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*

1. **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

1. **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

1. **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