

**LCPD Technology Committee**

**Minutes of Meeting**

Thursday, July 23, 2020 @ 6:30 pm

St. Dominic Rectory

Roll call: Reid Raymond, Irene Dowling, Nancy Lytle, Val Cupit and Graham Ryan (by phone). All committee members were present. Also in attendance: Ralph Schindler.

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Adjourn: 7:54 pm	

- *Correction1* under I, Page 4. Lake Vista Crime Prevention District Commissioner, Keith Zibilich, is the Flock system administrator.
- *Correction2* under I, Page 4 & K, Page 5. Reid incorrectly stated Orleans Levee Board is Flock system administrator. Orleans Levee Board police is not system administrator.
- ✓ *Additions1 - 5* under J, Page 5. More information added to answer Graham's question - Graham wondered about pros and cons of having a system administrator. Knowing that we have a contract with the NOPD, how will that affect communication with NOPD and patrols?
- ❖ *Suggestion1* under K, Page 6. Graham suggested that when the new contract with the city is negotiated, include a provision that the NOPD or its appointee will agree to be the system administrator of the camera program put in place.

- A. Passed around copies of the job description of the Jr. Full Stack Developer who will perform regular duties of maintaining the website - [www.lcpdnola.org](http://www.lcpdnola.org) - that details the LCPD.
- Ralph Schindler will train and support the Jr. Developer, move away from regular web maintenance and focus on development.
  - Richard Bordelon is working on an Independent Contractor Agreement for this position.
  - Nancy asked if this position will maintain cameras.
  - Reid said no, the Jr. Developer will have nothing to do with cameras.
- B. Website:
- Loaded up with reports from monthly meetings: agenda from Freddy, minutes from Ann, crime report from Sgt. Benjamin and financials from Larry.
  - Reports have been loaded up to the website since 2015. Anyone can view the reports anytime.
  - After training with Ralph, Jr. Developer will learn how to load the reports.
  - Will move to Amazon Web Services.
  - 8/17/2020 - Larry Jacobi opened Amazon credit card account for the website and portal.
  - Val asked, the website is being moved from?
  - Ralph replied, Linode. From Linode Cloud Hosting Service to Amazon Web Services.
- C. Portal already on Amazon:
- Holds the names and addresses of camera hosts.
  - Will also hold camera agreements signed by the property owners.
  - Val asked if Richard Bordelon or Ann LeBlanc has copies of the agreements.
  - Reid said no, the new portal will allow authorized access to the agreements.
  - Will also text and email alerts to contacts who sign up.
- D. Alert Contacts project is chaired by Val.
- Nancy asked who will send the texts.
  - Reid answered, no one has been assigned yet. Computer space is being configured first. Rules of access will be decided at another meeting.
  - Val expressed that granting access should be as secure as signing a check - two to view and one backup - and asked to be one of the authorized signers.
  - Reid replied, you are the project leader, Val.
- E. Motion made by Reid to accept the job description of the Jr. Full Stack Developer.
- Motion seconded by Val who asked for discussion.
  - Nancy asked who wrote it. Reid said Ralph drew it up.
  - Graham trusts in Ralph knowing the technical aspects of it.
  - All five members listed in roll call voted yes; no nays. Job description is approved.
- F. Crime camera update and March 30 list of camera hosts.
- 7/17/2020 - Phase Two Crime Camera contract signed by Brian Anderson and Cory Wagner - Epic Tek LLC. Reid and Irene were witnesses.

- Reid mentioned the certificate of liability insurance (COI) did not include workers compensation. Cory replied, there are no employees.
- Irene mentioned another problem is LCPD not named as an additional insured.
- Reid forwarded the COI to Richard Bordelon for review.
- Richard identified 4 issues: 1. Epic Tek LLC not in good standing with La. Secretary of State Annual Report - *corrected*. 2. How many owners of Epic Tek LLC? - *Cory Wagner is sole owner*. 3. LCPD is not named as an additional insured - *corrected*. 4. No workers compensation - *in progress*.
- Reid notified Cory that Phase 2 on hold until workers comp issue is resolved.
- Val asked if we can expect the project to start in Sep. Reid said, yes.
- Nancy asked if project will be completed by Dec. Reid said, yes but remembered that Cory has no employee so work will probably run to Jan.
- Reid mentioned the completion date also depends on the response from residents who are undecided about replacing old cameras.
- Nancy asked about a map of existing cameras. Reid replied there is no map.
- Nancy prefers a map and Reid replied a map is labor intensive to maintain.
- March 30 list is in Excel that can be quickly sorted by street names and addresses. Properties with the same street names and corresponding house numbers will be grouped together.
- Val mentioned that Melissa Lessell continues to ask about putting more cameras in Zones B & C. Reid tried to sign up 3 residents and he was turned down.
- Nancy will get names of West Lakeview residents.
- Reid requested that new names be added to the March 30 list after the names of residents who have old cameras. Or add them to Page 2.
- New names may go on a wait list for a possible Phase 3.
- Val requested a list of Phase 1 camera hosts. Reid will provide it.
- March 30 list - Page 1 has names to be contacted again. Nos. 1-17 are names with old cameras. No. 18 is contact name for a new camera on the Gulf Coast Bank, 848 Harrison Ave.
- March 30 list - Page 2 - Zone J has 7 new names. Other has 4 new names.
- Sgt. Benjamin asked for more cameras in Zone J.
- Val asked, how many cameras were installed in Phase 1?
  - Reid stated 34 cameras installed; 35 were budgeted.
  - The 34th camera is PTZ (pan-tilt-zoom) and has the flexibility to view Walgreens front door, Vicksburg St. exit/entrance to parking and Harrison Ave. exit/ entrance to parking, from the back wall of Nola Beans. Reid decided the cost (2 x cost of regular crime camera) allows the flexibility.

#### G. 2020 Technology/IT Equipment Budget.

- 6/25/2020, Profit & Loss Budget vs Actual, Jan thru Jun 2020 Report showed:
  - Expenses = \$9,897.50. Reid reconciled invoices.
  - Budget \$33,830.00 - \$9,897.50 = \$23,932.50 Actual.
- Reid listed and discussed scheduled expenses:
  - \$3,100 - Phase 2 cameras down payment.

- \$573.50 - Past web services by R. Schindler.
- \$100 - Laravel Nova software - web admin panel.
- \$1,700 - Jr. Developer (\$85 x 20 hrs.).
- \$6,250 - Developer (\$125 x 50 hrs.).
- \$100 - Twilio Text Message Service (\$20 x 5).
- \$313.50 - Estimated Amazon Web Services (52.25 x 6).
- \$7,600 - Phase 2 cameras & cloud fees.
- \$234 - Phase 1 cloud fees - (\$18/mo. x 13 cameras installed Dec 2019).
  - \$19,971 Total scheduled expenses - \$23,932.50 = \$3,961.50 Actual.

H. 2021 Technology/IT Equipment Budget.

- Reid listed proposed budget items:
  - \$7,344 - Phase 1 cloud fees (\$216/yr. x 34).
  - \$4,500 - Phase 2 cloud fees (\$180/yr. x 25).
  - \$627 - Estimated Amazon Web Services (\$52.25/mo. x 12).
  - \$1,500 - Service & repair cameras (\$75 x 20 hrs.).
  - \$240 - Twilio Text Message Service (\$20/mo. x 12).
  - \$20,000 - ALPR, Flock w/6 cameras, \$12,000 annual recurring charge.
  - \$11,000 - 21 Crime cameras - Phase 3.
  - \$5,100 - Jr. Developer (\$85 x 60 hrs.).
  - \$4,500 - Developer (\$125 x 36 hrs.).
  - \$54,811 Budget proposed.

I. ALPR (Automatic License Plate Recognition). Reid presented prices for two systems:

- Genetec w/6 cameras = \$46,734 (\$41,334 one-time + \$5,400 annual charge).
- Flock w/6 cameras = \$12,000 annual charge.
- Val mentioned it's like leasing cameras. Reid added the annual charge covers cameras, equipment, warranty, installation, maintenance and support.
- January 2020, Lake Vista installed Flock.
  - *Correction1* - Lake Vista Crime Prevention District Commissioner, Keith Zibilich, is the Flock system administrator.
  - *Correction2* - Reid incorrectly stated Orleans Levee Board is Flock system administrator. Orleans Levee Board police is not system administrator.
- Val asked if there is a contract with Flock. Reid replied, Flock has a terms and conditions agreement.
- Richard Bordelon reviewed it a couple of months ago and has a few questions.
- Graham mentioned there should be a length of term and Reid replied, 2 years.

J. NCIC (National Crime Information Center), RTCC (Real Time Crime Center and NOPD (New Orleans Police Department) & System Administrator.

- Graham wondered about pros and cons of having a system administrator. Knowing that we have a contract with the NOPD, how will that affect the communication with NOPD and patrols?
  - Reid replied, Flock has a link to the NCIC and is integrated to the RTCC in New Orleans.

- A Flock camera scans a plate number that is streamed to the cloud. Number is compared against the list of stolen vehicles and, if there's a match, NOPD is notified.
- ✓ *Addition1* - Stolen plate numbers are updated by law enforcement agencies who are linked to the NCIC. System administrator does not update NCIC list.
- ✓ *Addition2* - In Flock, system administrator or LCPD can create a custom list of stolen vehicles.
- ✓ *Addition3* - In Genetec, system administrator is RTCC. LCPD cannot create a custom list.
- ✓ *Addition4* - Custom list is created when the integration is shut down or the link is disconnected.
- ✓ *Addition5* - Presently, the NOPD ALPR System is not communicating with the RTCC and Flock. Therefore, Keith Zibilich updates his custom list. Stolen plate numbers come from BOLO (Be on the Lookout) alerts published by NOPD.

K. Ordinance & System Administrator.

- 7/8/2020 - Council committee delayed vote on the ordinance proposed by Cmbr. Jason Williams.
  - *Paraphrased* - Section 147-2. Prohibited Surveillance Technology. No city official or city entity shall obtain, retain, access, use or authorize a third party to use: 2. Any automatic license plate reader system (ALPR).
- Val believes the city ordinance can shut us down. She is hesitant to invest \$41,000+ in a system that is short-lived.
- Val asked if the city pulls the plug on the system, can we get the license plate numbers randomly. Reid answered, yes.
- Flock has a link to the NCIC list of stolen vehicles but the list is shared with law enforcement agencies only.
- Reid asked if Orleans Levee Board is a law enforcement agency. Val replied, yes.
- *Correction2* - Reid incorrectly stated Orleans Levee Board is Flock system administrator. Orleans Levee Board police is not system administrator.
- Val continued, can we create our own list? Reid replied, yes.
- Irene repeated, the system administrator creates and updates the custom list of stolen vehicles.
- Nancy mentioned that since we still have ALPR questions and we need to renew our contract with the city.
- Val stated, for budget purposes, she is leaning toward the Flock system.
- Val asked Graham and he's leaning toward Flock for a few reasons:
  - Allows to hedge against obsolescence.
  - Allows to hedge against the political climate; we cannot wait on the ordinance.
  - Doesn't like committing a large capital outlay, \$40,000+, on a bunch of technology that may become obsolete.
- Graham asked:

- Are the two systems equally effective in terms of seamless communication to Rene and the officers? Reid answered, yes.
  - Are the systems on the same footing when a license plate picks up a hit - is there a push notification like a text or email? Reid answered, yes.
  - Are both systems on the same footing with respect to effectiveness? Reid answered yes, with the qualification that the ordinance does not affect third party use.
  - Val asked, which would you choose if you had to pick between a camera and a license-plate reader? License-plate reader, she replied.
  - Graham asked:
    - If both systems have the same functionality and both systems will seamlessly communicate an alert, Rene does not have to preference which license-plate reader to adopt, correct? Reid agreed.
    - Since the annual payment model requires a system administrator, will that make it more cumbersome or burdensome on Rene and his folks?
    - Would Rene and his folks be the system administrator or someone on the board? Reid replied, someone has to be appointed or hire a third party.
  - Val asked how much time is spent by the system administrator. Reid mentioned time is necessary if and when a custom list is required.
    - If all systems - NOPD, RTCC and Flock - are working, system administrator does not have to create a custom list.
  - ❖ *Suggestion1* - Graham suggested that when the new contract with the city is negotiated, include a provision that the NOPD or its appointee will agree to be the system administrator of the camera program put in place.
- L. Poles, Power, Internet and CEA (Cooperative Endeavor Agreement).
- Nancy asked why, in a proposal earlier this year, Genetec was the preferred system.
  - Reid replied, the city or RTCC, a Genetec user, offered poles to mount the license-plate readers. And the poles have electricity and Internet.
  - At that time, Flock was not integrated to the RTCC. Flock is now integrated but the NOPD ALPR System is offline.
  - CEA is being drawn up to allow access to city poles. Lake Vista has CEA to mount cameras on city poles.
  - Graham asked, using city poles will be equally as difficult for both Genetec and Flock? Reid replied, yes. Flock can be installed on private property; within 12 feet of the street.
- M. Motion to Approve ALPR Budget.
- Graham stated, if we make a decision based on the political climate, we won't do it until 2030. We should do something now and, if the city shut us down, we can work with Flock.
  - Val stated, tonight we are here to put \$20,000 in the budget for ALPR. Nancy agrees.
  - Graham stated, for the purposes of tonight, we're going to justify a budget to ask the board to incorporate into the 2021 budget. Reid said, yes.
  - Graham said, he's all in. Reid made the motion to budget \$20,000 for ALPR.

- Val seconded the motion and asked for discussion.
  - Val asked Reid to find out if a camera can be mounted on a car. Reid will ask Flock.
  - All five members listed in roll call voted yes; no nays. Approved \$20,000 for ALPR.
  - Discussed remaining budget items:
    - \$11,000 - 21 Crime cameras - Phase 3.
    - \$5,100 - Jr. Developer (\$85 x 60 hrs.).
    - \$4,500 - Developer (\$125 x 36 hrs.).
  - Proposed budget \$54,811 okay with the committee. Full board approval needed.
- N. Safecam Platinum Cameras.
- Nancy asked if the city pulls the plug on all cameras, can the Phase 1 & 2 cameras still operate? Reid answered, yes.
  - Each camera has five log on accounts: 1. Installer. 2. Owner. 3. LCPD. 4. NOPD. 5. RTCC.
  - If the city shuts down the connection to cameras, Installer, Owner and LCPD can log on and operate.
- O. Job Ad & Motion to Adjourn.
- Reid asked, should I design a newspaper ad for the new hire?
  - Nancy said, be so much easier if we could find a Lakeview resident. Val said, no.
  - Richard Bordelon said search cannot be limited to Lakeview.
  - Nancy, Val and Ralph said no to newspaper ad.
  - Graham asked about posting the ad on the website or Facebook. Reid said, both.
  - Val suggested posting an ad on the bulletin boards of local schools and clubs.
  - Ralph asked, is there an age requirement? Can a high schooler take the job?
  - Reid reminded, applicant has to sign an Independent Contractor Agreement. So there is an age requirement.
  - Reid will word the ad and pass it around for review and approval.
  - Irene made a motion to adjourn; Nancy seconded. All five members listed in roll call voted yes; no nays.
  - Meeting adjourned 7:54 pm.