

VIBRS Advisory Board Meeting Minutes  
DPS Headquarters, Lab Classroom  
August 2, 2017  
10:00 am

- The meeting was called to order at 10:02 am by Chair, Rick Garey, with the following present: Dave Dutcher (via conference call), Michelle Hunt, James Whitcomb, Larry Eastman, Justin Stedman, Amy Messier and Suellen Royea. The meeting was voice recorded. It was noted the quorum requirement was not met.
- **Review/Approval of June 7, 2017 Minutes:** Topic tabled until the quorum requirement is met.
- **Non-Members to be heard:** No non-members were present.
- **Old Business:**
  - **IT Updates:** It was noted that IT personnel were not available for an update. Amy Messier shared that Spillman/NIBRS patch verification work is underway, which is scheduled for rollout on August 14, 2017. She reported that through Search membership, there is a validation tool available to check numbers before sending to FBI.
  - **Sheriff Keeler Response:** Rick Garey briefly reviewed the complaint from Bristol PD. Jim Whitcomb reported that he emailed Sheriff Keeler (a copy of the email was distributed) and Sheriff Keeler feels it will be a moot point after September 1, 2017, due to some changes in both the Sheriff's office and Bristol PD. It was noted that there is still an agency block in effect, the agency will still have access to Spillman, and the Board still has to make a decision. There was some discussion about creating a policy/procedure to share information with other CAD/RMS systems. A suggestion was made to create a box on our user agreement to see if users have been denied access to other CAD/RMS systems. Rick Garey offered to start working on a draft. It was the consensus of those present that the Chief's retirement should not affect how this incident is handled. The topic was tabled until the next meeting scheduled in October.
  - **Spillman/Valcour Data Sharing Presentation to Sheriffs and Chiefs Update:** Rick Garey reviewed CRG's request for access to CAD/RMS systems. He noted that a representative from the Valcour and VIBRS boards attended a Chiefs and Sheriffs Meeting and presented a PowerPoint on data sharing. Jim Whitcomb reported the presentation went well, the Chiefs and Sheriffs support the Boards' decisions on data sharing, and there was less concern regarding the flat file than originally thought. It was thought that work should begin with Valcour to create an acceptable flat file. A suggestion was made to ask the Chiefs' President for something in writing that there is agreement to move forward with the flat file.
  - **Combined AB Meetings:** Rick Garey offered to work with Vegar Boe to schedule quarterly combined meetings. A question was asked if Valcour has their own User Agreement Policy.

- It was confirmed that there is a Valcour user agreement users have to sign. A suggestion was made to create a universal user agreement.
- **VIBRS AB Member Count:** Rick Garey noted that at the last meeting a question was asked about the VIBRS Board members. He reported that the board has eleven (11) members and we currently are missing one representative. He will talk with Chief Morrison regarding filling that vacancy.
- **New Business:**
    - **Castleton PD – Potential User Violation:** Rick Garey reviewed Chief Mantello's notification of a potential user violation (a copy of the information provided was distributed). In reviewing the information provided, it was thought there was a violation of Section 4.6 of the user agreement; however, there were some questions regarding the status of the investigation and any sanctions imposed. It was the consensus of those present to ask the Chief for more information and the results of the investigation. Rick Garey offered to follow up with the Chief and report back at the next meeting. Rick added that he asked Betty if copies of user agreements were kept. Her response was that there should be copies.
    - **VIBRS Page:** Rick Garey reported that while looking up the user policy, it was brought to his attention that the web page has two different versions of the user's agreement posted (copies were distributed). Consequently, he asked Betty to post the most current version in both places.
    - **CRG MOU:** Rick Garey shared there was a data sharing meeting on July 27, 2017, after which Karen Gennette from CRG sent an email to Chiefs and Sheriffs asking them to sign an MOU for some research projects. He reviewed that Karen consulted with the Attorney General's Office for an opinion on whether or not they could access juvenile records. The results of the Attorney General's review, which was relayed to her in an email, was that CRG should not have access to juvenile records that are part of criminal cases. Rick Garey offered to touch base with Karen to ensure everyone is on the same page. A suggestion was made to also contact the Chiefs and Sheriffs. It was noted that requests for juvenile records will be denied. A short discussion was held regarding the flat file and juveniles. It was noted that in Vermont, the family can petition the court to move a case to Family court up to the age of 21. In summary, Rick Garey will follow up with Karen and work on convening a joint subcommittee to review juvenile and a flat file.
  - **Next meeting:** The next meeting is scheduled for October 4, 2017. The location will be determined.
- **Adjournment: Meeting adjourned at 10:44 am.**