Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda
Thursday, April 18, 2019
1:00 PM
Lacey Police Department

I.   **Review and Approval of February Meeting Minutes**

    a. Overview: Minutes from the February meeting will be reviewed

    b. Action Item: Board decision to edit and/or accept the meeting minutes

II.   **RMS Replacement**

    a. Overview: Steering Committee recommendation

    b. Action Item: Discussion

III.   **Financial Update**

    a. Overview: Credit notification

    b. Action Item: Information only

Thurston County Law Enforcement Records Management Consortium

Executive Board Meeting
Lacey PD
1:00 PM
Thursday, February 21, 2019

Minutes

Members Present: Chief Jon Weiks, Tumwater PD   Chief Ronnie Roberts, Olympia PD
                        Chief Ken Semko, Lacey PD   Chief Robert Swain, Tenino PD

Members Absent: Chief Todd Stancil, Yelm PD

Staff & Guests Present: Wendy Hill, TComm   Anna McBee Lacey PD
                                Chandra Brady, Olympia PD   Jim Mack, Lacey PD
                                Jeanelle Stull, Olympia PD   Christina Keonitzer, Tumwater PD
                                Laura Wohl, Tumwater PD

The meeting was called to order at 1301

I.   Review and approval of October meeting minutes

A draft copy of the September meeting minutes were sent in advance of the meeting to the Board.

Chief Swain moved to approve the minutes. Chief Roberts seconded the motion. The motion passed unanimously.

II.   Review and approval of Expenditures

A copy of the expenses were distributed by Ms. Brady to the Board

Chief Roberts moved to approve the expenditures. Chief Swan seconded the motion. The motion passed unanimously.

III.   Executive Board Chair

It was recommended that Chief Jon Weiks continue as Chair.

Chief Roberts moved to approve the nomination. Chief Swain seconded the motion. The motion passed unanimously.

I.   Central Square update

A meeting was held with members of the LERMS Consortium and a representative from Central Square to discuss the merger that has recently happened, and what that mean for the future of the RMS system. Members from each agency will be attending the upcoming conference to see what Central Square is offering and will report back to the board.

The meeting was adjourned at 1316.

LERMS Steering Committee

Preliminary Plan for RMS Replacement

What we know about our current RMS:

CentralSquare has informed us that they will not be continuing product development of our current RMS. They have committed to continuing support of our current products indefinitely. No timetable has been established to sunset One Solution. One Solution customers will be given 10 years notice once an end-of-life schedule has been established.

1. There will be no major development done or planned for the existing platform.
2. Only minor development of current modules will continue – fixing bugs and responding to State mandates.
3. Non .net development will continue and move forward as planned. This does not include items that we have requested, but rather new functionality such as a new analytics module.

Product line Consolidation:

1. The vendor is working on a consolidation strategy that will be discussed and planned over the next 12 months.
2. They have announced the following products as those that they will be moving forward:
    a. CAD – Enterprise CAD (formerly TriTech)
    b. RMS for smaller agencies (200 or fewer users) – Professional (formerly Zuercher) RMS for larger agencies (more than 200 users) – Enterprise (formerly Inform)
    c. JMS – Enterprise (formerly Inform)
    d. Online customer portal - OneSolution P2C

Product Migration:

1. The vendor is also working on a migration strategy that will be discussed and planned over the next 12 months.
2. CentralSquare is not ready to look at migration for any customers until this plan is in place.
3. The first customer set to migrate will be full-suite, small agency customers and that will not happen until late 2020 at the earliest.
4. Migration of larger agencies won't being until 2021 at the earliest and there would be a 2-5 year window for their existing customers once a strategy is established.

Short-Term Planning: What we're doing now

The Steering Committee recommends that we should look for a new RMS and not stay on our current product indefinitely. We will take the steps identified below in order to assess which path is advisable for the consortium – migration to CentralSquare's go-forward product suite or procurement from a new vendor.

1. We have asked CentralSquare for year-to-year support/maintenance costs through 2023.
    - Target date – 2nd Qtr 2019
2. We will consolidate and prioritize the support requests made for OneSolution that had been identified to be developed in the now defunct .net rewrite. Once prioritized, we will be addressing these items with CentralSquare to find out how they intend to resolve the issues.

- Target date – 2nd Qtr 2019

Longer Term Planning: Replace RMS

1. Review our needs assessment from the original LERMS procurement process and update it as needed.
   - Target date – 3rd Qtr 2019
2. Assign the System Administrator group to do exploratory work to see what other agencies in the region are using.
   - Target Date – 2nd Qtr 2020
     a. Visit 3 -5 agencies in the region (Washington, Oregon, Idaho)
     b. Look for agencies with various package options
        i. Full suite solutions
        ii. Multi-agency Consortiums
        iii. Similar interfaces
3. Request CentralSquare conduct a product demo of their go forward product suite to the System Administrator and Steering Committee
   - Target Date – 3rd Qtr 2020 (assumption that the vendor will be prepared to demo this soon)
4. Weigh the various options and make a recommendation to the Board
   - Target Date – 4th Qtr 2020
     a. Migrate to CentralSquare product sometime after 2021
     b. Start procurement process for a different product