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*

1. **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

1. **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

1. **LERMS 2024 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*