

Lakisha Burch

To: Paul Luger; Frank Fender; Vincent Barile; James Campo; Daniel Morris
Cc: Pamela Walker
Subject: Audio from Tuesday's Meeting

To the Mayor and Commissioners,

I am emailing you to inform you that due to technical difficulties the audio from Tuesday's meeting was not recorded. As soon as the issue was discovered, I contacted BIS Digital and worked with their developers and have identified the source of the issue. It would appear that the sound card in the computer failed to initialize. This has been corrected. Chief Ciechanowski and I have worked together and are implementing procedure to ensure this does not happen in the future by implementing a secondary recording mechanism at all meetings.

I took notes during the meeting, as is my normal procedure from which minutes have been prepared.

In the interest of transparency I will be posting both this email and the email from BIS explaining the recording error.

I understand how incredibly important these recordings are to the Town. Unfortunately, my lack of IT experience resulted in not identifying the problem soon enough. I apologize for any inconvenience this matter may have caused the Town or you as Commissioners, and I take responsibility for the error. If you have any questions, concerns or comments please feel free to contact me.

Lakisha Q. Burch, MSL, CMC

Town Clerk
FACC Southeast District Director
1 S. Sewall's Point Road
Sewall's Point, FL 34996
(T) 772-287-2455 x.14
(F) 772-220-4765
(E) lburch@sewallspoint.org

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Lakisha Burch

From: BIS Digital Support <support@bisdigital.com>
Sent: Thursday, October 11, 2018 1:07 PM
To: Lakisha Burch
Subject: Status of Issue

Hello Ms. Burch,

Our developers found the following that there was no audio recorded in the current meeting because there was a problem between the recording PC and the USB Mixer. Our system did prompt multiple times that there was Low Level Across all channels.

Alexander Mierzwa | **Technical Representative**

Business Information Systems Inc.

HQ: 1350 N.E. 56th Street, Suite 300, Ft. Lauderdale, FL. 33334

Main: 1.800.715.1234 | www.bisdigital.com

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