

# Thurston County Law Enforcement Records Management Consortium

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## **-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