

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda
Thursday, October 19, 2023
1:00 PM
Lacey Police Department / via Zoom

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: Invoices include initial payment for the Project Management contract with NPSG; travel expenses for Lacey PD and Olympia PD members to attend site visit for 365Labs as part of the RMS/JMS procurement process. See attached invoices.

Action Item: Approval to pay expenses.

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, July 20, 2023

1:00 PM

Lacey Police Department and via Zoom

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

Members Absent: Chief Jon Weiks, Tumwater PD
Sheriff Derek Sanders, TCSO

Staff & Guests Present: Wendy Hill, Director, TCOMM
Deputy Chief Robert Hollis, Lacey PD
Cmdr Jay Mason, Tumwater PD
Asst Chief Tillman Atkins, Yelm PD
Laura Wohl, Tumwater PD
Anna McBee, Lacey PD
Tim Klotz, TCOMM

Meeting called to order at 1300 by Chief Almada, Acting Chair

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

Overview: Review of meeting minutes.

Action Item: Board decision to approve/edit/reject

Motion to approve the May minutes.

Motion made by: Chief Allen

Second: Chief Carlson

Vote: Unanimous

II. LERMS 2024 Operating Budget – Laura Wohl

Overview: Ms. Wohl presented the draft 2024 operating budget to the Board. 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.

Ms. Wohl explained that the figures for the CentralSquare contract and the TCOMM contract are estimates, comprising last year's actual costs plus 5% because the 2024 figures are not yet available. She also explained that the amount needed for training/travel was eliminated because no one will attend the users conference this year. Also, the amount for miscellaneous expenses was reduced due to the fact that the funds have rarely been expended in prior years. Tim Klotz noted that a server will be off of warranty in 2024. Rather than replace it, since we are not expected to need it with a new RMS/JMS, he will explore simply extending the warranty.

Motion to approve the 2024 LERMS budget.

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

III. RMS/JMS Replacement Project Update - Laura Wohl

Overview: Ms. Wohl reported to the Board about the recent trip to Baton Rouge by representatives from all LERMS agencies to meet with the vendor and users agencies of 365Labs. The group met with several jurisdictions using the software and with the company's CEO. The other agencies gave good information about the system and noted that, while not perfect, the system works very well, it works as it is advertised, and the company is very responsive both to developing new apps and to fixing any problems. The group met following the trip to debrief and the consensus was that the 365Labs product still looks like a very good option. There was agreement that the company seems prepared for their increasing customer base and that they also have a very good grasp on developing software that makes law enforcement more efficient. After speaking to staff from the user departments, LERMS staff feel that the company will be responsive and provide good customer service.

Ms. Wohl also gave an update on the Project Management contract. The contract has been reviewed by the Tumwater City Attorney and is back with the vendor for review. When there is consensus on the contract between the City and the vendor, Tumwater will fast-track it through the Council approval process, hopefully in August or early September.

Meeting adjourned at 1314

National Public Safety Group, LLC

124 Newington Way
Aberdeen, NC 28315 US
bmims@nationalpsgroup.com
<http://nationalpsgroup.com/>



INVOICE

BILL TO

Laura Wohl
City of Tumwater/Police
Department
555 Israel Road SW
Tumwater, WA 98501

INVOICE # 1249
DATE 10/03/2023
DUE DATE 11/02/2023
TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Consulting	Milestone - Effective Date	1	59,423.10	59,423.10

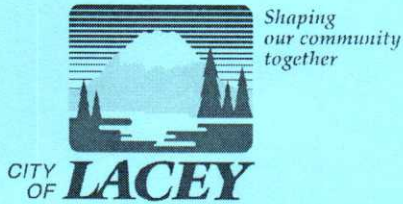
Thank you for your business! We take ACH or checks.
Service Provider Agreement - RMS/JMS Replacement Project
Management - Executed 9/21/2023.

BALANCE DUE

\$59,423.10

INVOICE

Page 1 of 1



City of Lacey
Finance Department
420 College St SE
Lacey, WA 98503-1238

Phone: (360) 493-2413 Fax: (360) 412-3181

Date: 08/31/23
Invoice No: 17816

To: CITY OF TUMWATER
ATTN: LAURA WOHL
555 ISRAEL RD SW
OLYMPIA, WA 98501

Customer No: 31/4736

Type: PO – POLICE SERVICES

Quantity	Description	Unit Price	Extended Price
1.00	REIMBURSEMENT REQUEST Reimburse travel expenses for L. Palmer LERMS travel to Baton Rouge 6/12/23-6/15/23 Airfare \$708.01 Hotel \$531.72 Per Diem Meals \$276.00 Transportation (home to SEATAC) \$20.63 Car rental \$201.34 Airport parking (SEATAC) \$73.49 Gas (in LA) \$43.93	1,855.12	1,855.12

Total Now Due: \$1,855.12

Please detach and send this copy with remittance.

Due Upon Receipt
Name: CITY OF TUMWATER
Customer No: 31/4736
Type: PO - POLICE SERVICES
Total Due: \$1,855.12
Invoice No: 17816

Remit and make check payable to:

City of Lacey
Finance Department
420 College St SE
Lacey, WA 98503-1238
Phone: (360) 493-2413



City of Olympia
 Accounts Receivable
 PO Box 7966
 Olympia, WA 98507-7966

INVOICE

Date	Invoice Number
08/22/2023	CINV-23-000652
Payment Terms	Due Date
Net 30	09/21/2023

Bill To:
Tumwater Police Department Attn: Laura Wohl 555 Isreal Rd SW Tumwater, WA 98501 United States of America

Remit To:
City of Olympia Accounts Receivable PO Box 7966 Olympia, WA 98507-7966

Purchase Order Number				Customer ID
				CUST-00000550
Quantity	Sales Item	Item Description	Price Each	Amount
1		Airport parking	0.00	148.00
1		Flight	0.00	758.01
1		Rental Car	0.00	236.49
1		Flight	0.00	758.01
1		Hotel	0.00	517.44
1		Hotel	0.00	517.44
1		Meals	0.00	256.00
1		Meals	0.00	256.00

Net Amount:	3,447.39
Tax	0.00
Total	USD 3,447.39

Please Detach and send this copy with remittance

Customer ID: CUST-00000550 Invoice Date: 08/22/2023 Customer Name: Tumwater Police Department
 Invoice Number: CINV-23-000652 Due Date: 09/21/2023 Olympia Customer Category: Government Customer

Remit and make check payable to:
 City of Olympia
 Accounts Receivable
 PO Box 7966
 Olympia, WA 98507-7966

Total Due: \$ 3,447.39