

# Thurston County Law Enforcement Records Management Consortium

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## **-Executive Board –**

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

**Members Present:** Chief Jon Weiks, Tumwater PD  
Chief Robert Almada, Lacey PD  
Chief Rich Allen, Olympia PD

**Members Absent:** Chief Rob Carlson, Yelm PD  
Chief Bob Auderer, Tenino PD  
Sheriff John Snaza, TCSO

**Staff & Guests Present:** Deputy Chief Sam Costello, Olympia PD  
Deputy Chief Shelby Nutter, Olympia PD  
Deputy Chief Robert Hollis, Lacey PD  
Cmdr. Jay Mason, Tumwater PD  
Lt. Dan Smith, Olympia PD  
Wendy Hill, TCOMM  
Laura Wohl, Tumwater PD  
Jeanelle Stull, Olympia PD  
Anna McBee, Lacey PD  
Elizabeth Donovan, TCSO

*Meeting called to order at 1300 by Chief Weiks*

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

**Overview:** Review of meeting minutes.

**Action Item:** Board decision to approve/edit/reject

Motion to approve the July minutes.

Motion made by: Chief Almada

Second: Chief Allen

Vote: Unanimous

## II. Approval of Expenses – Laura Wohl

**Overview:** Ms. Wohl presented the 2023 bill for software maintenance from CentralSquare. Upon approval, the bill will be paid in January 2023 and allocated to 2023 expenses.

**Action Item:** Approval of expenditure.

Motion to approve the payment.

Motion made by: Chief Almada

Second: Chief Allen

Vote: Unanimous

## III. RMS RFP Update – Laura Wohl

**Overview:** Ms. Wohl briefed the Board on the status of the RMS replacement process. Three RFP responses were received. The Steering Committee reviewed the responses and are moving all three vendors forward. Demonstrations are scheduled for January and February. Demos will consist of demonstrations by the vendors and also a “live” lab where staff can try the software for themselves. The Steering Committee is developing a schedule for the demos that is broken down by role, eg: Patrol Officers, Detectives, Evidence staff, Records staff, Jail staff, etc. As soon as the schedule is finalized, Department’s Systems Administrators (SAs) will be responsible for identifying who needs to be in which part of the demos for their agency. The demos will be held at LPD or the Thurston County Emergency Center, depending on availability.

Ms. Wohl noted that the primary outstanding task for the project is hiring the Project Manager. Lacey, who will be managing the position, reported that the position still has not been approved by their City Manager. Chief Almada has a meeting soon with the interim City Manager and hopes to have an update following that meeting.

**Action Item:** Information only.

## IV. Adjournment

Motion to adjourn.

Motion made by: Chief Almada

Second: Chief Allen

Vote: Unanimous

Meeting adjourned at 1307