

# Thurston County Law Enforcement Records Management Consortium

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## **-Executive Board –**

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

- I. **Review and Approval of June Meeting Minutes**
  - a. Overview: Minutes from the June meeting will be reviewed
  - b. Action Item: Board decision to edit and/or accept the meeting minutes
  
- II. **TESC LERMS Participation**
  - a. Overview: TESC LERMS participation
  - b. Action Item: Discussion
  
- III. **2020 Budget - Revision**
  - a. Overview: 2020 Budget, revision
  - b. Action Item: Discussion

# Thurston County Law Enforcement Records Management Consortium

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## Executive Board Meeting

*Lacey PD*

*1:00 PM*

*Thursday, June 20, 2019*

## Minutes

**Members Present:** Chief Jon Weiks, Tumwater PD Chief Ronnie Roberts, Olympia PD  
Chief Ken Semko, Lacey PD Chief Todd Stancil, Yelm PD

**Members Absent:** Chief Robert Swain, Tenino PD

**Staff & Guests Present:** Jay Mason, Tumwater PD Chandra Brady, Olympia PD  
Laura Wohl, Tumwater PD Jeanelle Stull, Olympia PD  
Christina Keonitzer, TumPD Anna McBee, Lacey PD  
Trooper Hall, WSP Commander Joe Upton, Lacey PD  
Trooper Nell, WSP Commander Jim Mack, Lacey PD  
Christy Peters, TCPA Sarah Hock, TC Animal Srvcs  
Dave Brunckhurst, TESC

**The meeting was called to order at 1300.**

### **I. RMS Update**

Ms. Stull has had conversations with Central Square regarding the future of the current software. For our contract, she was advised that we can estimate 5% increase in the yearly cost. She is still waiting for more information on how they will prioritize current issues that have previously identified with the system, and where they fall in their plans to resolve or not.

### **II. Review and approval of April meeting minutes**

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

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

### **III. 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 Stancil seconded the motion. The motion passed unanimously.**

#### **IV. 2020 Budget Proposal**

Ms. Brady provided two possible options for the 2020 Budget, taking into consideration the upcoming hardware refresh expense. An additional option was proposed that would use 50% of the fund balance to help offset the cost to each agency.

**Chief Roberts moved to approve the option of using 50% of the fund balance. Chief Stancil seconded the motion. The motion passed unanimously**

**The meeting was adjourned at 1309.**

DRAFT

**2020 LERMS Budget revised 7/11/19**

<i>Notes</i>	<i>BARS</i>	<i>2020 Budget</i>	<i>2019 Budget</i>	<i>2019 Actuals through 6/4/19</i>	<i>Diff (2020 - 2019)</i>
		<b>\$467,192</b>	<b>\$425,750</b>	<b>\$291,498</b>	<b>\$41,442</b>
Supplies	682-0000-538.31-02	\$1,530	\$1,530	\$0	\$0
50% LITM Salary & Benefits	682-0000-538.41-01	\$78,720	\$77,620	\$0	\$1,100
Travel	682-0000-538.43-00	\$1,700	\$1,530	\$1,645	\$170
Computer Rental	682-0000-538.45-02	\$17,805	\$17,805	\$0	\$0
Office Equipment Contract (Superior)	682-0000-538.48-01	\$184,546	\$184,546	\$150,856	\$0
Hardware Refresh (cost \$81,781) 50% fund balance 50% 2020 budget	682-0000-538.48-01	\$40,891	\$0	\$0	\$40,891
NCIC	682-0000-538.49-01	\$2,448	\$2,448	\$0	\$0
Training - H.T.E user group	682-0000-538.49-03	\$699	\$418	\$699	\$281
TCOMM	682-0000-538.51-13	\$138,853	\$138,853	\$138,298	\$0
WSP	682-0000-538.51-39	\$0	\$1,000	\$0	-\$1,000

**Jurisdiction Shares - including 50% Hardware Refresh**

<i>Jurisdiction</i>	<i>2019 % of Population</i>	<i>2020 Budget</i>	<i>2019</i>	<i>Diff (2020- 2019)</i>
		<b>\$467,192</b>	<b>\$425,750</b>	<b>\$41,442</b>
Lacey	36.54%	\$170,712	\$155,569	\$15,143
Olympia	38.23%	\$178,607	\$162,765	\$15,842
Tenino	1.29%	\$6,027	\$5,492	\$535
Tumwater	17.36%	\$81,104	\$73,910	\$7,194
Yelm	6.58%	\$30,741	\$28,014	\$2,727

**2020 LERMS Budget revised 7/11/19**

<i>Notes</i>	<i>BARS</i>	<i>2020 Budget</i>	<i>2019 Budget</i>	<i>2019 Actuals through 6/4/19</i>	<i>Diff (2020 - 2019)</i>
		<b>\$426,301</b>	<b>\$425,750</b>	<b>\$291,498</b>	<b>\$551</b>
Supplies	682-0000-538.31-02	\$1,530	\$1,530	\$0	\$0
50% LITM Salary & Benefits	682-0000-538.41-01	\$78,720	\$77,620	\$0	\$1,100
Travel	682-0000-538.43-00	\$1,700	\$1,530	\$1,645	\$170
Computer Rental	682-0000-538.45-02	\$17,805	\$17,805	\$0	\$0
Office Equipment Contract (Superior)	682-0000-538.48-01	\$184,546	\$184,546	\$150,856	\$0
Hardware Refresh (Using Fund Balance)	682-0000-538.48-01	\$0	\$0	\$0	\$0
NCIC	682-0000-538.49-01	\$2,448	\$2,448	\$0	\$0
Training - H.T.E user group	682-0000-538.49-03	\$699	\$418	\$699	\$281
TCOMM	682-0000-538.51-13	\$138,853	\$138,853	\$138,298	\$0
WSP	682-0000-538.51-39	\$0	\$1,000	\$0	-\$1,000

**Jurisdiction Shares - Hardware Refresh paid from Fund Balance**

<i>Jurisdiction</i>	<i>2019 % of Population</i>	<i>2020 Budget</i>	<i>2019</i>	<i>Diff (2020- 2019)</i>
		<b>\$426,301</b>	<b>\$425,750</b>	<b>\$551</b>
Lacey	36.54%	\$155,770	\$155,569	\$201
Olympia	38.23%	\$162,975	\$162,765	\$210
Tenino	1.29%	\$5,499	\$5,492	\$7
Tumwater	17.36%	\$74,006	\$73,910	\$96
Yelm	6.58%	\$28,051	\$28,014	\$37