

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, December 1, 2022
1:00 PM
Lacey Police Department*

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

Overview: Review of meeting minutes.

Action Item: Approval, change, or rejection of minutes.

II. Approval of Expenses – Laura Wohl

Overview: 2023 bill from CentralSquare for software maintenance.

Action Item: Approval of expenditures.

III. RMS RFP Update – Laura Wohl

Overview: Status of the new RMS project.

Action Item: Information only.

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda

Thursday, July 21, 2022

1:00 PM

Lacey Police Department / via Zoom

Members Present: Chief Jon Weiks, Tumwater PD
Chief Robert Almada, Lacey PD
Asst. Chief Rob Carlson, Yelm PD
Chief Robert Auderer, Tenino PD
Chief Rich Allen, Olympia PD

Members Absent: None

Staff & Guests Present: Sheriff John Snaza, TCSO
Undersheriff Ray Brady, TCSO
Deputy Chief Sam Costello, Olympia PD
Chief Jeff Dehan, TCSO
Deputy Chief Robert Hollis, Lacey PD
Cmdr. Joe Upton, Lacey PD
Jon Tunheim, Thurston County Prosecutor
Laura Wohl, Tumwater PD
Jeanelle Stull, Olympia PD
Anna McBee, Lacey PD
Wendy Hill, TCOMM
Tim Klotz, TCOMM
Julie Johnson, TESC

Meeting called to order at 1300 by Chief Weiks

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

Overview: Review of meeting minutes.

Action Item: Board decision to approve/edit/reject

Motion to approve the May minutes.

Motion made by: Chief Almada
Second: Chief Allen
Vote: Unanimous

II. LERMS 2023 Operating Budget – Laura Wohl

Overview: Ms. Wohl will present the draft 2023 operating budget to the Board for approval or changes. The budget only includes costs related to maintaining the current CentralSquare system. As the replacement project progresses, the Steering Committee will present a project budget.

Action Item: Approval of budget.

Motion to approve the 2023 LERMS budget.

Motion made by: Chief Almada
Second: Chief Carlson
Vote: Unanimous

III. LERMS Fund Balance – Laura Wohl

Overview: The LERMS projected End of Year fund balance is \$186,272. This balance is above and beyond the 10% budget reserve required by the intergovernmental agreement. The Board may:

- Leave the balance in the fund and carry a higher reserve.
- Allocate the balance to the 2023 budget, which will reduce each member's 2023 share.
- Allocate the balance to the new RMS project. The balance would represent each of the five cities that support the existing CentralSquare system and would be allocated proportionately to the new system.
 - Example: Lacey accounts for 36.69% of the overall budget for 2023. If the Board chooses to use the balance for the new system, Lacey's cost of the new system would be reduced by 36.69% of the fund balance.

Action Item: Determine whether, and how, to allocate the anticipated fund balance.

Motion to use the funds for the new project.

Motion made by: Chief almada
Second: Chief Allen
Vote: Unanimous

IV. LERMS IT Manager – Chief Allen & Laura Wohl

Overview: Currently, LERMS contracts with OPD for a .5 FTE to act as the LERMS manager. The RMS replacement project includes hiring a LERMS Manager, full-time. The LERMS Manager will act as Project Manager during the life of the project and then transition

into managing the operations of LERMS once the new RMS is in place. The duties will include the duties currently performed by the LERMS IT Manager - primary user-support for the Consortium with the vendor and chair of the Systems Administrators group. As a full-time position, the LERMS Manager will also be responsible for training and for the administrative aspects of LERMS that are currently performed by the Lead Agency.

With the project moving forward, the LERMS Manager position needs to be established:

- We need to create a position description and salary range.
- When will the position begin?
- How will we recruit?
- Where will the position be housed and to whom will the position report?

Action Item: Approval of a plan for implementing the LERMS Manager position.

Discussed who might be able to take on the hiring/housing of the position. Discussion included that the position could work remotely. Ms. Stull noted that the LERMS IT Manager duties could easily be performed remotely. Tumwater and Olympia noted they lack both space and capacity. Lacey has limited HR capacity right now. Chief Weiks stated that having Tumwater house the position would put all of the LERMS management (Board Chair, Lead Agency, Project Management) in one city, which is not ideal. Chief Almada will speak to the Lacey City Manager about the possibility of Lacey hosting the position. LERMS could potentially outsource the recruitment to relieve Lacey's HR Department from having to provide those services.

Motion to table til next meeting

Motion made by: Chief Allen
Second: Chief Almada
Vote: Unanimous

V. In-person vs Hybrid meetings – Chief Weiks

Discussion about whether to hold the meetings largely in person. We will have the meetings in person, with the option for members to participate remotely, if needed.

Meeting adjourned at 1328



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

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
 City of Olympia
 Tumwater Police Department
 Laura Wohl
 555 Israel Road SW
 Tumwater WA 98501
 United States

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Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
3769	City of Olympia		USD	Net 30	12/31/2022

Description	Units	Rate	Extended
Contract No. Q-109391			
1 JMS-MS DISPLAY - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$869.75	\$869.75
2 JMS-MS DISPLAY - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$3,781.39	\$3,781.39
3 ONESolution State Livescan Interface - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,478.57	\$1,478.57
4 ONESolution Police-to-Police - Annual Subscription Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$0.00	\$0.00
5 ONESolution Field Training Online-Cloud - Access Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$5,743.27	\$5,743.27
6 ONESolution MCT Client License for Message Switch - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	86	\$42.54	\$3,658.67
7 ONESolution RMS OpCenter - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$3,151.13	\$3,151.13
8 ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$4,375.82	\$4,375.82
9 ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$4,375.82	\$4,375.82



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	Description	Units	Rate	Extended
10	ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,640.93	\$1,640.93
11	ONESolution Mobile Server Software - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$8,219.77	\$8,219.77
12	ONESolution Mobile Server Software Site License Upgrade - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$7,827.72	\$7,827.72
13	ONESolution MCT Client-No CAD Interface - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	78	\$103.49	\$8,072.09
14	ONESolution MFR Client - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	78	\$173.08	\$13,499.92
15	ONESolution MFR Client-Arrest - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	78	\$52.18	\$4,070.18
16	ONESolution MFR Client-MOBLAN Version - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	30	\$86.97	\$2,609.09
17	ONESolution Mobile Field Reporting Server - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$6,088.23	\$6,088.23
18	ONESolution Police-to-Citizen - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	4	\$3,749.95	\$14,999.79



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	Description	Units	Rate	Extended
19	ONESolution RMS OpCenter - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$4,348.74	\$4,348.74
20	ONESolution Jail Management System - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$4,279.15	\$4,279.15
21	ONESolution Jail Management System Site License Upgrade - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,739.48	\$1,739.48
22	ONESolution Mugshot Capture Station Software - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$934.98	\$934.98
23	ONESolution Records Management System - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$16,102.35	\$16,102.35
24	ONESolution Records Management System Site License Upgrade - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$5,672.05	\$5,672.05
25	ONESolution Accident - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,071.38	\$1,071.38
26	ONESolution Asset Management - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$252.09	\$252.09
27	ONESolution Concealed Weapons Registration - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$252.09	\$252.09



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3769	City of Olympia		USD	Net 30	12/31/2022

	Description	Units	Rate	Extended
28	ONESolution Crime Analysis - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,575.58	\$1,575.58
29	ONESolution Calls For Service - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$315.12	\$315.12
30	ONESolution Fleet Vehicle Maintenance - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$252.09	\$252.09
31	ONESolution State/NCIC Messaging Software - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$2,836.03	\$2,836.03
32	ONESolution Generic Permit - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$441.17	\$441.17
33	ONESolution Fire Arms Application Permit - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$315.12	\$315.12
34	ONESolution Barcoding Hand-Held Client License - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	11	\$201.03	\$2,211.35
35	ONESolution Barcoding Server License - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$441.17	\$441.17
36	ONESolution Professional Standards - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$2,205.81	\$2,205.81



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37	ONESolution Link Analysis - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$4,411.60	\$4,411.60
38	ONESolution RMS Map Display & Pin Mapping License - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$2,520.91	\$2,520.91
39	ONESolution Map Converter Software - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$496.30	\$496.30
40	ONESolution CAD Map Display & Map Maint Software Lic - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,063.51	\$1,063.51
41	ONESolution Multi-Jurisdictional RMS Option - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$693.24	\$693.24
42	ONESolution Notification - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$2,836.03	\$2,836.03
43	ONESolution Pawn Shop/Pawn Watch - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$504.18	\$504.18
44	ONESolution Pawn Batch Ticket Processing - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$693.24	\$693.24
45	ONESolution Property & Evidence - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,134.40	\$1,134.40
46	ONESolution Remote Lineup - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$693.24	\$693.24



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47	ONESolution Residential Security Watch - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$189.07	\$189.07
48	ONESolution Quartermaster - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$819.29	\$819.29
49	ONESolution RMS Training Module - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$567.20	\$567.20
50	ONESolution Civil Processing - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$3,277.19	\$3,277.19
51	ONESolution JMS VINE Interface - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$260.91	\$260.91
52	ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,467.69	\$1,467.69
53	ONESolution PS&J Development & Maintenance - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$1,303.66	\$1,303.66
54	ONESolution Crime Analysis Plus - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$3,044.70	\$3,044.70
55	ONESolution Document Scanning and Storage - Annual Maintenance Fee Maintenance: Start:1/1/2023, End: 12/31/2023	1	\$899.64	\$899.64



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3769	City of Olympia		USD	Net 30	12/31/2022

Please include invoice number(s) on your remittance advice, made payable to Superion, 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	\$166,583.89
Tax	\$15,825.47
Invoice Total	\$182,409.36
Payments Applied	\$0.00
Balance Due	\$182,409.36