



**REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICES BOARD**

**INFORMATION TECHNOLOGY COMMITTEE
PUBLIC MINUTES**

Thursday, January 12, 2017

**Niagara Regional Police Service
Community Room, 1st Floor, 5700 Valley Way, Niagara Falls**

CALL TO ORDER

The Information Technology Committee Meeting of the Niagara Police Services Board commenced at 1:56 pm.

ROLL CALL

PSB MEMBERS: Mr. K. Gansel, Committee Chair
Mr. B. Gale, Chair
Mr. T. Bonham
Mr. B. Marshall
Mr. V. Stewart

Ms. D. Reid, Executive Director
Mr. W.B. McKaig, Board Solicitor

NRPS MEMBERS: Chief J. McGuire
Deputy Chief B. MacCulloch, Operational Support
Deputy Chief J. Matthews, Support Services
Mr. A. Askoul, Director, Information and Technology
Mr. T. Roome, Manager, Public Safety Radio System
Detective Sergeant T. Henderson, Real Time Operation Centre

DECLARATIONS OF CONFLICT/PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

MINUTES OF PREVIOUS MEETINGS

1. **Minutes of the Information Technology Committee Meeting held Thursday, November 10, 2016.**

Moved by: T. Bonham
Seconded by: B. Gale

That the information be received.

Carried.

NEW BUSINESS

2. **NRPS P25 Voice Radio Communication System**

The Board considered Service report 10/2017 dated January 6, 2017 providing the Board with a project status update for the P25 Voice Radio Communication System project, which remains on budget and is fully operational.

Mr. Roome advised that the system was operational on September 28th. There are currently no identified issues and staff is continuing work to connect the two radio systems together and address the remaining tasks for migration. The agreement with the Niagara Parks Commission (NPC) remains to be finalized and is anticipated to be completed within one to two weeks. Finalization of the agreement's terms and conditions will realize a one-time cost reduction of \$314,000 in 2017 and will allow for the commencement of the maintenance portion of the NPC's usage of the system. Mr. Askoul advised that in addition to the \$314,000 the NPC will be required to pay an annual fee of \$24,000, which will be used to assist with offsetting the Service's operating budget, specifically the 15-year maintenance fees for the radios. He stated that a report will be brought forward at the January 26th Board meeting for approval of the agreement which details the costs applicable to the NPC.

Mr. Roome advised that there are 21 radio sites from the old system that are due to be decommissioned, eight of which form part of the current Motorola contract. Staff is currently in the process of determining the cost impact for decommissioning. He anticipates that decommissioning of half of the remaining sites can be performed by the Service and the remaining half which are more complex due to concrete and/or building removal will require outside resources. Mr. Roome advised that he has engaged a company to assess the workload and that he will be receiving a quote within the next three weeks. He advised that the site in Queenston will incur the most costs given it will require an actual tower removal.

The final pieces of the existing contract relate to the in-building distributed antenna system for both the Welland and St. Catharines Courts. Installation is near complete and the site will be revisited in the coming weeks to finalize installation at which time it is anticipated that based on testing the Service will be able to cut off the radio system altogether.

Mr. Roome advised that given the new radio system is very similar to Hamilton and Halton Police, the NRPS is able to coordinate its tactical teams to work on one system. The work to achieve this has been completed with the implementation of the change on the actual radios having yet to be completed. Working on a unified system was not an option in the past and radios had to be exchanged when operational issues were underway. He advised that the OPP system is up and running and the inoperability issue and patch issue have been resolved.

Mr. Roome advised of discussions with the Erie County Sheriff's Office regarding the ability for their helicopter to be compatible with the NRPS radio system. He advised that radio installed in the helicopter is too old and is not compatible with the new system and staff have undergone a number of technical evaluations to work through the hurdles. In order to surpass the issue the NRPS has offered a portable radio with helmet gear to ensure communications. This partnership remains in good standing and on a go-forward basis the Service will continue to work toward offering more support in terms of providing a radio that is more compatible with their equipment to alleviate the need for them to have a portable radio attached to their person.

The Service is currently engaged with Niagara-on-the-Lake, St. Catharines and Niagara Falls Fire Services and approval for their provisions to go onto the NRPS radio system have been obtained. Meetings will commence on January 18th for finalization of those partnerships. Work with the Niagara Falls and St. Catharines Fire Services' technical team is currently underway to analyze their coverage needs and to add non-Motorola radios on the Service's system. The Service anticipates that once the three fire agencies come aboard, additional agencies will also come aboard to partner with the NRPS.

In regard to the decommissioning of the old sites, Chair Gale questioned ownership of the sites and if police lease those sites and if they can be sold. He also questioned the status of the Fort Erie water tower and questioned if it is vacant and if the Region can sell it. Mr. Roome advised that all sites are not exactly the same and each site has to be addressed individually as they are subject to a different scope of work. Police pay rent on approximately 10 sites. These sites consist primarily of room usage and do not require equipment/structure removal and these sites remain the focus for decommissioning at the earliest possible time to avoid paying continued rental costs. Other sites that are not subject to rent require the removal of equipment and/or shelter and those will be addressed lastly. In regard to the Fort Erie water tower, Mr. Roome advised that police are responsible to remove the equipment from the tower, which is still standing. He stated that the decommissioning of the tower needs to be done separately given that the Service had sensitive microwave equipment on the structure that has added resale value and is not deemed for disposal. Quotes have been obtained and costs to do such are not extensive. Mr. Askoul further advised that once the Service has removed the equipment the Region will be notified and any next steps will be at their discretion. Chair Gale directed that he be notified once the Service has removed its equipment so he can address the issue at the Regional level.

Member Stewart questioned if the recoverable monies from the water tower equipment will be applied to the overall decommissioning costs. Mr. Roome advised that use of any recovered monies will need to be considered when known.

Member Bonham spoke to the remaining capital balance of approximately \$53,000 and he questioned if additional funds will be required to complete all decommissioning. Mr. Askoul advised that the Service formerly sought Board approval to determine if the capital revenue from the Niagara Parks Commission will be re-designated to support the decommissioning process. He advised that the Service remains diligent to avoid seeking additional capital funding however, the matter is pending receipt of the all decommissioning quotes. He advised that the Service previously committed to bringing forward a report once the full cost for decommissioning has been obtained.

Committee Chair Gansel questioned if Regional guidelines are being followed for obtaining quotes. Mr. Roome advised that he is using contacts provided by Motorola for the work on the sites that require structural removal, which are commonly referred to as heavy lifting sites. Committee Chair Gansel questioned if the intent is to flow the actual costs through Motorola, to which Mr. Roome advised that as not the process being followed. Committee Chair Gansel questioned how compliance to the Region's procurement by-law is being adhered to if the mandated three quotes are not being obtained. Mr. Askoul advised that the Service is required to consult with the Region's procurement department in order to issue an acquisition. At that time, discussions on special circumstances are taken into consideration. He advised that police staff will continue with those discussions for determination by the Region as to whether they can move forward as intended given the special circumstances of the services being requested.

Moved by: V. Stewart
Seconded by: B. Gale

That the information be received.

Carried.

3. 4Office Automation Multifunctional Devices (MFD) – Lease Contract

The Board considered Service report 9/2017 dated January 4, 2017 requesting the Board approve an extension of the 4Office Automation Multifunctional Device (MFD) Lease contract for supply, installation and support of the multifunctional devices for a 36-month term as a cost-effective means to meet the NRPS current and future print, scanning and technology needs.

Mr. Askoul advised that the Service negotiated with the Region to reach an optimized cost on the lease for the equipment, which will reduce monthly operating costs and maintain the existing costs from the initial contract for black and white (carbon copy).

Member Bonham questioned if the devices are equipped with counters so that usage can be monitored among the various departments. Mr. Askoul advised that the devices are equipped with counters and the data collected forms part of the justification when determining the cost per copy given that the higher the printing volume the better the discount. He also advised that user accounts will be developed with the intention of swipe/password requirements.

Moved by: T. Bonham
Seconded by: B. Marshall

That the Board approve the extension of the 4Office Automation Multifunctional Device (MFD) Lease contract for supply, installation and support in the amount of \$282,240.00 plus HST (net of rebates).

Carried.

4. Microsoft Enterprise Licensing Agreement – Software Licensing True-Up

The Board considered Service report 11/2017 dated January 5, 2017 requesting Board approval to pay the final invoicing for three (3) year agreement ending December 31, 2016. The expense has been accrued and is included in the 2016 year-end.

Mr. Askoul advised that true up cost pertain to an increased need for licencing and upon the move to the new Headquarters and the need to support the technologies for additional desktops, laptops, television equipment, building of the Data Centre, meeting room equipment, etc., the Service was required to report on the actual true up on the infrastructure, the servers and on the clients, which has resulted with this one-time costing request. He also advised that the Region recently awarded a new contract for renewal to CDW through a competitive process. The Service is currently reviewing all its quantities to create profiles that will realize costs savings and staff will bring forward a report at the February 23rd meeting recommending contract renewal.

Moved by: V. Stewart
Seconded by: T. Bonham

That the Board approve payment to CDW Canada in the amount of \$158,051.11 including HST (net of rebates) for Microsoft Software Licensing True-Up covering Year 3 of the Microsoft Enterprise Agreement.

Carried.

OTHER BUSINESS

Real Time Operations Centre

Committee Chair Gansel requested a verbal update on the progression of the Real Time Operation Centre (RTOC) project. Chief McGuire advised that Detective Sergeant Henderson will be leading this initiative. Currently the Centre has been equipped with furniture and the Service is continuing the process of upgrading the system. A meeting with Motorola is scheduled for next week and a presentation to the Service's team will be made for commencement on the operational piece. From that point, a staffing review will be performed for determination in that area. He advised that the process remains in the development phase and staff are working diligently to bring in the right people to utilize the equipment that has been purchased as well as what will need to be brought in to build on the system. Chief McGuire advised that the Service will keep the Board apprised on the development as the project moves forward and he anticipates that the Service can provide the Board with a demonstration in the fall of 2017.

NEXT MEETING

The next meeting is scheduled for Thursday, February 9, 2017 at 11:30 am, NRPS Headquarters, Community Room, 1st Floor, 5700 Valley Way, Niagara Falls.

ADJOURNMENT

The Information Technology Committee Meeting adjourned at 2:42 pm.

Bob Gale, Chairperson

Deb Reid, Executive Director