Thurston County Law Enforcement

Records Management Consortium

**-Executive Board –**

*Meeting Agenda*

*Thursday, May 18, 2023*

***1:00 PM***

*Lacey Police Department*

**Members Present:** Chief Jon Weiks, Tumwater PD

Chief Robert Almada, Lacey PD

 Chief Rich Allen, Olympia PD

Chief Rob Carlson, Yelm PD

 Sheriff Derek Sanders, TCSO

**Members Absent:** Chief Robert Auderer, Tenino PD

**Staff & Guests Present:** Captain Dave Johnson, TCSO

 Captain Todd Thoma, TCSO

Wendy Hill, Director, TCOMM

Jonnica Elkins, TCOMM

 Laura Wohl, Tumwater PD

 Jeanelle Stull, Olympia PD

 Anna McBee, Lacey PD

Julie Johnson, TESC

*Meeting called to order at 1300 by Chief Weiks*

1. **Review and Approval of March Meeting Minutes – Chief Weiks**

**Overview**: Review of meeting minutes.

**Action Item**: Board decision to approve/edit/reject

 Motion to approve the March minutes.

 Motion made by: Chief Almada

 Second: Chief Carlson

 Vote: Unanimous

1. **RMS RFP Update – Laura Wohl**

**Overview**: Status of Project Manager for the RMS/JMS replacement project..

Ms. Wohl presented information from the Steering Committee about the status of a Project Manager for the RMS/JMS replacement project. The RMS/JMS project requires a Project Manager. In early discussions with the Board, the intention was to hire an FTE to first manage the replacement project and, once a new system is implemented, to act as the LERMS Manager. The LERMS Manager position was envisioned to encompass the duties of the Board Secretary and the LERMS IT manager.

Lacey has been working to create a Project Manager position and to fill it. They have significant resource constraints in their Human Resources department and the recruitment has not yet started. At the same time, the Steering Committee has discussed whether it is realistic to search for one candidate who has the skills to be a successful Project Manager and also a successful LERMS Manager. Further, depending on which is vendor is selected, there may not be a need for a full-time LERMS Manager.

Deputy Chief Hollis spoke with the Grant County consortium about their RMS/JMS implementation project. (They are implementing 365Labs.) He discovered that they contracted for their project management services. Members of the Steering Committee met with their contractor and discussed the services they have to offer. The Steering Committee concluded that contracting for project management may be a better fit for LERMS than hiring an FTE. A hand-out was given to Board members outlining the differences between the two options.

The Board discussed with the Steering Committee the advantages and disadvantages to contracting vs hiring an FTE. With regard to the vendor with whom the Steering Committee spoke, it was noted that the firm’s experience with both working in WA and with the RMS/JMS vendor currently under consideration (365Labs) would be an advantage. The Board gave direction to the Steering Committee to move forward with contracting for project management services.

1. **Adjournment**

Meeting adjourned at 1326