

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda

Thursday, July 20, 2023

1:00 PM

Lacey Police Department / via Zoom

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

Overview: Review of meeting minutes.

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

II. LERMS 2024 Operating Budget – Laura Wohl

Overview: Ms. Wohl will present the draft 2024 operating budget to the Board for approval or changes. The budget only includes costs related to maintaining the current CentralSquare system. The RMS/JMS replacement budget will be presented when LERMS has approved a contract for a new system.

Action Item: Approval of budget.

III. RMS/JMS Replacement Project Update - Laura Wohl

Overview: Ms. Wohl will update the Board on the progress of the RMS/JMS replacement project, including the status of the Project Management contract.

Action Item: Information only.

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, May 18, 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
Sheriff Derek Sanders, TCSO

Members Absent: Chief Robert Auderer, Tenino PD

Staff & Guests Present: Captain Dave Johnson, TCSO
Captain Todd Thoma, TCSO
Wendy Hill, Director, TCOMM
Jonnica Elkins, TCOMM
Laura Wohl, Tumwater PD
Jeanelle Stull, Olympia PD
Anna McBee, Lacey PD
Julie Johnson, TESC

Meeting called to order at 1300 by Chief Weiks

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

Overview: Review of meeting minutes.

Action Item: Board decision to approve/edit/reject

Motion to approve the March minutes.

Motion made by: Chief Almada

Second: Chief Carlson

Vote: Unanimous

II. RMS RFP Update – Laura Wohl

Overview: Status of Project Manager for the RMS/JMS replacement project..

Ms. Wohl presented information from the Steering Committee about the status of a Project Manager for the RMS/JMS replacement project. 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. A hand-out was given to Board members outlining the differences between the two options.

The Board discussed with the Steering Committee the advantages and disadvantages to contracting vs hiring an FTE. With regard to the vendor with whom the Steering Committee spoke, it was noted that the firm's experience with both working in WA and with the RMS/JMS vendor currently under consideration (365Labs) would be an advantage. The Board gave direction to the Steering Committee to move forward with contracting for project management services.

III. Adjournment

Meeting adjourned at 1326

2024 LERMS Budget					
Notes	2024 Proposed	2023 Budget	Difference	Notes	
RMS & JMS Software - Central Square	\$191,529	\$168,471	\$23,058	5% increase of 2023 pricing per contract. Actual 2023 expense was \$182,409 - taxes not included in budgeted amount	
LERMS IT Manager Salary/Benefits	\$0	\$79,627	-\$79,627	Position discontinued	
TCOMM	\$175,324	\$166,975	\$8,349	Estimated 5% COLA	
Server Replacement funding	\$0	\$0	\$0	Servers will last for life of CS RMS	
Database Utility	\$550	\$550	\$0	Allows CentralSquare to access the system	
Travel	\$0	\$1,700	-\$1,700	Not needed - no user conference	
Supplies & Miscellaneous	\$500	\$1,530	-\$1,030	Reducing - rarely spend this amount	
TOTAL	<u>\$367,903</u>	<u>\$418,854</u>	<u>-\$50,951</u>		

Jurisdiction 2024 Shares					
Jurisdiction	2023 Population*	% of Population	2024 Proposed Shares	2023 Shares	Difference 2024 vs 2023
Lacey	59430	38.04%	\$139,937	\$153,663	-\$13,726
Olympia	56900	36.42%	\$133,980	\$156,772	-\$22,793
Tenino	2045	1.31%	\$4,815	\$5,631	-\$816
Tumwater	27100	17.34%	\$63,811	\$72,979	-\$9,168
Yelm	10770	6.89%	\$25,360	\$29,808	-\$4,448
TOTAL	<u>156245</u>	<u>100.00%</u>	<u>\$367,903</u>	<u>\$418,854</u>	<u>-\$50,951</u>

*Population figures based on July 2023 TRPC population data: www.trpc.org

Fund Balance as of July 17, 2023

Fund Balance		\$310,944
Outstanding expenses:		
Travel to Baton Rouge for 365Labs visit	\$ (20,000.00)	
10% Reserve	\$ (44,629.00)	
TOTAL OUTSTANDING EXPENSES		<u>-\$64,629.00</u>
ESTIMATED FUND BALANCE AT EOY		<u>\$246,315</u>