VIBRS Advisory Board Meeting Minutes

DPS Headquarters, Lab Classroom

October 3, 2018

* The meeting was called to order at 10:06 am by Chair, Rick Garey, with the following present: Craig Gardner, VSP; Justin Stedman, F&W; James Whitcomb, VSP; Jeff Barton, Colchester PD (via conference call); Betty Wheeler, ADS; Larry Eastman, Barre PD; and Suellen Royea, VFL. James Whitcomb received Michelle Hunt’s proxy. It was noted the quorum requirement was met. The meeting was recorded.
* **Review/Approve Minutes, June 6, 2018 and August 1, 2018**: **Jeff Barton made a motion to accept both minutes. James Whitcomb seconded the motion. Motion passed unanimously**.
* **Non-Members to be Heard**: No Non-members were present.
* **Old Business:**
	+ **IT Projects Update**: Betty Wheeler reported that ADS reassigned Dean Hamel to another position and Darwin has been assigned to DPS. She will forward Darwin’s email address to Rick Garey. In addition, Phil Colby retired last week; the message switch officially moved to ADS; she is now the Spillman and message switch administrators; and it was confirmed there is a contract for VPN support.
	+ **New VIBRS and Law Enforcement Resources Pages** **Update**: Topic was tabled.
	+ **Sheriff’s Board Representative Replacement**: It was noted there are some vacancies on the board. Orleans County Sheriff, Kirk Martin, is willing to be a member. **James Whitcomb moved that the Board add Orleans County Sheriff, Kirk Martin, to the Board. Craig Gardner seconded the motion. Motion passed unanimously.** It was noted that Rutland PD expressed interest in a position on the Board. Rick Garey will reach out to check on their status.
	+ **VIBRS Page Management**: James Whitcomb shared that Michelle Hunt and Rich have done an excellent job with updating the VIBRS page. However, Michelle is overtasked and VSP may be pushing back on the management of the VIBRS page. A suggestion was made to review the management with Darwin.

* **New Business**:
	+ **Juvenile Names in CAD**: Topic was tabled as a policy may be needed to seal those records automatically.
	+ **Chief of Police Request**: Rick Garey reported he received a verbal complaint of a VIBRS violation of data being shared without permission. He is awaiting a written complaint. This would be the second complaint against the same department. More information to come. A recommendation was made for the notification to the department be in writing. Blocking someone was briefly reviewed in Spillman and VJISS.
	+ **Policy Sub-Committee**: Rick Garey reported that the Policy Sub-Committee met and reviewed some of the policies. The group hopes to meet in December.
	+ **Board Elections**: Rick Garey advised he would like to step down as Chair but is willing to remain on the Board. Board elections will be held during the December meeting.
	+ **Rutland PD Spillman Request**: A request from Rutland PD for some modifications (auto-populate a person’s age and the removal of social security field) to Spillman was reviewed. It was noted that the auto-population of ages is on Spillman’s development list and the removal of the social security field would be a custom programming request. A custom programming change could take several months and the cost was unknown. Some discussion was held regarding the cost and keeping the field. A suggestion was made to request a check box. Rick Garey will get in touch with Rutland PD regarding the reason for the request and Betty Wheeler will follow up with Spillman regarding cost and time frame.
	+ **Nature List Modifications**: Rick Garey asked about the ability to modify the nature list. He noted they are interested in using a Spillman Media report, which includes the nature of incidents. They would like a general “death investigation” code versus the current options. It was noted that nature codes can be added. A suggestion was to change “Dead Body” to “Death Investigation” and use circumstance codes to further classify the incident. **Rick Garey moved the Board direct the change of “Dead Body” in the nature code in Spillman to “Death Investigation”. James Whitcomb seconded the motion. Motion passed unanimously**. (Jeff Barton left the meeting at 10:34 am.)
	+ **Alert Codes**: Rick Garey reviewed the use and history of a mental health alert code in Spillman. The code was removed about eight (8) years ago at the recommendation of DPS’s Legal Team after it was used inappropriately. Requests have been received to add it back in. A discussion was held regarding re-elevating the use of the code, how some agencies make notations in Spillman, and labeling concerns. Rick Garey offered to draft a request for DPS’s Legal Team to review the issue.
	+ **Request for Access to System**: Rick Garey received a request from the Vermont Intelligence Center to provide Spillman access to two (2) Health Department staff members for a fatal overdose project. It was noted that they are not law enforcement and access to a flat file may be a better option. **Rick Garey offered to meet with them and suggest a flat file**.
	+ **Data Sharing**: A discussion was held regarding continued requests for our data. It was noted that the issue is with the release of information and the VIBRS Board not having the resources to monitor projects. Suggestions included VIC research the data, strip out the confidential pieces, and have MOUs from all applicable agencies.
	+ **Flat File Status**: The status of the Flat File was reviewed. It was thought to be on hold awaiting some additional work by SEARCH and a final review. A question was asked about how the Valcour Board handles requests. **Rick Garey will contact the Valcour Board regarding these type of requests.** If any members have any thoughts regarding data sharing, please let Rick Garey know before the December meeting.
* **Adjournment: James Whitcomb made a motion to adjourn. Craig Gardner seconded the motion. Meeting adjourned at 10:57 am**.