

# Thurston County Law Enforcement Records Management Consortium

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## -Executive Board –

*Meeting Agenda*  
*Thursday, December 16, 2021*  
**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 John Hutchings, Tenino PD

**Staff & Guests Present:** Laura Wohl, Tumwater PD  
Jeanelle Stull, Olympia PD  
Gina Rogers, Olympia PD  
Hallie West, Lacey PD  
Keith Flewelling, TCOMM

*Meeting called to order 1302 by Chief Weiks*

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

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

Motion to approve the October minutes

Motion: Chief Stancil  
Second: Chief Hutchings  
Vote: Unanimous

II. **Review and Approval of Expenditures (Gina Rogers)**

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

The expense to be paid is the 2022 CentralSquare Annual Maintenance fees. Motion to approve expenditures.

Motion: Chief Hutchings  
Second: Chief Allen  
Vote: Unanimous

III. **LERMS fund balance update (Gina Rogers)**

- a. Overview: Discussion
- b. Action Item: Discussion

Fund balance is \$108,519. \$43,569 over the mandatory reserve. The reason for the surplus is that we spent less on the server replacement, other smaller budget items not spent. Should we hold onto it for future server replacement, revise the 2022 budget, use it to offset the 2023 budget? Chief Allen suggests leaving it in the fund for now. Weiks suggested tabling any decisions until next year when Chief Almada is present. Other Board members agree. Will table until January

IV. **Central Square contract update (Gina Rogers)**

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

The agreement has been reviewed by both legal teams at Olympia and CentralSquare, The City of Olympia City Manager will sign, as the Lead Agency, but the Board needs to approve first. Chief Allen discussed their attorney's concern about a risk with the 3<sup>rd</sup> party lawsuit potential. The Board determined the contract is sufficient as written. Motion to approve the contract.

Motion: Chief Allen  
Second: Chief Hutchings  
Vote: Unanimous

V. **TCEM Audit (Gina Rogers)**

- a. Overview: Review documents
- b. Action Item: Board decision to submit documents to Thurston County

Gina gave the Board an overview of the TC Emergency Management audit for LERMS equipment. She will be sending the documentation to TCEM.

Motion to adjourn the meeting.

Motion: Chief Stancil  
Second: Chief Hutchings  
Vote: Unanimous

*Meeting adjourned at 1314*