

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, May18, 2023
1:00 PM
Lacey Police Department*

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

Overview: Review of meeting minutes.

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

II. Travel Expenses Related to RFP – Laura Wohl

Overview: LERMS funding for travel expenses for site visits.

The Steering Committee has arranged for a site visit to Baton Rouge, LA to meet with 365Labs and visit with up to three jurisdictions who are using their software, both RMS and JMS. In order to ensure that RMS/JMS users of all kinds (commissioned, administrative, Corrections) have input, 13 members of the Consortium are attending. LERMS, through the City of Tumwater, will be reimbursing the costs to each jurisdiction.

The total amount of the travel is approximately \$25,000. While the Board has not yet specifically budgeted for project-related expenses, part of the 2023 approved budget was the cost of a .5 FTE as a LERMS IT manager at a cost of \$79,627. OPD was unable to continue to furnish this .5FTE to the Consortium, so it is not expected that LERMS will incur that budgeted expense. Therefore, this budgeted amount can be used for other operating expenses, including the site visit travel expenses.

This is information for the Board. No action is necessary.

Action Item: Information only.

III. Project Management contract – Laura Wohl

Overview: The RMS/JMS project requires a Project Manager. In early discussions with the Board, the intention was to hire an FTE to first manage the replacement project and, once a new system is implemented, to act as the LERMS Manager. The LERMS Manager position was envisioned to encompass the duties of the Board Secretary and the LERMS IT manager.

Lacey has been working to create a Project Manager position and to fill it. They have significant resource constraints in their Human Resources department and the recruitment has not yet

started. At the same time, the Steering Committee has discussed whether it is realistic to search for one candidate who has the skills to be a successful Project Manager and also a successful LERMS Manager. Further, depending on which vendor is selected, there may not be a need for a full-time LERMS Manager.

Deputy Chief Hollis spoke with the Grant County consortium about their RMS/JMS implementation project. (They are implementing 365Labs.) He discovered that they contracted for their project management services. Members of the Steering Committee met with their contractor and discussed the services they have to offer. The Steering Committee concluded that contracting for project management may be a better fit for LERMS than hiring an FTE.

Action Item: Direction to the Steering Committee about whether to continue with the hiring process for a Project Manager or to pursue contracting for project management services.

Thurston County Law Enforcement Records Management Consortium

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*Meeting Agenda
Thursday, March 16, 2023
1:00 PM
Lacey Police Department*

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

Members Absent: Sheriff Derek Sanders, TCSO

Staff & Guests Present: Deputy Chief Robert Hollis, Lacey PD
Assistant Chief Tillman Atkins, Yelm PD
Captain Dave Johnson, TCSO
Captain Todd Thoma, TCSO
Wendy Hill, Director, TCOMM
Laura Wohl, Tumwater PD
Jeanelle Stull, Olympia PD
Anna McBee, Lacey PD
Oliver Bowers, PhD, Tumwater PD

Meeting called to order at 1301 by Chief Weiks

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

Overview: Review of meeting minutes.

Action Item: Board decision to approve/edit/reject

Motion to approve the January minutes.

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

II. RMS RFP Update – Laura Wohl

Overview: Status of the new RMS project.

Ms. Wohl presented information from the Steering Committee updating the Board on the status of the new RMS/JMS project. Three vendors submitted RFPs: CentralSquare, EIS, and 365Labs. All three visited with LERMS and provided both demonstrations of their products and hands-on workshops. The Board was presented with the Steering Committee's opinion of the pros and cons of each system, along with the costs submitted with each proposal. The Steering Committee discussed the feedback received from demonstration participants, as well. The Steering Committee recommended that only 365Labs be moved forward in the process. The Steering Committee presented the reasons for their recommendation. Additionally, Dr. Bowers presented information about the factors impacting efficiency and how a system such as 365Labs significantly removes or mitigates barriers to efficiency.

Following the presentation, the Board discussed the benefits and concerns related to 365Labs with the Steering Committee. Next steps for assessing the RFP include site visits and contract negotiation.

Motion to move only 365Labs forward in the RFP assessment process.

Motion made by: Chief Almada

Second: Chief Allen

Vote: Unanimous

III. Adjournment

Motion to adjourn.

Motion made by: Chief Allen

Second: Chief Auderer

Vote: Unanimous

Meeting adjourned at 1337