USF Health
Campus Security Camera System Meeting
July 25, 2013
1:30 – 2:40pm, MDC 1419
MINUTES

Attendees Present:

Christopher Martinez – USF IT	Mike Klingebiel – USF UP	George Ellis – USF IT
Stan Douglas – HSC Facilities	Robin Jones – HSC Facilities	Nathan Rice – USF IT
Brian Ippolito -USF Physical Plant	Ken Deshong –HSC IS	Frank Wassenberg – HSC PD
H Nguyen – USF Physical Plant		

Members Absent:

Robert Westfall – HSC PD	Nainan Desai – USF Physical Plant

I.   **Welcome:**   Stan Douglas welcomed attendees to this meeting and summarized the agenda. Also the minutes from the last meeting were reviewed and approved.

II. **Meeting**
     Overview: This meeting's format followed the Camera Security Camera System (CSCS) improvement strategies as outlined from previous meetings. Our focus is to continue work on these strategies and develop implementation plans for improving the system's management and work processes. What follows is a listing of those strategies and a status update for implementation plans supporting the same (Updates and Action Items are highlighted in <u>red</u>).

III. **CSCS Improvement Strategies**

    A. PPD and USF IT will work jointly with USF Health Facilities/IS to determine the exact number of analog/DVR and IP cameras in the HSC area inventory, and develop a draft plan which will include converting units, needed systems connectivity, and the estimated cost associated with this work.

    B. PPD/USF IT to work with Health IS to identify and resolve network firewall issues and identify the number of necessary switch ports required to support all planned IP camera change-outs.

    C. PPD and USF IT (Health IS to assist) <u>will quickly work</u> to resolve network/firewall issues related to the IP camera web viewer on Health UP computers to allow HSC Police to view pertinent areas of responsibility. Followed by resolving the same for certain HSC Facilities personnel workstations. Note that dedicated viewing workstations may be required due to firewall issues.

    D. Health Facilities will request new camera installs using the current Space Impact Request process. The newer IP cameras have a mechanism to notify PPD when a HSC camera fails. On receiving such notice from the system, PPD will contact Health Facilities (4-3017).

IV. **Progress Updates and Discussion Corresponding to Items in the Above Section; as of 7-25-12**

    A.   The following are bullet responses for the above corresponding letter item:

        i.   Building floor plans showing all HSC cameras have now been drafted. The information shows there are approximately 230 analog and 79 IP cameras in the HSC inventory. These recently developed floor plans along with the listed camera inventory will serve as a valuable tool for presenting the CSCS network layout and operational status to Senior Administrative staff. Additionally, the plan will allow us to phase necessary camera repair and IP conversion work.

ii. The group briefly discussed the need to include condition assessment information as part of the inventory, about the current cameras in service……..for use in developing the proposed phasing options. But, it was determined not necessary to use the age of the existing cameras as a phasing plan factor.

iii. However it was stated, by PPD and USF IT, to plan for a five (5) year camera replacement cycle as a CSCS operational standard. Therefore, recurring funding for camera replacements will be necessary to maintain the CSCS network. A source for these recurring funds will have to be identified, and the amounts determined, for presenting to Administrative staff in the near future.

iv. The group agreed to a zone/phasing approach for the IP camera conversions which would be accomplished per building floor for each HSC Building. This approach will consider Switch Port Hub capacities and locations, for the purpose of incorporating any necessary cost associated with Hub improvements into the plans.

v. The Group decided HSC analog cameras that provide redundant coverage would be removed from service first, as part to the project's overall phasing plan. It was agreed that parts from these removed analog cameras could be used to maintain and support the remaining analog network areas, until phased conversion occurs.

B. The following bullet responses contain updates of the USF network firewalls and associated issues:

i. It was agreed to by HSC Facilities and PPD that the TMG virtual server will be the system or method used for routing images through the campus Firewall.   All cost associated with this server (initial and recurring) will be determined and provided by PPD and USF IT.

C. The following bullet responses correspond to the letter item in the above section:

i. The temporary Firewall solution using a PPD stand alone workstation for Health PD to connect to the CSCS IP network…..to view camera images is working. PPD has also connected HSC Facilities to the same unit/system, allowing certain staff members to view images of the 79 CSCS IP cameras currently installed at HSC.

D. The following bullet response correspond to the letter item in the above section:

i. This bullet updates the current process used to request new camera installations. The Space Impact Request (SIR) still initiates the review and approval process for new cameras and conversions. Additionally, it has been agreed to by HSC and PPD that SIRs initiated by HSC departments will be assigned to HSC Facilities…..to coordinate the necessary project work in the HSC area.

ii. Considerable discussion was held about how HSC Facilities will coordinate all parties involved with camera installs @ HSC. HSC Facilities will draft a suggested outline of the processes/steps and present this draft for discussion at the next meeting.

V. **Action Items and Next Steps (as they correspond to the above):**

A. Next Steps
i. HSC Facilities will make necessary changes to the draft versions of the HSC Camera Plans and inventory, and will arrange assistance in this effort from other departments as needed.

ii. Part of Phase I of the camera conversion plan will be removing redundant cameras from the HSC network. Health PD, HSC IT, PPD, Health IS, and HSC Facilities will work together to identify those cameras and document their removal in the plans and inventories. An update will be provided at the next meeting.

iii. The Group agreed to focus on the Nursing (MDN) building for the first phases of camera conversion work. Cost proposals to convert analog cameras for the entire building will be

provided by USF IT and PPD. This proposal will also show cost broken out to convert cameras per floor of the facility.

B. Next Steps
i. USF IT/PPD will lead Technical Work Group and provide associated and final cost of the TMG virtual server.
ii. A schematic diagram of the CSCS network/firewall layout will be presented by PPD/USF IT/Health IS.

C. Next Steps
i. The PPD will continue to maintain the workstation solution as a temporary Firewall solution for Health PD and HSC Facilities to view CSCS IP camera images. PPD will provide any necessary status updates/changes to this arrangement at each meeting.

D. Next Steps
i. HSC Facilities will a draft outline of the HSC camera install/conversion process and procedures for review and discussion at the next meeting

VI. Meeting adjourned at ~2:40 pm

VII. Minutes submitted by Stan Douglas, HSC Facilities

<mark>**Next Meeting: August 29, 2013 @ 1:30 pm, in MDC 1419**</mark>