

NEMESIS SHIELD PARTNERS GROUP – Meeting Notes Summary

01/03/08 1:00pm

GSC (611) MIS Conference Room

By : Wendy Hallfrisch

**Attendees**

Ed Kippley      Ross Litman      Dave Phillips      Marcus Bruning      Nancy Sandstrom  
John Beyer      Eric Rish      Robin Roeser  
Mike Anderson      Walter Wobig      Anne Peterson      Kelly Lake  
Angie VanDeHey      Ernie Swartout      Wendy Hallfrisch      Martin Buscombe

Please provide corrections, clarifications and addendums to [hallfrischw@co.st-louis.mn.us](mailto:hallfrischw@co.st-louis.mn.us)

**AGENDA**

**1. Governance - Reviewed Bi-Laws** – Discussion of Roles of coordinating committee.

It is not a group that says Yea or Neigh to actions. It is a forum for sharing communications and making recommendations.

**Article 1 / Section 1 / A.1 to read**

“A representative appointed by the office of the current fiscal agent.”

**Article 1 / Section 1 / A.2**

Discussion pertaining to concerns that DPD – who has a higher data volume may feel a bigger impact / disturbance with changes implemented , may or may not have voting representation. Determination- NO Changes to A.2.

**a.** DPD & Every agency has input and voice to the voting committee members.

**b.** Article 1 / Section 1 / B.3 Allows for additional voting members (any other agency rep / tech advisor approved by majority vote.)

**NOTE:** DPD has requested that this issue be revisited at next meeting

Need to provide a more Global Understanding to all and especially the Prosecutor CMS group of what the NEMESIS Group Includes. JMS / CAD / RMS **AND** CMS.

**Article 1 / Section 1 / B.1** - Discussion about opening that up outside of the 6<sup>th</sup> Judicial District. It would cost additional \$ to implement interfaces Outside the 6<sup>th</sup> Judicial District. Need to keep to 6<sup>th</sup> district for at least a year.

Call for objections to By-Laws (after agreement to change **Article 1 / Section 1 / A.1 to read.** NO Objections voiced.

Floor opened for nominations for Two representatives for coordinating committee.

Tabled until next meeting. (all agreed)

**Nancy Sandstrom Provided Information on NEMESIS Budgets.**

Nancy desires to continuing billing Quarterly – next billings to include new Maintenance Fees (and Current Startup Costs)

2007 NEMESIS Deficit – taken care of by Sheriffs Office

2008 NEMESIS Deficit – \$160,000 requires a Board Resolution to allow monies to be moved. Nancy expects this to happen.

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It was explained that some of the deficits for previous years and into the future are due to Unexpected / Unbudgeted Professional Services Contract Costs.

The need for these professional services is expected to continue into the next couple of years, with the possibility of eliminating / reducing some of the costs as time continues on.

Discussion on increase in Partner and Subscriber Maintenance Fee's / Start Up Fee's to correct the growing Deficit.

**Professional Fee's Reviewed.**

NEMESIS Trainer -Angie VanDeHey

NEMESIS Coordinator / Secretary (Michael Dean and Mary Dawson)

NEMESIS Shield RMS Mangers Group Projects Coordinator – Ernie Swartout  
(i.e. Civil and Warrants and Phase I & II projects)

Document copies were provided to group for

**Attachment A St. Louis County Integrated Criminal Justice System (NEMESIS) Proposed Funding Formula for remaining funds.** This laid out Project Costs, start up costs, maintenance costs and the 5 partner user counts and jurisdiction agreement.

The 5 year agreement per partner (expires in 2008)

**FIELD BASED REPORTING** - Additional Grant Dollars \$133,985.00 Mike Dean working to finalize very specific contract terms. Mike Dean also reported better printer pricing included in the new contract.

Mike Dean will have a proposal next week for review by the courts to get funding assistance from them for interface cost funding.

LETG to Shield

Shield to Courts

Courts to Shield and additional monies for extra e-Complaint Filing.

**ARC – Automated Email notifications.** ANY time an officer touches a probationer to have an auto notification sent to that contacts probation officer for review / action. Request to have Tom Roy come to next Partners Meeting to discuss his needs and expectations. Where could ARC get the best results? (CAD / RMS / Field Based Reporting?)

Martin Buscombe suggested that if it is not deemed a top priority (ROI) project from RMS but is from ARC, perhaps they could be asked to provide the funding for this endeavor.

**Civil (RMS) Design Document** - Ernie Swartout reported that the group is waiting for approvals from a couple of the agencies. (The courts need to set their annual interest Daily Fee).

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**2008 Turn Over / RMS – CAD Interface Issues** - Marcus Bruning reported that The NEXT ICR# to be assigned by CAD was bumped up into the 201000 series. All ICR's generated after this fix / adjustment will be processed by Shield Interface. CJS was going to allow / process ICR's # from 08000001 through 08000957 from CAD to RMS. It should have been complete by 6pm 01/03/08.

**Fix / Change / Enhancements – CAD Interface.** Proposed changes have been made to CJS CAD to Shield Interface and have been tested. There is no Tiburon CAD testing environment which makes a true test in RMS difficult. These changes are designed to improve timely processing of ICR's, accuracy of agency assignment, less creation of inaccurate RMS Addresses. The agreement was made to use US Postal Codes for addresses.

Implementation was proposed for Jan 8<sup>th</sup>, 2008. Before this could be determined there was to be a joint meeting with Marcus / CJS / Tiburon to discuss terminology and possible training environment. The implementation will take place as soon as possible and be a LIVE / test of the system. If it is not working it would be pulled back.

**ADDRESS Discussions. (Both CAD features and Shield RMS)**

Q – (DPD) In CAD is there the ability to use Address Alias / Common Place Alias that would allow for the flexibility in Dispatching but provide one common address to Shield RMS Interface (to limit # of duplicate addresses?) Marcus will work with Robin R (DPD).

Q – (DPD) - RE – DPD – GIS data provided for the GEO Loads – During 1<sup>st</sup> and 2<sup>nd</sup> load was the same data provided by DPD GIS (and massaged for 2<sup>nd</sup> load) OR did DPD provide data in a different format.

Original load provided the directionals (primarily using 1<sup>st</sup> directional). The initial load did not verify through Ani/Ali but they matched the Shield RMS Address formatting when processed by Shield.

2<sup>nd</sup> GEO load directionals came across differently (using 2<sup>nd</sup> directional) now although It verifies in Ani/Ali, it is creating duplicated addresses in Shield one exists with the single directional 1<sup>st</sup> and the interface now creates a second one with the single directional in the 2<sup>nd</sup> directional field (leaving the first blank)

Previous CAD Interface Standards stated that when processing address records from CAD if there were only 1 directional on the record (regardless of position in CAD data) it was to be placed in Directional 1 in Shield. If there were 2 directionals in the CAD data it was to be placed in Dir1 and Dir2 respectively. These standards were put in place to avoid the confusion of the exception areas that postal addresses were different (i.e. Morgan Park and Virginia). This would allow standards in training (Only 1 directional on address / USE Dir1.... 2 directionals in Address USE Dir1 AND Dir2). It appears that this standard / business rule is not in New CAD Interface.

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**NEMESIS 2008 priorities. –**

\*\*\* - Training \*\*\*\*\* System functionality and usability (via shadowing / group training / refresher / enhancement training)...

\*\*\* - Clean up of addresses and names.

\*\* Need to promote the system as a LAW ENFORCEMENT System / less tunnel vision that it is a Records System.

\*\* Civil and Warrants Interface (CJIS) – Have to get done due to Grant \$ expenditures.

GEO Load Issue?? - John Beyer (DPD) reported trouble creating accurate tickets in ticket writer due to Missing Addressing and/or Case Assignments?

CAD reports the latest GEO Load has helped – Address Verify and dispatching.

Recommendations by Current NEMESIS Admin(s) for replacement Super Sys Admin (NEMESIS) be Ernie Swartout. Defer to Feb Meeting pending Ernie's Contract renewal.

2008 Strategic Plan – Training bullets / info was missing in our document. Review at Feb Meeting.

**RMS Business Practice Training Review** - It was suggested by the 5 Partner RMS Mgrs group that Angie prepare and present to them a “Business Practices / Procedures Training Plan” Once fine tuned and approved by RMS Managers, Have Angie provide standardized / refresher training to ALL RMS agencies.

WARRANTS – CJIS Interface – Ernie Swartout has 2 meetings set up this Month to being the process of laying out the Shield to BCA CJIS Warrants transfer Interface. (this would end the Dual Entry of Warrants) ; first into Shield RMS local warrants, then into Portal Warrants Entry.

## **NEMESIS SHIELD PARTNERS GROUP**

July 17, 2008

### **AGENDA**

1. Governance  
- User Groups. (Mike Dean)
  
2. Access by non-subscribers  
- PHHS and County Attorney Child Services
  
3. Future implementation plans.
  - Civil (Mike Dean)
  - Upgrade Progress. (Mike Dean)
  - Interfaces (Mike Dean)
  - CIBRS Interface (Wendy/Angie)
  - CAD Interface (Wendy/Angie)
  - Mobile and Field Based Reporting (Wendy)
  - Progress
  - Master Name Index enhancements
  - CAD (Marv Bodie)
  - Address issues
  
4. System Administration Subcommittee  
- The Super System Administrator.
  
5. Project Management  
- Progress update from Michael Dean.  
- Progress update from Angie Van de Hey
  
6. Other business (Mike Dean)  
- e-charging.

# NEMESIS SHIELD User Committee

July 17, 2008

## AGENDA

1. Governance
  - User Groups. (Mike Dean)
  
2. Access by non-subscribers
  - PHHS and County Attorney Child Services
  
3. Future implementation plans.
  - Civil (Mike Dean)
  - Upgrade Progress.
  - Interfaces (Mike Dean)
  - CIBRS Interface (Wendy/Angie)
  - CAD Interface
  - Mobile and Field Based Reporting
  - Progress (Wendy/Robin)
  - Hot Spots Usage (Wendy/Robin)
  
- Roeser)
  - Master Name Index enhancements
  
- CAD (Marv Bodie)
- Address issues
  
4. System Administration Subcommittee
  - The Super System Administrator.
  
5. Project Management
  - Progress update from Michael Dean.
  - Progress update from Angie Van de Hey
  
6. Other business (Mike Dean)
  - eCharging
  - NEIS
  
7. Data Practices
  - Public Requests
  - Non- Subscriber Law Enforcement
  - Subscriber Law Enforcement

## June/July 2007 Training Report

### **CAD Interface:**

Testing of the interface to improve primary agency assignment has been conducted in the past month, and all indications of testing show that the assignment of primary agency works correctly, based on the primary squad value of a call. Documentation to prepare any and all users affected by the changes, in addition to ad hoc and Crystal reports are in development and will be completed before go-live.

### **Training:**

Officer training, both in searching and entering has been successful for UMD and DPD officers.

Ad hoc training sessions are being planned – one for Duluth and one to be held on the range. These sessions will have a day of Excel training in to make the most of your data from ad hoc in the new output format.

Additional officer search sessions will continue to be scheduled for the upcoming months.

Brief web-based training sessions will be developed to offer updated training and refreshers for a variety of topics.

The direct scanning feature for the media manager has been upgraded and is fully functional with any type of scanner, so long as Adobe Acrobat 7 or 8 is installed on the scanning workstation. Schedules for deployment of software install and training to be made for those agencies interested in utilizing this feature.

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Revised Agenda Per Mike Dean.

Governance & User Group

Prosecutor (CMS)

Melanie Ford

Thomas Pertler

Jail (JMS)

Philip Tarnowski

Pat Kiminski

Gwen Schoen (JMS Super Sys Admin)

CAD

Need to elect Officers/Coordinating Committee Members

Sharon Schaefer

Steve Olsen

Lisa Johannesson

Pamela Oslin

?? Proposed Changes in ByLaws

Implementation Plans –

Civil = Contract in place / In Queue for all but Trust Accounting in Phase I.

Both Phases should be done within 60 days of starting.

CIBRS = Should be live with SLC by the 3<sup>rd</sup> or 4<sup>th</sup> Week of August.

Need agreements in place. Interface has been completed and bench tested.

Testing between Kevin Hentschel (CJS) and the BCA. Next will be a live test.

CIBRS – Web Training – CJS will do initial training with Angie VanDeHey

After this Doreen Johnson will be trained in early September.

Shield RMS to the BCA then to the courts.

Echarging

BCA/Intertech meetings (2) up here. Agreements between the NEMESIS

Counties and the BCA. \$120,000 BCA grant to US / US to CJS.

July, 22 – Committee as a whole meeting

Aug 5, - Board Meeting.

LETG interface to Shield – Contact in place.

CAD Interface – Marcus provided updates. Marcus / Wendy / Angie to meet Friday to review and do additional testing.

CAD Interface – Angie V, soon to publish new interface business practice document / cheat sheets.

Civil Documents Library – Angie V, meeting with Lucy Downing-Hager to layout required Civil Documents and to build the documents library and Crystal Reports.

LETG – Members Report – Robin R reports that things are moving forward slowly. No major problems to report. Trying to keep all agencies actively participating and interested. Communications are difficult across agencies.

LETG project primary point of contact(s) Robin Roser / Jeff Kazel and Mike Dean. Robin R, will make phone contact to all LETG / IRG agencies next week.

Initial LETG training went well. It seemed simple and plan for the current trained persons to train the future end users.

LETG has made some changes requested. Other issues may require business practice changes to resolve.

168 LETG licenses have been spoken for. We need to get up to 200. Mike Dean will poll all agencies again.

Mike D is anxious to test the LETG to Shield Interface.  
Hot Spots – Chris Bergman and DPD staff contacts.  
LETG Server – Dan Bergerson and Courtney to work together.

Discussed Sharing of hotspots. Some questions are who maintains the hotspots / who maintains and sets up the mobiles. Chris Bergman has some concerns with giving out the configuration parameters without proper business practices and agreements to do so.

Provide proper technical security... Motion to Share hotspots between agencies. Robin R is in favor. Marcus especially in favor up north.

Robin Roser – Made a motion  
Kelly L Second Motion  
No opposed / unanimous decision.

Mike Dean is working on a memorandum of understanding. All agencies may not agree. BCA requirements may cause a reaction to this.

ADDRESS UPDATE - Address Issues Meetings continue to take place. The 4<sup>th</sup> meeting to convene the end of this month. SLC is primarily involved and Pamela Oslin with a good knowledge from End to End is a key participant. Along with ProWest who is a key player in the SLC Geo Updates / Loads.

Regarding Addresses, It was determined that when there is a change in one place (ie. The Geo File) it affects 4 other areas. There must be extreme caution used before making changes in any area of CAD Addressing.

These changes can adversely affect / Lose CAD Common Places / Premise / Alias / Previous Events / Cautions... etc. Areas affected and potential costs incurred could be in the areas of the GEO Load Changes / Itrado-MSAG changes / loss of connections of valuable CAD Data and CAD Data maintenance / functionality.

It was stated by Mike Dean that there is grant monies that are dependant on the interfaces / systems moving forward.

Discussion took place on what / where would be the best source for Address Verification Data? MSAG?? GIS file ?? GIS DATA ESRI??

Project Management –

Angie VanDeHey – Training is available for all NEMESIS agencies.

Developing courses for post board credits. (This has been well received by DPD)

There continues to be agencies to train on direct scanning and agency referral interface.

W.I.P. for training materials for Forfeiture. Working on a Roll Out and Implementation Plan.

Data Practices (Mike Dean) – Each agency is responsible for their own data. A letter was sent out to Hibbing PD by Martin to stress that each agency in regards to public requests should only refer to their own agency, without giving indication of what another agency may or may not have.

Linda Johnson asked about a State Trooper doing an employee background check stating they saw the shield screens showing UMD as a case holder for this person. Discussion continues about who can release what agency data to whom. What is considered Law Enforcement (i.e. investigations on a person / versus Job background checks / NON Shield RMS agencies – State Patrol / FBI / State / County / Local / Federal etc etc).

The discussion pointed to each agency should only perform searches selecting their own agency. Giving no direction to those persons as to what other agencies may or may not have. For other law enforcement agencies --- direct to agencies that may have information.

An example was brought up about towing. Should you direct the person to the Agency that called for the towing? (if not your agency)?

No definition of who/what law enforcement ALL included was necessarily agreed upon.  
Q?? What about contractors for Law Enforcement Agencies?

There was discussion of a business practice change that for all requests – refer them to ALL other NEMESIS RMS agencies without direction if there was or was not any additional information??

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There was discussion that the NEMESIS business practices should parallel what ever the CIBRS Business practices were ... for both Private versus Law Enforcement.

Dale Harris will draft language for a Business Practice Change and present to all agencies for a chance to comment.

Motion to adjourn meeting .... Meeting was adjourned.

Notes taken by Wendy Hallfrisch

## **NEMESIS SHIELD PARTNERS GROUP**

September 5, 2008

### **AGENDA**

#### 1. Governance

##### **- User Groups.**

Michael Dean testified that the first Coordinating Committee meeting will be held September 11, 2008. It was recommended by Kelly Lake and seconded by Mike Anderson that the NEMESIS SHIELD subscribers group nominate a representative.

#### 2. Access by non-subscribers

##### **- ARC access to data**

A request for access to information by parole officers has been received from Jeff Oja. The Partners' group recommended that Kay Arola be asked to present their request at the next meeting.

##### **- e-mail notification of contacts**

Tom Roy would be approached about paying to develop this capability within SHIELD.

##### **- Property Owners and Landlords Group**

A request came from the Duluth Police Department about providing system access to the Duluth Property Owners and landlords Group. It was agreed that Robyn Roeser, Marcus Bruning and Marv Bodie would get together to discuss this request further and report back to the Partners' group.

#### 3. Future implementation plans.

##### **- CAD Interface**

A Technical Services request (TSR) was placed with Tiburon regarding data being placed in the data warehouse for transfer to SHIELD. Tiburon agreed to make revisions to the data warehouse. Wendy and Angie will meet with Constellations Justice Systems to synchronize the data.

##### **- CAD Address Verification**

Records in the CAD GeoFile were inadvertently changed. The addresses were not verified. The SHIELD system needs to be adjusted for address verification to the MSAG file. There will be a conference call with CJS to develop file for address verification.

##### **-Mobile and Field Based Reporting**

Duluth will generate records and transfer them to a jump drive for testing.

The Sheriff's office to test wireless hotspots for transfer of records.

Dynaforms will be tested in squads in 7 to 10 days per Angie.

Ernie is working on cleaning up the Statute and MOC tables, The 9000 codes related to traffic offenses still need work. Ordinances for cities are also still needed. There is a meeting scheduled on 9/16 for ordinance formatting.

Robyn Roeser will followup with Courtney Rickheim of LETG on ticket numbering issue with reprinted tickets.

A suggestion was made to place the chargeable statutes descriptions in SHIELD.

All testing to be done in TEST SHIELD database not production.

#### **- Wireless Hotspots**

There will be a RadiolP demonstration at Hermantown Public Safety on 10/1 at 1:30pm.

#### **4. System Administration Subcommittee**

##### **- The Super System Administrator.**

A request was made to further define the roles of the Super Systems Administrator and systems administrator. Wendy Danielson will assist with statute table updates. It was further requested that the positions of System Administrator Chair and Vice Chair be established.

#### **5. Project Management**

##### **- Progress update from Michael Dean.**

The Civil system programming is complete and loaded into the test system for review. The test database will be available September 9, 2008. Angie and Lucy Downing Hagar are working on designing documents on foreclosure features.

The CIBRS interface has been designed and programmed as much as possible. There is still entry work to be done on the SHIELD tables (250 records). CJS is involved and a followup meeting has been scheduled for 9/5/2008.

The User agreements are due back to the BCA.

There is a very tight timeline on the BCA interfaces. Mike will need help ion interfaces and documentation in the next sixty days

##### **- Progress update from Angie Van de Hey**

Angie is working on a new system search manual for officers.

There will be new training sessions in the coming months on Dynaforms and on Civil Documents.

Angie is also working on web based training to substitute for her coming absence.

#### **6. Other business**

##### **- Conformance**

A request was made to send a letter to the City of Hibbing Police Department asking that they conform to the 9000 codes in SHIELD. The letter was to be sent under Kelly Lake's signature as representative for subscribers.

#### **New Partner Contract**

A brief discussion was held on a future contract for the partners. Martin will gather cost information and present with regard to new fees at an upcoming meeting.