

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, July 18, 2024
1:00 PM
Lacey Police Department*

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

Overview: Review of meeting minutes.

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

II. Approval of Budget Adjustment – Laura Wohl

Overview: The current budget balance for LERMS is \$14,611. (Note: the actual amount in the LERMS fund is \$311,980.) The Consortium has a bill to pay that was authorized in June that exceeds the budget balance. A budget adjustment is needed to allow for the expenditure of additional funds for the outstanding bill and any other expenditures that may be needed in FY2024. A budget adjustment of \$195,850 will allow for expenditures of the existing fund balance, if needed, with the exception of the required reserve.

Action Item: Approval of budget adjustment.

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Minutes
Thursday, June 20, 2024
1:00 PM

Members Present:

Chief Jon Weiks, Tumwater PD, Chair
Deputy Chief Robert Hollis, Lacey PD (proxy for Chief Almada)
Chief Rich Allen, Olympia PD
Assistant Chief Tillman Atkins, Yelm PD (proxy for Chief Carlson)

Members Absent:

Chief Robert Auderer, Tenino PD
Sheriff Derek Sanders, TCSO
Chief Rob Carlson, Yelm PD

Staff & Guests Present:

Deputy Chief Sam Costello, Olympia PD
Laura Wohl, Tumwater PD
Anna McBee, Lacey PD
Wendy Hill, Director, TCOMM
Jon Tunheim, Thurston County Prosecutor

Meeting called to order at 1300 by Chief Weiks, Chair

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

Overview: Review of meeting minutes.

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

Motion to approve the April minutes.

Motion made by: Chief Allen

Second: Asst. Chief Atkins

Vote: Unanimous

II. Approval of Expenses – Laura Wohl

Overview: An invoice from National Public Safety Group (NPSG) for project management fees for the remainder of 2025 was submitted. Summary spreadsheet and invoice attached. The Consortium members have already paid their shares for the NPSG fees for 2024. Authorizing payment for the remainder of the payments due in 2024 will simplify the payment process.

Action Item: Approval of expenditures.

Motion made by: Chief Allen
Second: Deputy Chief Hollis
Vote: Unanimous

III. LERMS 2025 Operating Budget – Laura Wohl

Overview: Ms. Wohl presented the draft 2025 operating budget to the Board for approval or changes. Please see the attached budget document.

The budget consists of two parts:

- Expenses related to the current CentralSquare RMS/JMS – funding is the responsibility of the five cities.
- Expenses related to the implementation of the new RMS/JMS – funding is the responsibility of the five cities and the Thurston County Sheriff's Office.

Expenses for the CentralSquare system have been increased by 5%, the anticipated increase for both CentralSquare services and TCOMM support.

Expenses for the new, 365Labs system includes project management fees for National Public Safety Group (the remaining 8 monthly payments to be made in 2025) plus the implementation costs from 365Labs that we anticipate incurring in 2025. Note that the implementation is not expected to be completed in 2025 and additional implementation costs will be charged in 2026.

Action Item: Approval of 2025 LERMS budget

Motion made by: Chief Allen
Second: Asst. Chief Atkins
Vote: Unanimous

Meeting adjourned at 1309