such committees or work groups as the PRMS OVERSIGHT COMMITTEE deems necessary or useful;

c. Maintain and operate a police records management system;

d. Employ such personnel necessary and provide for the compensation thereof, for the implementation or upgrade of the System and for the day-to-day operations of the PRMS OVERSIGHT COMMITTEE pursuant to the headcount allocation established by the County Board.

e. Employ such personnel except for independent contractors are employees of the County of DuPage for purposes of benefits and general personnel policies.

f. The County shall have the exclusive authority for the hiring, discipline, or termination of such personnel;

g. Delegate day-to-day operations and duties, including the implementation of budgeted expenditures to County officers or personnel working on the system;

h. Authorize the expenditure and payment of any funds the Intergovernmental Agreement may authorize the PRMS OVERSIGHT COMMITTEE;

i. Perform any other duty or function as may be authorized by the DuPage County Board by ordinance, resolution, intergovernmental agreement, or other enactment.

j. Adopt rules which shall provide for the selection and terms of its officers and its operations;
k. Organize and appoint members to committees and working groups as it deems necessary for System operation;

l. Develop policies and regulations governing System usage consistent with the goal of standardization;

m. Review requests to join the System and determine a fair share payment of the applicant;

n. Review and approve the minimum specifications for any hardware used with the System and ensure Participant compliance;

o. Review and determine minimum specifications for network connections to the System and ensure participant compliance;

p. Direct the County to transfer funds from the Equipment Replacement Fund or make disbursements from the System Operation Fund to the extent authorized by this Agreement;

q. Fully comply with the requirements of the Open Meetings Act and the Freedom of Information Act;

r. Determine, no less frequently than annually, the total number of users who will access the System and allocate that number among system Participants. The PRMS OVERSIGHT COMMITTEE Oversight Committee and the affected Participant shall jointly agree to increase or decrease the allocation of users to a Participant;

s. Determine the budget for the annual operation of the PRMS OVERSIGHT COMMITTEE System;

t. Adopt reasonable rules consistent with the provisions of this Agreement for the ongoing administration, operation, and replacement of the System;

u. Establish policies and procedures to provide for the withdrawal of any Participant from the System including those providing for the retrieval and export of the Participant’s data and for the return of all or a portion of moneys in the PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund attributable to the Participant;

v. Provide guidance and advice to the Information Technology Department as to the job performance of County employees assigned to administer or manage the System;
w. Make recommendations to the Information Technology Department as to changes in personnel requirements necessary to operate the System efficiently;

x. Fully reimburse the County and the ETSB for all costs incurred in implementing the System other than the costs attributable to Computer Aided Dispatch (CAD) and those PRMS OVERSIGHT COMMITTEE costs attributable to County agencies participating in the System under Section 1.08 of this Agreement;

y. Provide quarterly updates to all Participants, including committee meeting minutes and financial reports;

z. Develop policies and procedures, in accordance with the law, governing the documentation, retention, ownership, and management of electronic data storage, provided that any policy or procedure which may impact CAD or CAD processes shall not become effective without the consent of the ETSB; and,

aa. Perform any other administrative functions necessary and proper to carry out the purposes of this Agreement and the goals of standardization and interoperability not otherwise provided for herein.

3. Powers Inferred. The PRMS OVERSIGHT COMMITTEE may exercise any additional power or duty necessarily implied from the foregoing provisions, and those that are essential and indispensable to carry out such powers and duties.

4. Membership of the PRMS OVERSIGHT COMMITTEE.

5. The PRMS OVERSIGHT COMMITTEE Oversight Committee shall consist of members appointed as follows:

   a. The Chairman of the County Board or his or her designee;

   b. The Sheriff or his or her designee;

   c. The State’s Attorney or his or her designee;

   d. The Chief Financial Officer of the County, or his or her designee;

   e. The Chief Information Officer of the County, or his or her designee;

   f. The Chairman of the Emergency Telephone System Board (ETSB), or his or her designee;

   g. Six (6) mayors of municipalities which are Participants in the System selected by the Board of Directors of the DuPage Mayors and Managers Conference (DMMC) in the manner it determines so long as they meet the eligibility required in Section 9, or the designee of each appointed mayor. Mayors appointed under
this paragraph need not be appointed from municipalities which are members of the DMMC.

6. Persons designated to serve in the stead of the County officers or staff members listed in paragraphs (a)-(f) of this Section shall be employees reporting to the respective designating authority who are vested with substantial authority over the operations or finances of the designating authority’s office or department.

7. The Sheriff and State’s Attorney, or their designees, shall not be eligible for membership on the Oversight Committee until their execution of an Agreement with the County Board to participate in the System as set forth in Section 1.08 of the Intergovernmental Agreement.

8. Committee Composition. The Committee set forth in Article V of the Intergovernmental Agreement, may from time to time and by a three-quarters (3/4) vote of members entitled to be appointed, make changes to the composition, manner of selection, or number of their respective memberships. So long as the PRMS OVERSIGHT COMMITTEE consists of twelve (12) members, nine (9) members shall constitute three-quarters (3/4) of members entitled to be appointed.

9. Eligibility. All members shall reside in or represent an entity within the County of DuPage throughout the duration of their term of office. Members representing an association or agency pursuant to paragraph (a) shall remain employed, appointed by, or have active representation status in the association or agency they represent.

10. Term of Office.
   a. Duration. Members shall be appointed for a term of four (4) years commencing on December 1 and until their successors have been appointed and qualified. The County Board may appoint any member appointed to consecutive terms so long as he or she continues to meet the requirements of membership as set forth in this Ordinance.
   b. Vacancies. A vacancy in the PRMS OVERSIGHT COMMITTEE shall be occasioned by resignation, death, physical or mental incapacity, continuous refusal to attend scheduled meetings of the PRMS OVERSIGHT COMMITTEE, removal for cause, cessation of membership in or employment by the entity which the member represents. Except for a removal for cause as set forth in paragraph iii, the PRMS OVERSIGHT COMMITTEE shall determine the existence of a vacancy. The County Board shall fill all vacancies within sixty (60) days in the manner in which the original appointment was made for the duration of the unexpired term.
   c. Removals for Cause. The County Board shall have the authority to remove a member of the PRMS OVERSIGHT COMMITTEE for cause upon a written statement by the PRMS OVERSIGHT COMMITTEE or its Chairman, the Chairman of the County Board, or by the DuPage County Ethics Commission, Investigator General, or Ethics Adviser stating the basis of such charges. Any member so charged shall have the opportunity to contest such charges before the
County Board within thirty (30) days. The County Board shall then determine whether cause exists to remove such charged member.

11. Officers:

a. Chairman. The PRMS OVERSIGHT COMMITTEE shall from time to time designate one from among its members to serve as Chairman of the PRMS OVERSIGHT COMMITTEE. The Chairman shall:

i. Have general supervision and authority over the operations of the PRMS OVERSIGHT COMMITTEE and its personnel;

ii. Determine the agenda for and preside at meetings of the PRMS OVERSIGHT COMMITTEE;

iii. Sign, with the secretary or any other properly authorized officer of the PRMS OVERSIGHT COMMITTEE, any instruments which the PRMS OVERSIGHT COMMITTEE authorizes him or her to execute;

iv. Appoint in his or her sole discretion such ad-hoc committees as he or she deems necessary or prudent to assist him or her in the performance of his or her duties;

v. Perform all duties incidental to the office of the Chairman and any other duties as the PRMS OVERSIGHT COMMITTEE may proscribe.

vi. Shall ensure that all of the orders, resolutions and regulations of the County Board are faithfully executed.

b. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in his or her absence and other duties as the Board may proscribe.

c. Secretary. The DuPage County I.T. Department shall provide a secretary for the PRMS OVERSIGHT COMMITTEE. The Secretary shall be responsible for recording the minutes of all meetings, ensuring that notices of such comply with the Open Meetings Act, be the custodian of all records of the PRMS OVERSIGHT COMMITTEE, and perform all duties incidental to the office of secretary and other duties which the PRMS OVERSIGHT COMMITTEE may proscribe. The Secretary shall not be a member of the PRMS OVERSIGHT COMMITTEE.

d. Treasurer. The DuPage County Treasurer shall be the custodian of all moneys received by the PRMS OVERSIGHT COMMITTEE operation fund. The Treasurer shall not be a member of the Board.

e. PRMS OVERSIGHT COMMITTEE Attorney. The DuPage County State’s Attorney shall appoint an attorney to be the PRMS Oversight Committee attorney. The attorney may be one of the DuPage County State’s Attorney’s Assistants.

12. Internal Operations:

a. Standing Committees and Workgroups. The PRMS OVERSIGHT COMMITTEE may establish any standing committee or workgroups as it deems necessary to
carry out the functions of the PRMS OVERSIGHT COMMITTEE. The Chairman of the PRMS OVERSIGHT COMMITTEE, with the advice and consent of the PRMS OVERSIGHT COMMITTEE shall appoint all standing committees and workgroups, their membership, and determine if the meetings are public meetings and thus subject to the Open Meetings Act.

b. Bylaws and Rules. The PRMS OVERSIGHT COMMITTEE may adopt and from time to time amend bylaws and/or rules governing its internal operations, polices, and procedures provided that all such policies may not conflict with any statute, ordinance, or County policy applicable to the PRMS OVERSIGHT COMMITTEE.

13. Finance and Procurement:

a. PRMS OVERSIGHT COMMITTEE shall have the exclusive authority to authorize the County to transfer funds from the PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund to the PRMS OVERSIGHT COMMITTEE System Operation Fund and to authorize expenditures from the PRMS OVERSIGHT COMMITTEE Operation Fund.

b. Competitive Bidding Required. The provisions of State law applicable to the procurement of services, materials, equipment, or supplies, other than professional services, by County Boards as set forth in Section 5-1022 of the Counties Code shall apply to all contracts authorized by the PRMS OVERSIGHT COMMITTEE.

c. Applicability of the DuPage County Procurement Ordinance. The provisions of the DuPage County Procurement Ordinance shall apply to all purchases authorized by the PRMS OVERSIGHT COMMITTEE. Where the Procurement Ordinance specifies that an action must be taken by the County Board, the PRMS OVERSIGHT COMMITTEE shall have the authority to act. Where the Procurement Ordinance provides than an action must be taken by the Chairman of the County Board, the Chairman of the PRMS OVERSIGHT COMMITTEE shall have the authority to Act.

d. Transfers from the Equipment Replacement Fund. The PRMS OVERSIGHT COMMITTEE shall from time-to-time direct the Treasurer to transfer funds from the PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund to the PRMS OVERSIGHT COMMITTEE Operation Fund for disbursement. Such funds may only be disbursed to pay the costs associated with the upgrade or replacement of the System or consistent with a policy adopted by the PRMS OVERSIGHT COMMITTEE Oversight Committee in accordance with Section 5.02(l).
e. Expenditures from the PRMS OVERSIGHT COMMITTEE Operation Fund. The PRMS OVERSIGHT COMMITTEE shall use moneys in the PRMS OVERSIGHT COMMITTEE Operation Fund for the purposes of

i. Reimbursing the County and the ETSB for costs expended in the implementation of the System;

ii. Reimbursing the ETSB for costs it may incur in its normal operations in an aggregate amount not to exceed the total costs expended by the ETSB in the implementation of the System;

iii. Paying the ongoing periodic costs associated with maintaining the System,

iv. Paying the costs of system upgrade or replacement when such funds have been transferred from the Equipment Replacement Fund for that purpose,

v. Reimbursement of Participant funds consistent with a policy adopted by the PRMS OVERSIGHT COMMITTEE in accordance with Section 5.02(l) of the Intergovernmental Agreement, or

vi. Any other purpose the PRMS OVERSIGHT COMMITTEE Oversight Committee may expressly authorize, provided that funds shall only be authorized for costs associated with the System.

14. All personal property acquired by the PRMS OVERSIGHT COMMITTEE is the property of DuPage County. The PRMS OVERSIGHT COMMITTEE may use such property in any way it deems appropriate and in compliance with the requirements of Illinois law. The County may not dispose of or reassign such personal property until or unless the PRMS OVERSIGHT COMMITTEE by resolution deems such property as surplus.

15. PRMS OVERSIGHT COMMITTEE shall prepare or cause to be prepared quarterly fiscal reports and an annual budget for its operation and associated activities.

16. The DuPage County Auditor shall conduct an audit of the PRMS OVERSIGHT COMMITTEE at least annually. The PRMS OVERSIGHT COMMITTEE and its staff shall fully cooperate with any audit or other examination conducted by the Auditor.

17. External Audit.

18. Meetings.

   a. Open Meetings Act. The provisions of the Open Meetings Act shall apply to all meetings of the PRMS OVERSIGHT COMMITTEE.

   b. The County shall cause notice of such meetings and their agendas to be posted on its website in accordance with the Act.
c. The County shall furnish meeting space when requested to do so by the PRMS OVERSIGHT COMMITTEE.

d. Consistent with the provisions of the Open Meetings Act, members of the PRMS OVERSIGHT COMMITTEE may attend meetings remotely when they are unable to attend in person for the following reasons: (1) military service; (2) away on official PRMS OVERSIGHT COMMITTEE business; (3) away on official business having to do with their regular employment with a local government entity; so long as reasonable notice to the PRMS OVERSIGHT COMMITTEE was given and has been approved. Members participating remotely for one of these three reasons and having given reasonable notice to the PRMS OVERSIGHT COMMITTEE and whose absence was approved by the PRMS OVERSIGHT COMMITTEE shall count for purposes of quorum attendance and may vote on official business.

e. Quorum. Quorum for a meeting of the PRMS OVERSIGHT COMMITTEE shall be three-quarters (3/4) of the members entitled to be appointed to the Committee.

f. Super Majority Required. All actions of the PRMS OVERSIGHT COMMITTEE shall require the affirmative vote of three-quarters (3/4) of the membership entitled to be appointed to the Committee. So long as the PRMS OVERSIGHT COMMITTEE consists of twelve (12) members, nine (9) members shall constitute three-quarters (3/4) of the membership entitled to be appointed.

g. Meeting Schedule. The PRMS OVERSIGHT COMMITTEE shall annually give notice of its meeting schedule with shall include at least one meeting scheduled per quarter.

h. Special Meetings. The Chairman or a majority of the members of the PRMS OVERSIGHT COMMITTEE may require a special meeting of the PRMS OVERSIGHT COMMITTEE pursuant to a written call with notice of the location, time, and date of the special meeting and an agenda detailing the items the PRMS OVERSIGHT COMMITTEE will consider. The PRMS OVERSIGHT COMMITTEE may not consider any business not contained on a special call agenda.

i. Notice of Meetings to ETSB Members. Except in cases of a bona fide emergency, in addition to the requirements set forth in the Open Meetings Act, the PRMS OVERSIGHT COMMITTEE shall provide actual notice of its meetings to its members forty-eight (48) hours in advance of such meeting. Notice to PRMS OVERSIGHT COMMITTEE members shall include an agenda and agenda materials. The PRMS OVERSIGHT COMMITTEE may agree to waive this additional notice by unanimous consent, however it may not conduct business if a member objects in person or in writing.

j. Meeting Locations. The PRMS OVERSIGHT COMMITTEE shall conduct its meetings at the Jack T. Knuepfer Administration Building located at 421 N County Farm Rd, Wheaton, Illinois. Committees and other subordinate bodies of the ETSB may meet at any location within the PRMS OVERSIGHT COMMITTEE service area that is convenient and open to the public.
19. For the PRMS OVERSIGHT COMMITTEE order of business shall consist of, but not be limited to, the following:

   a. Call to Order
   b. Roll Call
   c. Chairman’s Report
   d. Public Comment
   e. Approval of Minutes
   f. Action Items
   g. Reports
   h. Discussion
   i. Old Business
   j. New Business
   k. Adjournment

20. Subject to the following guidelines, members of the public and employees of the County shall be afforded time during regular and special meetings open to the public, to comment to the PRMS OVERSIGHT COMMITTEE.

   a. Persons wishing to address the Board shall complete the form, “Notification to the County Board Chairman”, at the designated table in the Board Room at the beginning of the meeting.
   b. Remarks shall be confined to topics or activities which fall within the statutory authority of the County Board.
   c. Individual remarks shall not exceed three minutes in length, nor shall total time provided for all such remarks exceed thirty minutes in length, unless special permission for any time extension is granted therefore by the Board Chairman.

21. Parliamentary Rules

   a. The rules of Parliamentary Practice comprised in the 10th Edition of Robert’s Rules of Order Newly Revised, Perseus Books, Harper Collins, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with applicable state statutes, the special rules of this Board, or other County Ordinances.
b. Temporary Suspension of Rules shall occur upon a vote of majority of the PRMS OVERSIGHT COMMITTEE.

22. The DuPage County Ethics Ordinance shall apply to all members of the PRMS OVERSIGHT COMMITTEE.