

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda
Thursday, November 16, 2023
1:00 PM
Lacey Police Department / via Zoom

I. Review and Approval of October Meeting Minutes – Commander Mason

Overview: Review of meeting minutes.

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

II. 2023 and 2024 Budget Amendment – Laura Wohl

Overview: LERMS began to incur project management for the new RMS/JMS project in October 2023. The 2023 LERMS budget was prepared without project management fees because we did not have an estimated cost at the time. While we had savings in the area of the LERMS IT Manager position, which went unfilled in 2023, we do not have enough budget capacity for the payment of the project management expenses we need to pay in November and December. The consortium fund balance is sufficient to pay the fees, but the Board must approve an amendment to appropriate those funds for this purpose.

Additionally, the 2024 budget must be amended, as well, to account for the project management fees that were unknown when the 2024 budget was prepared and approved.

Action Item: Approval of budget amendments for 2023 and 2024, as found on the worksheet titled “Budget Amendments 2023 & 2024”.

III. RMS/JMS Replacement Project Update - Laura Wohl

Overview: Ms. Wohl will update the Board on the progress of the RMS/JMS replacement project.

Action Item: Information only.

LERMS 2023 Budget Amendment

Project Management Fees	November invoice	\$ 11,318.69
	December invoice	<u>\$ 11,318.69</u>
	Total additional budget needed:	<u><u>\$ 22,637.38</u></u>

LERMS 2024 Budget Amendment

Project Management Fees	January - December, 2024	<u><u>135824.28</u></u>
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JURISDICTIONAL SHARES - 2023 Population figures, TRPC Profile

<u>Jurisdiction</u>	<u>Population - 2023</u>	<u>% of Population</u>	<u>Original Budget - 2024</u>	<u>Additional Budget - 2024</u>	<u>Total New Budget - 2024</u>
Lacey	59430	19.63%	\$ 139,937.20	\$ 26,661.94	\$ 166,599.14
Olympia	56900	18.79%	\$ 133,979.92	\$ 25,526.92	\$ 159,506.83
Tenino	2045	0.68%	\$ 4,815.27	\$ 917.44	\$ 5,732.71
Tumwater	27100	8.95%	\$ 63,811.17	\$ 12,157.81	\$ 75,968.98
Yelm	10770	3.56%	\$ 25,359.64	\$ 4,831.72	\$ 30,191.36
Thurston County*	<u>146510</u>	<u>48.39%</u>	<u>\$ -</u>	<u>\$ 65,728.44</u>	<u>\$ 65,728.44</u>
	<u><u>302755</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 367,903.20</u></u>	<u><u>\$ 135,824.28</u></u>	<u><u>\$ 503,727.48</u></u>

**includes unincorporated county, Rainier, and Bucoda populations*

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

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

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

Members Absent: Chief Rich Allen, Olympia PD
Sheriff Derek Sanders, TCSO

Staff & Guests Present: Deputy Chief Robert Hollis, Lacey PD
Chief Ruben Mancillas, TCSO
Asst Chief Tillman Atkins, Yelm PD
Laura Wohl, Tumwater PD
Anna McBee, Lacey PD
Julie Johnson, The Evergreen State College PD

Meeting called to order at 1309 by Chair Chief Weiks

I. Review and Approval of May 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 Carlson

Vote: Unanimous

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.

Motion to approve the payment of the expenses.

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

III. RMS/JMS Replacement Project Update - Laura Wohl

Overview: Ms. Wohl reported to the Board that contract with the Project Management firm National Public Safety Group (NPSG) has been signed by all parties. NPSG will be in Lacey on October 24-26, 2023 to meet with staff and to conduct a needs assessment. Although we had prepared a needs assessment prior to publishing the RFP, repeating the process will allow NPSG to fully understand what we need so they can ensure that our future contract is specific to our needs. From there, NPSG will compare the needs assessment with the RFPs we have already received to determine if one of the companies should be awarded the contract. NPSG will work with the Steering Committee after the needs assessment to determine next steps.

Meeting adjourned at 1316