



# DU PAGE COUNTY

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

## Police Records Management System Oversight Final Summary

Wednesday, September 13, 2023

2:00 PM

Room 3500B

### 1. CALL TO ORDER

2:00 PM meeting was called to order by Chair Berlin at 2:00 PM.

### 2. ROLL CALL

<b>PRESENT</b>	Berlin, Conroy, Fieldman, Martynowicz, McPhearson, Mendrick, Scalera, and Zerwin
<b>ABSENT</b>	Maranowicz, Ritz, and Sennett
<b>LATE</b>	Franz

### 3. CHAIRMAN'S REMARKS

Chairman Berlin announced the retirement of Bill Murphy, Chief of Wheaton Police, and wished him the best. He said Princeton Youker is taking over and he believes is being sworn in Monday.

### 4. PUBLIC COMMENT

No public comments were offered.

### 5. APPROVAL OF MINUTES

#### 5.A. [23-2980](#)

Approval of Minutes for the Police Records Management System Oversight Committee - Regular Meeting - Wednesday, June 14, 2023

**Attachments:** [2023-06-14 PRMS Oversight Committee Minutes \(Summary\).pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Anthony McPhearson

### 6. ACTION ITEMS

#### 6.A. [ETS-R-0046-23](#)

Resolution for approval of a third monetary Milestone in the amount of \$231,353.10, in accordance with Exhibit C5: Terms of Payment schedule of Contract Restatement Purchase Order 950900/1914-1 to Intergraph Corporation, dba Hexagon Safety & Infrastructure, a Delaware Corporation, in the amount of \$231,353.10.

Member Zerwin said this resolution was approved at the ETSB meeting this morning, pending parent committee approval. She said the ETSB has a policy that brings the first

and last milestones of a project to the ETS Board, but allows the executive director to push the rest of the milestones to keep the project moving. She said, however, because this relates to payment that will be made by our stakeholders, it needs to be approved by this committee as well as the ETS Board.

**Attachments:** [MS 3 System Setup and Installation.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Linda Zerwin
<b>SECONDER:</b>	Anthony McPhearson
<b>AYES:</b>	Berlin, Conroy, Fieldman, Martynowicz, McPhearson, Mendrick, Scalera, and Zerwin
<b>ABSENT:</b>	Maranowicz, Ritz, and Sennett
<b>LATE:</b>	Franz

6.B. [23-2955](#)

Adoption of Police Records Management System Oversight Committee  
2024 Meeting Schedule

**Attachments:** [Proposed 2024 PRMS Oversight Committee Schedule.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Anthony McPhearson

6.C. [23-2959](#)

Budget transfer for a total of \$815,215 from 4000-5840-57040 (PRMS Equipment Replacement Fund) to the following: \$702,135 to 4000-5830-54100 (PRMS Operating Budget - IT Equipment) and \$113,080 to 4000-5830-54107 (PRMS Operating Budget - Software) to cover the hardware and software refresh costs.

Ms. Lisa Smith clarified that this was discussed late last year and was approved, but there was nothing to memorialize it at that time.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Anthony McPhearson
<b>SECONDER:</b>	Peter Scalera
<b>AYES:</b>	Berlin, Conroy, Fieldman, Martynowicz, McPhearson, Mendrick, Scalera, and Zerwin
<b>ABSENT:</b>	Maranowicz, Ritz, and Sennett
<b>LATE:</b>	Franz

6.D. [23-2965](#)

FY2024 PRMS Budget

Member McPhearson said in June, staff brought the FY2024 budget before the committee for review and input. He said we are now coming to the committee to obtain a consensus. He said the amount has changed slightly, mainly for two reasons, including a bit of cleanup and the consolidation of two budget lines into one. He said now all of our PRMS items are captured under one account. He said in June staff presented a \$1.7 million budget, which they projected was 3% higher than the previous year; however, the actual number came in at \$1.8 million and is \$249,000 less than the previous year and is an 11% decrease.

Member Franz said the Treasurer had a great presentation at the ETSB meeting this morning about investment income. He suggested we track that in the PRMS budget as well. Member McPhearson said he asked the Treasurer or Ellen to come and share more information between ETSB and PRMS, but they were unable to attend today's meeting. He said he hopes to have them attend in the future, but staff will track that going forward.

Member Franz said there may be a municipality or two that may be interested in pulling out of the consortium. He said that would impact the budget as well. He said it is the job of this committee to vet any issues and be more engaged, hopefully drawing some of the concerns out and addressing them. Chair Berlin agreed with Member Franz and said he thinks that is one of the reasons our departments work so well together, is because we have this group in a single system that they are all a part of. Member McPhearson said we can add this as a discussion on our next agenda. He said he would like to hear more about the second agency that is considering pulling out. Member Franz asked if there is an opportunity to send something out to all agencies to get a sense of who is interested in extending this for another five years as well as to find out who is having issues. Member McPhearson said we have started that process, but we need to make some adjustments to the IGA before we start reaching out to the agencies.

Member Zerwin said Bartlett never came on the system and Addison is the only one we know of who has given a letter saying they want to pull out. She said they went to Axon, noting that they are cheaper because they do not have the interfaces and build out that we have today.

Member Zerwin showed the Treasurer's slide from the ETSB meeting regarding interest earning projections.

**Attachments:**     [FY24 PRMS Budget Memo](#)  
                              [FY24 PRMS Cost Projections](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Deborah A. Conroy

<b>SECONDER:</b>	Anthony McPhearson
<b>AYES:</b>	Berlin, Conroy, Fieldman, Martynowicz, McPhearson, Mendrick, Scalera, and Zerwin
<b>ABSENT:</b>	Maranowicz, Ritz, and Sennett
<b>LATE:</b>	Franz

7. **REPORTS**

Member McPhearson noted that the NIBRS reporting tool is implemented and working.

7.A. [23-2956](#)

DuJIS RMS Monthly Update May 2023

**Attachments:** [Monthly Report for PRMS May 2023.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Jeffrey Martynowicz

7.B. [23-2957](#)

DuJIS RMS Monthly Update June 2023

**Attachments:** [Monthly Report for PRMS June 2023.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Jeffrey Martynowicz

7.C. [23-2958](#)

DuJIS RMS Monthly Update July 2023

**Attachments:** [Monthly Report for PRMS July 2023](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Jeffrey Martynowicz

7.D. [23-2985](#)

DuJIS RMS Monthly Update August 2023

**Attachments:** [Monthly Report for PRMS August 2023.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Deborah A. Conroy
<b>SECONDER:</b>	Jeffrey Martynowicz

## 8. OLD BUSINESS

Chair Berlin said we do not have an update on Addison but will provide one at the next meeting.

Member Franz asked that we send them a letter and request that they respond, detailing what they are not satisfied with so we can respond to those issues. Member McPhearson said Don Ehrenhaft has recently reached out to them. Mr. Ehrenhaft said he reached out last week and spoke with Deputy Chief Selvik, who is working with Axon to get answers about a projected implementation date. Mr. Ehrenhaft said he plans to set up a formalized, regular channel of communication so we can get regular updates, which will be included in his monthly reports. Chair Berlin said he still feels it is a good idea to send them a letter.

## 9. NEW BUSINESS

Ms. Lisa Smith said she is working on the IGA and at the next meeting we can incorporate some of the discussion from today. She said she is working to include the process of leaving, including the notice time frame and allowing this group time to correct any concerns or issues. Member Franz asked if we are looking at a five year agreement again. Member Blumenthal said he feels that would be best and would make the most sense. Member Franz asked when the next refresh would take place, to which Mr. Ehrenhaft responded in 2027. Member McPhearson said it should be a minimum of five years. Member Zerwin said we can add language allowing agencies to opt out after the contract so we know what to expect for a renewal. Member Franz said the language now says they can only opt out at renewal time, and maybe that is sufficient for the next contract too, but we should have some kind of period in case there are issues, which would allow time for those issues to be addressed. Ms. Smith asked how much time would be appropriate to address any issues, on the technical side. Member McPhearson said it would really depend on the issues, so maybe they can create categories of severity, so minor issues would be 30 days while a medium issue could be a few months, and a major issue would allow possibly up to a year. Ms. Smith confirmed that the separation notice is currently six months. Member Franz he does not think the IGA includes anything on the working committee, so maybe identifying the working committee as functioning at a high level to address those issues would be appropriate. Ms. Smith and Member Blumenthal said that language is included, but we can add to it. Member Franz said he trusts Member McPhearson and Mr. Ehrenhaft to provide their recommendations.

## 10. ADJOURNMENT

With no further business, the meeting was adjourned.