

## TRC Meeting Minutes

Date: March 17, 2016

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Peter Ambs
DTI – Application Manager	Brian Osterloh
DTI – Communications Manager	Polo Fierro
DTI – Infrastructure and Operations Manager	Paul Chapman
DTI – ERP	N/P Andrea Romero
DTI – APD	Mark Leech
AFD	N/P Ralph Waddles
Animal Welfare	Jim Ludwick
Aviation	Patrick Frias
Cultural Services	N/P Dave Mathews
Cultural Services - Library	John Meier
Environmental Health	Noah Parraz
Family and Community Services	N/P Eddie Andujo
DFAS – Purchasing	Elaine Sacoman
DFAS – Risk Management	N/P Alan Gutowski
Internal Audit	N/P Lew Witz
Municipal Development	N/P Robert Nunez
Parks and Recreation	N/P Matthew Whelan
Planning	N/P Darryn Phillips
Senior Affairs	N/P Gary Anderson
Solid Waste Management	N/P Tony Schupp
Transit	Ron Dupuy, proxy for Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
<b>Housekeeping:</b>			Next TRC Meeting is on March 31, 2016.
Call to order	Andre	0	The meeting was called to order at 10:05 am.
Roll call	Sylvia	0	<b>There was a quorum.</b>
<b>Approve of the Agendum:</b>	Andre		<b>Motion to approve Agenda by Peter Ambs; second by Brian Osterloh. Motion carried unanimously.</b>
<b>Review Minutes from Previous TRC</b>	Andre	1	Last meeting was held on March 3, 2016.  <b>Motion to approve Minutes for March 3' 2016 Meeting by Peter Ambs; second by Brian Osterloh.</b>
<b>Routine Business:</b>		0	
<b>Review TRC Request</b>	All	5	<b><u>ABQ Sunport FIDS Upgrade (Patrick V. Frias), \$371,274.37.</u></b> <ul style="list-style-type: none"> <li>ABQ Sunport Flight Information Display System and DVC (digital video controller) upgrade.           <ul style="list-style-type: none"> <li>2 Dell servers</li> <li>38 DVC's</li> <li>10 airline user FIDS stations</li> <li>26 Dakronic LED Gate Signs</li> </ul> </li> <li>the existing FID system is outdated and the hardware is failing at a fast pace. this request is simply to upgrade the</li> </ul>

			<p>existing DVC's and server with newer models and upgrade some much needed software options for a weather widget.</p> <p><b>Motion to commence discussion by Peter Ambs; second by Brian Osterloh.</b></p> <p><b>Patrick Frias, Aviation, discussed the purchase request item and answered questions from the Committee.</b></p> <p><b>Call to question/motion to approve purchase by Peter Ambs; second by Brien Osterloh. Motion carried unanimously.</b></p> <p><b><u>CODIS DNA Database Sample Tracking Software (Mark T. Leech), \$50,000.00.</u></b></p> <ul style="list-style-type: none"> <li>• Port CODIS software from Clarion/TopSpeed database to Microsoft SQL.</li> <li>• Existing software is architected to use the Clarion TopSpeed database. This is an ISAM database and not SQL. This project will migrate the CODIS software to Microsoft SQL. Web pages will be migrated from ASP. Vendor has been supporting this application for 17 years.</li> </ul> <p><b>Motion to commence discussion by Peter Ambs; Second by Brian Osterloh. Mark Leech, Technology Manager, discussed the purchase request item and answered questions from the Committee.</b></p> <p><b>Call to question/motion to approve purchase by Brian Osterloh. Motion carried unanimously.</b></p> <p><b><u>Smartfile File Sharing Application: Demonstrated by Arthur Montoya</u></b></p> <p><b>Paul Chapman and Arthur Montoya gave an overview, and demonstrate in the Smartfile processes and procedures.</b></p>
<b>Review and Approval of Policies, Procedures &amp; Standards</b>	All	0	<p>Policies, Procedures &amp; Standards</p> <ul style="list-style-type: none"> <li>• New:</li> <li>• Revised: <ul style="list-style-type: none"> <li>○ Policies</li> <li>○ Security</li> <li>○ General</li> <li>○ Hardware/Software</li> <li>○ Standards</li> <li>○ General</li> </ul> </li> <li>• Retired:</li> </ul>
<b>Problems, Warnings, Situational Awareness, Saved Rounds?</b>	All	0	
<b>Total Time</b>		15	Motion to adjourn by Brien Osterloh; second by Mark Leech. Motion carried unanimously. 10:20