

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda
Thursday, February 17, 2022
1:00 PM
Lacey Police Department / via Zoom

I. **Review and Approval of January Meeting Minutes – Chief Weiks**

Overview: Review of meeting minutes.

Action Item: Board decision to approve/edit/reject

II. **Approval of Expenses – Laura Wohl**

Overview: The pending expenses include a bill from the Accountability Audit, payment for the document scanning module in the RMS, and the 2022 payment to TCOMM for their services.

Action Item: Board approval to pay expenses.

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, January 20, 2022
1:00 PM
Lacey Police Department / via Zoom*

Members Present: Chief Jon Weiks, Tumwater PD Chief Rich Allen, Olympia PD
Chief Todd Stancil, Yelm PD Chief Robert Almada, Lacey PD
Chief Robert Auderer, Tenino PD

Staff & Guests Present: Asst. Chief Rob Carlson, Yelm PD
Asst. Chief Robert Hollis, Lacey PD
Cmdr. Jim Mack, Lacey PD
Laura Wohl, Tumwater PD
Jeanelle Stull, Olympia PD
Hallie West, Lacey PD
Sheriff John Snaza, TCSO
Under Sheriff Ray Brady, TCSO
Chief Jeff Dehan, TCSO
Capt. Dave Johnson, TCSO
Keith Flewelling, TCOMM
Julie Johnson, TESC
Jon Tunheim, TCPO

Meeting called to order at 1302 by Chief Weiks

I. Review and Approval of December Meeting Minutes – Chief Weiks

Overview: Review meeting minutes.

Action Item: Board decision to approve/edit/reject

Motion to approve the December minutes. Note: The December minutes contain a note that addressing the fund balance surplus will be addressed at the January meeting. However, that item will be tabled until March due to the potential for the Lead Agency to change (see item III of this agenda.)

Motion made by: Chief Stancil

Second: Chief Allen

Vote: Unanimous

II. **Selection of Exec Board Chair – Chief Weiks**

Overview: Annual selection of Board Chair per IGA. See p. 5 of the IGA for description of duties and election protocols.

Action Item: Board decision to appoint Board Chair

Motion to nominate Chief Weiks as Chair

Motion made by: Chief Almada

Second: Chief Stancil

Vote: Unanimous

III. **Selection of Lead Agency – Chiefs Weiks & Allen**

Overview: Selection of Lead Agency outside of the normal 3-year term. See p. 6 of the IGA for description of duties and election protocols.

Action Item: Board decision to appoint Lead Agency.

Olympia is the Lead Agency through 2022. However, staffing issues are creating a hardship and they would like to relinquish the Lead Agency duties before the term expires. Chief Allen discussed the matter with Chief Weiks, who affirmed that Tumwater is willing to take on the Lead Agency responsibilities for the remainder of the current term. The Board will appoint the Lead Agency in January 2023 for a new, 3-year term, per the intergovernmental agreement.

Motion to nominate Tumwater as Lead Agency

Motion made by: Chief Almada

Second: Chief Stancil

Vote: Unanimous

IV. **RMS Replacement Commitment – Laura Wohl**

Overview: At the previous LERMS meeting in November, the Steering Committee asked the Board for a commitment from their respective cities to fund and support the replacement of the current RMS. The Board will discuss the intentions of each City regarding this matter.

Action Item: Discussion

Tumwater, Yelm, Lacey, Olympia, and Tenino have all received commitments from their cities to move forward with implementing a new RMS.

V. **Expanding LERMS Membership – Laura Wohl & Chief Dehan (TCSO)**

Overview: TCSO is currently searching for a new RMS and has expressed interest in incorporating TCSO into LERMS, with the understanding that LERMS is in the process of acquiring a new RMS. This would allow both TCSO and LERMS share data regionally, as well as ultimately reducing the cost for all parties.

Action Item: Discussion

Ms. Wohl told the Board that the Steering Committee has been discussing moving forward in partnership with TCSO with a new RMS. TCSO attended a demo of the CentralSquare Enterprise product and both LERMS and TCSO have similar needs. Chief Dehan expressed that TCSO is very interested in moving forward together. Sheriff Snaza echoed that statement. Ms. Wohl, along with the rest of the Steering Committee, will work with TCSO to formalize a partnership to obtain a new RMS together. TCPA Tunheim noted that he would be interested in having staff from his office involved in the project to see where the new RMS and the TCPO RMS may interface to improve efficiency. The Board agreed participation by TCPO would be welcome.

Motion to direct the Steering Committee to explore the formalities of a partnership with TCSO.

Motion made by: Chief Almada

Second: Chief Allen

Vote: Unanimous

Meeting adjourned at 1313.

DRAFT

LERMS PENDING INVOICES

<u>Invoice Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense Description</u>
1/13/2022	State Auditor's Office	\$113.10	Accountability Audit
1/31/2022	CentralSquare	\$2,655.79	2020-2022 ONESolution Document Scanning & Storage Maintenance Fee
2/17/2022	TCOMM 911	\$159,025.00	Service Agreement
	TOTAL	\$ 161,793.89	

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098



Page: 1 of 1
Invoice No.: L146413
Invoice Date: 01/13/2022
MCAG No.: 3024
County: Thurston

Law Enforcement Record Management System
PO Box 1967
Olympia, WA 98507

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: Law Enforcement Record Management System

Invoice No.: L146413

Invoice Date: 01/13/2022

Audit No.: 53867

Audit Period: 18 - 20

Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
12/21	Accountability Audit	\$113.10	1.0	\$113.10	\$0.00	\$113.10
Sub Total:			1.0	\$113.10	\$0.00	\$113.10

Total Due This Invoice:
(Hrs rounded to nearest tenth)

1.0 \$113.10 \$0.00 \$113.10

JV Number: 230130

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a proper charge for services rendered:

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

Invoice



Invoice No (1 of 1)	Date	Page
344610	1/31/2022	1 of 1

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

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
City of Olympia
Jeanelle Stull
900 Plum St. SE
Olympia WA 98501
United States

Ship To
City of Olympia
Jeanelle Stull
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	1/31/2022

	Description	Units	Rate	Extended
Contract No. Q-85191				
1	ONESolution Document Scanning and Storage - Annual Maintenance Fee	1	\$2,427.60	\$2,427.60
Maintenance: Start:3/1/2020, End: 12/31/2022				

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	\$2,427.60
Tax	\$228.19
Invoice Total	\$2,655.79
Payments Applied	\$0.00
Balance Due	\$2,655.79



TCOMM 911

POLICE | FIRE | MEDICAL
Your Emergency – Our Priority

INVOICE

Thurston 9-1-1 Communications
2703 Pacific Ave SE Suite A
Olympia, WA 98501
(360) 704-2730

DATE: FEBRUARY 17, 2022
INVOICE # 22-LERMS01

TO LERMS Consortium
Attn: Jeanelle Stull
PO Box 1967
Olympia, WA 98507

DESCRIPTION	TOTAL
2022 LERMS Service Agreement	\$159,025.00
Total	\$159,025.00