

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, April 15th, 2021*

1:00 PM

Lacey Police Department / via ZOOM

- I. **Review and Approval of February Meeting Minutes**
 - a. Overview: Review meeting minutes.
 - b. Action Item: Board decision to edit and/or accept the meeting minutes

- II. **Review and Approval of Expenditures** (Gina Rogers)
 - a. Overview: Review expenditures
 - b. Action Item: Board decision to approve payment of the expenditures

- III. **RMS Replacement Project Timeline** (Laura Wohl)
 - a. Overview: Discussion
 - b. Action Item: n/a

Thurston County Law Enforcement Records Management Consortium

-Executive Board-

Meeting Minutes
Thursday, February 18, 2021
1:00 PM
Lacey Police Department / via ZOOM

Members Present: Chief Jon Weiks, Tumwater PD Chief Robert Almada, Lacey PD
Chief Todd Stancil, Yelm PD Chief Kristi Lougheed, Tenino PD

Staff & Guests Present: Anna McBee, Lacey PD
Acting Dep. Chief Sam Costello, Olympia PD
Gina Rogers, Olympia PD
Jeanelle Stull, Olympia PD
Laura Wohl, Tumwater PD
Keith Flewelling, TCOMM
Julie Jaspersen, TESC
Ray Brady, TCSO
Christy Peters, TCPO

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

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

Chief Stancil moved to approve the January minutes.

Motion: Chief Almada
2nd: Chief Stancil
Unanimous decision

II. Review and Approval of Expenditures

- a. Overview: Review expenditures
- TCOMM bill
- b. Action Item: Board decision to approve payment of the expenditures

Chief Stancil made a motion to approve the expenditures

Motion: Chief Stancil
2nd: Chief Almada
Unanimous decision

Updates from the LERMS IT Manager

Jeanelle updated the Board on:

- The RMS Names file deletion last week.
 - It was due to an error by CentralSquare (CS) staff working on the names conversion.
 - Jeanelle has asked CS to take the employee off of our account support.
 - Jeanelle and Tim Klotz from TCOMM believe we should abandon the Name merge project because it has been 8 years since we transitioned and it doesn't seem worth the continuing effort.
 - Chief Weiks is good with stopping.
 - Chief Stancil and Almada agree.
 - Jeanelle has already put in a stop-work order. She will make it permanent.
 - TCOMM working with CS to maintain the databases correctly to avoid future problems.
 - CS is working on it.
- New version of PtoC
 - They didn't build into their new product the ability to have multiple email addresses for notifications (one for each city.) CS has added it to their list of needed fixes.

Chief Stancil made a motion to adjourn

Motion: Chief Stancil
2nd: Chief Almada
Unanimous decision

Meeting adjourned at 1:11pm

LERMS PENDING INVOICES

<u>Invoice Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense Description</u>
3/9/2021	Central Square	\$3,675.00	Requirements Verification Plan for MCT
	TOTAL	\$ <u>3,675.00</u>	

Invoice



Invoice No ()	Date	Page
310259	3/9/2021	1 of 1

Superion, LLC, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
City of Olympia
Olympia Police LERMS
900 Plum St. SE
Olympia WA 98501
United States

Ship To
City of Olympia
Olympia Police LERMS
900 Plum St. SE
Olympia WA 98501
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
3769	City of Olympia		USD	Net 30	4/8/2021

Description	Units	Rate	Extended
Contract No. 100349-1			
1 Requirements Verification Plan for MCT, Due upon Completion, Contract # 100349-1	1	\$3,675.00	\$3,675.00

Please include invoice number(s) on your remittance advice, made payable to Superior, LLC
ACH:
Routing Number 121000358
Account Number 1416612641
E-mail payment details to: Accounts.Receivable@CentralSquare.com

Check:
12709 Collection Center Drive
Chicago, IL 60693

Subtotal	\$3,675.00
Tax	\$0.00
Invoice Total	\$3,675.00
Payments Applied	\$0.00
Balance Due	\$3,675.00