

CHAIR
DAVID O. LIVINGSTON,
SHERIFF'S DEPARTMENT

CONTRA COSTA COUNTY CAL-ID

CHRISTOPHER MAGNUS
CHIEF, RICHMOND POLICE
DEPARTMENT

VICE CHAIR
ROB SCHRODER, CITY OF MARTINEZ

REMOTE ACCESS NETWORK

LOCAL RAN BOARD

DON ANDERSON
MEMBER AT LARGE

July 1, 2015 – June 30, 2016

MARK PETERSON
DISTRICT ATTORNEY,
CONTRA COSTA COUNTY

JOSEPH GORTON
CHIEF, SAN RAMON POLICE DEPARTMENT

MARY PIEPHO
SUPERVISOR, CONTRA COSTA

DRAFT

Monday, July 13, 2015
Meeting Minutes

BOARD MEMBERS PRESENT

Chair, Sheriff David O. Livingston; Vice-Chair, Mayor Rob Schroder, City of Martinez; District Attorney Mark Peterson, Contra Costa County; Chief Joseph Gorton, San Ramon Police Department; Member at Large, Don Anderson

BOARD MEMBERS ABSENT

Supervisor Mary Piepho, Contra Costa County; Chief Chris Magnus, Richmond Police Department

OTHERS PRESENT

Roxane Gruenheid, Captain of Technical Services-Office of the Sheriff; Dave Spinelli, IT Manager-Office of the Sheriff; Neva B. Bennett, CAL-ID Manager-Office of the Sheriff; Pamela Hofsass, Chief of Forensic Services-Office of the Sheriff; Michelle Drew, Biometric Systems Specialist-Office of the Sheriff; Jason Vorhauer, Lieutenant of Technical Services-Office of the Sheriff; Donald Finely, Deputy Sheriff Forensic Supervisor-Office of the Sheriff; Lynda Leenstra, Records Supervisor-Office of the Sheriff; Debbie Clark, Supervising Fingerprint Technician-Office of the Sheriff; Sheryl Davenport, CAL-ID, Alameda County Sheriff's Office; Paul Milligan, Chief of Inspectors, District Attorney's Office-Contra Costa County; Cindy Hull, C.K. Hull and Associates

WELCOME

Chair Sheriff Livingston called the meeting to order at 2:15 p.m. Round table introduction of Board Members and attendees was made. Sheriff Livingston noted a quorum with five Board Members (Livingston, Schroder, Anderson, Peterson, Gorton) present and two Board members absent (Piepho & Magnus).

PUBLIC COMMENT

Cindy Hull, of C.K. Hull and Associates inquired when the last audit of the RAN Board finances last took place since today's meeting was discussing the budget. Sheriff Livingston said staff can review and will provide an answer to Cindy Hull.

APPROVAL OF MINUTES

Don Anderson, Member-at-Large, made a motion to approve the minutes from the June 9, 2014 meeting. District Attorney Mark Peterson seconded the motion. Minutes were approved with five in favor (Livingston, Schroder, Anderson, Peterson and Gorton), abstention (Piepho, Magnus).

LOCAL AND REGIONAL RAN BOARD MEMBERS ELECTION FY 2015/2016

Vice-Chair Rob Schroder made a motion to nominate Sheriff David O. Livingston to be elected as Chair for the FY 2015/2016 RAN Board. The motion was seconded by District Attorney Mark Peterson and was unanimously passed. Mark Peterson made a motion to nominate Sheriff Livingston and Don Anderson, Member-at-Large, as the FY 2015/2016 Regional RAN Board Members. The Regional RAN Board Members were unanimously elected. Motion approved. Five in favor (Livingston, Schroder, Anderson, Peterson and Gorton), abstention (Piepho, Magnus).

OLD BUSINESS:

Relocation of the Identification Unit and Generator:

Don Anderson made comment to Captain Gruenheid that he was pleased with the preparation of the review and documents the Board was provided prior to the meeting. Captain Gruenheid gave a PowerPoint presentation to the RAN Board for FY 2014/2015. Relocation of the ID Unit was completed on April 22, 2015 to 2530 Arnold Drive, Suite 190 in Martinez (Summit Center). The new generator was purchased and installed for the new location and is fully functional. This new location provides more space and closer proximity to the Latent Unit. This consolidated the server infrastructure and provided increased internet speed. The Biometric Support Specialist is now located at the Summit location. In addition, the ISS Technical Support person, who was approved by the RAN Board, will be located at this location as well and will provide support to the CAL-ID program.

FY 2014/2015 Budget Update:

The new generator was purchased and installed for the new location and is fully functional.

Mobile ID ISS Technical Support candidate is in Backgrounds.

Overview of FY 14/15:

AB 2393 (Levine) Vehicle License Fees - Update : Captain Gruenheid mentioned to the RAN Board that staff is requesting direction on whether to make a recommendation to the Board of Supervisors to have the previously adopted resolution amended to include the increased fees on vehicles registered in the County from \$1 to \$2 (private vehicle) and \$2 to \$4 (commercial vehicle). Sheriff Livingston gave a brief overview of AB 2393, which was pending at the last RAN Board meeting, and opened the item up for discussion. Sheriff Livingston said he doesn't have a position on it and is not aware of any time limit requiring the Board to act. Don Anderson asked why an increase is needed since RAN Board accounts are well funded and manageable. Sheriff Livingston said he likes the idea of bringing the information to the Public Protection Committee Sheriff Livingston suggested this discussion is tabled for the next fiscal year.

Law Enforcement Agencies were advised last year to expect a 5% increase. Due to the Board Members meeting late in the year, it may be advisable to not apply the 5% increase from each agency. DA Peterson suggests Chief's would probably not want the 5% increase so why not adopt the VLF to cover increased costs. DA Peterson made a motion to calendar the implementation of the VLF in order to bring it to the Public Protection Committee for decision. DA Peterson motions to calendar. Chief Gorton seconds motion. Five in favor (Livingston, Schroder, Anderson, Peterson and Gorton), two abstentions (Piepho, Magnus).

MOBILE ID UPDATE:

Chief Gorton says feedback from agencies showed connectivity and syncing issues. Michelle Drew says possible connectivity issues could be due to being too close to buildings and devices not syncing to the MDC's could vary because IP address may be incorrect. Sheriff Livingston says each agency is responsible for setting up their own network connectivity. Michelle Drew says response times have improved since last year.

DA Peterson and Chief Gorton asked how many devices are there in the County. Michelle Drew said 221 devices delivered in the County. DA Peterson asked for a list of where devices are deployed. Captain Gruenheid says will get survey on devices out to the Board today. Sheriff Livingston said a survey was sent to agencies asking how many devices they wanted. It was found some agencies had not adopted policies and procedures on usage and just have the devices sitting on shelves.

Don Anderson asked how many devices were ordered. Michelle Drew said 250 devices were ordered but says some had to be returned for replacement for various reasons.

Chief Gorton asked how long we have been on the test server. Michelle Drew said it has been since 2012 and testing has been going on for four years due to issues with the Cogent contract. Field testing was for 90 days but was broken up due to the holidays.

Trouble getting contract completed with because 3M Cogent, the parent company was making changes. They are hoping to get testing.

Chief Gorton asks what is completion time phase. Michelle Drew says waiting for a timeline so that penalties can be placed on the phases to encourage timely delivery. Getting information from Cogent is difficult.

Michelle Drew says the Sigma 6 quality method process is slow because 3M Cogent is making Cogent learn and implement Sigma 6 practices. They have had to revamp how they do business across the board. DA Peterson wants report emailed regarding update on Cogent. Sheriff Livingston wants email sent out regarding Cogent contract and list of devices within 90 days.

LOCAL RAN BOARD BUDGET FOR FISCAL YEAR 2015/16 - NEW BUSINESS:

FY 2015/2016 Budget – Captain Gruenheid presented a slide presentation of Year 4 of the 5 Year Plan which includes these items for consideration:

1. Alternate light source - \$16,272

2. Card scanner - \$12,378
3. Fingerprint Examiner upgrade to Criminalist - \$49,776
4. Fingerprint Technician - \$135,794
5. 30 LiveScan remote login admin/upgrade - \$600,000
6. Mobile ID (220) - \$353,600
7. Remote Booking - \$50,000

For a total of \$1,217,820

- Salary and Benefits - \$1,913,239
- Services and Supplies - \$383,897

Total for Proposed Expenditures for FY 2015/2016 is \$3,514,956

District Attorney Peterson asks for more detail on \$600,000.

The glass platens (Scan decks) for rolling fingerprints are breaking down. Michelle Drew is asking for spare scan decks in the event of a break down to prevent down time.

Captain Gruenheid says the use of docking cradles may make it easier for officers to use. Michelle Drew said Lafayette PD uses them and has given positive feedback. DA Peterson asks if there is a policy within the Sheriff's Office that they are required to use BlueCheck. Walnut Creek has a device in every vehicle.

Chief Gorton asks if 5% increase gets factored in. Sheriff says to deduct the 5% increase (this will be a deduction of \$59k)

DA Peterson asks when devices were ordered. If more devices are ordered, will they be the same model? Michelle Drew says they will be the same model. Sheriff says authorized then confirm with each agency if they still want devices.

Don Anderson asked to put in report if devices are broken, not using, etc.

DA Peterson asks how many other counties can connect to the State. Sheryl Davenport from Alameda County talked about their policies regarding usage. Alameda County has a production server but their cities don't have policies and procedures on usage.

Michelle Drew said we don't have a contract to have the larger devices because the system can't be configured without the contract. Sheriff wants time line when more is known.

Budget proposal before the Board to approve the FY 15/16 budget:

Sheriff Livingston addresses Item 6C – DA Peterson motions to waive 5% increase, Chief Gorton seconds. Motion Passes.

Item 6B – Adopt FY 15/16 budget to reflect no 5% increase, DA Peterson motions to approve budget with caveat that Mobile ID is approved. Mayor Rob Schroder seconds the motion. The Budget is adopted. Five in favor (Livingston, Schroder, Anderson, Peterson and Gorton), abstention (Piepho, Magnus).

ADJOURNMENT

Sheriff Livingston adjourned the meeting at 3:51 p.m.