

VIBRS Advisory Board Meeting Minutes  
DPS Headquarters, Lab Classroom  
December 6, 2017  
10:00 am

- The meeting was called to order at 10:00 am by Chair, Rick Garey, with the following present: Justin Stedman, Fish & Wildlife; Sgt. Craig Gardner, VSP; Jeff Barton, Colchester PD; Michelle Hunt, VSP; Captain James Whitcomb, VSP; Betty Wheeler, ADS; Dean Hamel, ADS; and Suellen Royea, VFL. (Dave Dutcher, Bennington PD, joined the meeting via conference call after it started.) It was noted the quorum requirement was met for the board. In addition, the meeting was recorded.
- **Review/Approve Minutes, June 7, 2017; August 2, 2017; and October 4, 2017: Jeff Barton made a motion to approve all the minutes. James Whitcomb seconded the motion. Motion carried.**
- **Non-Members to be Heard:** No non-members were present.
- **Old Business:**
  - **IT Projects Update:** Dean Hamel shared that Jen Mincar's contract has been renewed and she is back working on the eTicket project. He noted that ADS reviewed the project and found it worthwhile to continue. The plan is to complete Phase 2, which should happen in March of 2018. Jenn will be looking at assessing the sustainability of the project. The hope is full statewide roll out after March. Another project underway is drafting an RFI for a CAD/RMS system at the request of VSP. The goal is to assess what systems may be available. Betty Wheeler reported that Spillman has been moved from the Linux system; a redundant server has been established and will be tested in January; and some Spillman modules will be expanded to utilize features we currently are not using, for example, we will begin using the traffic stop option. A discussion was held regarding other systems available (the Mark 43 system, for example) and the effects of changing systems. It was noted that message switching options are being reviewed. **Dean Hamel will forward a meeting invitation to Rick Garey.**
  - **Sheriff Keeler Response Update:** Rick Garey reported he made contact with Bristol PD but has not received a request to remove the block. Consequently, the block will remain up.
  - **Restitution Unit Request for VJISS Access Update:** Rick Garey reviewed that he has spoken with Elaine, from the Restitution Unit, and explained that they do not meet the law enforcement requirement, what Spillman does, and what information is available through VJISS. She has indicated that they are willing to try VJISS. A question was asked if the information would be going to a group or a person. It was the consensus that the information should go to a single person. There was a discussion regarding letters from the Board and the Restitution Unit be sent to agencies. **Jeff Barton made a motion to approve the subscription service that has an introduction letter and letter from board. Motion**

- seconded by Jim Whitcomb. Motion passed. Rick Garey will reach out to Elaine for an introductory letter and draft a letter from the Board.**
- **Castleton PD Update:** A question was asked regarding the status of the Castleton PD issue. **Rick Garey noted the issue has resolved, but he will follow up.**
- **CRG MOU Update:** Rick Garey reviewed that there was a presentation at the Chiefs' meeting and then about a month later, CRG sent letters/MOUs to the chiefs/Sheriffs; Valcour Governance Board indicated they were going to have a blanket MOU for the flat file; and CRG requested the same from the VIBRS Board. A question was asked about memorializing what CRG are authorized to do in a letter. There was a consensus among those present that a letter should be drafted. **Rick Garey will draft a letter for review.**
- **New Business:**
  - **VSP Request for New Offense Codes:** James Whitcomb described an initiative to better track the amount of time spent serving TRO/RFAs. Betty Wheeler reported that circumstance codes have been established to meet this need. A discussion was held regarding the difficulties in tracking time and the different methods used. It was noted that VSP now has a policy/uniform procedure. A question was asked if this would be something that should be sent out to all Spillman users as a policy. It was suggested to be a recommended policy. **Betty Wheeler/James Whitcomb will send the policy/process to Rick Garey.** In addition, Betty Wheeler shared that they are working with ADS to set up a web page that is accessible to everyone.
  - **VIBRS Page: Forms and Policies:** Michelle Hunt shared that the information on the VIBRS page for Spillman/Valcour policies/procedures needs some updating and inquired if moving the information to the VJISS home page would be an option. It was noted that the VJISS page is for applications access only, but that it was a good idea to have a central place for policies and procedures and to include links to all applications. In addition, it was noted that there is critical information on the VIBRS Home page that should be available to everyone. Further discussion is needed to develop a plan.
- **Adjournment: Jeff Barton made motion to adjourn. James Whitcomb seconded motion. Motion carried. Meeting adjourned at 10:48 am.**