

# Thurston County Law Enforcement Records Management Consortium

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## Executive Board Meeting

*Lacey PD*

*11:00 AM*

*Wednesday, January 20, 2016*

## Minutes

**Members Present:** Chief John Stines, Tumwater PD; Chief Dusty Pierpoint, Lacey PD; Chief Roberts, Olympia PD.

**Members Absent:** Chief Todd Stancil, Yelm PD; Chief, Tenino PD.

**Staff & Guests Present:** Laura Wohl, Olympia PD; Jeanelle Stull, Olympia PD; Chris Ward, Lacey PD; Anna McBee, Lacey PD; Jon Weiks, Tumwater PD; Christina Keonitzer, Tumwater PD; John Tunheim, TCPA.

**The meeting was called to order by Chief Stines at 11:00 am.**

### **I. Review and approval of December meeting minutes**

Ms. Keonitzer sent a draft of the December Meeting Minutes in advance of the meeting to the Board.

**Chief Roberts moved to approve the minutes. Chief Pierpoint seconded the motion. The motion passed unanimously.**

### **II. Review and approval of Expenditures**

Ms. Wohl provided a copy of Expenditures at the meeting to the Board.

**Chief Pierpoint moved to approve the expenditures. Chief Roberts seconded the motion. The motion passed unanimously.**

### **III. Affidavit of Authentication**

Lacey Police Department would like RMS to automatically insert or require the declaration to be added before the report can be submitted – to include: incidents, arrests, supplements. Ms. Stull will check into this functionality. In the meantime, there is an option to set a default narrative for these reports that may be an option. She will contact Ms. McBee to show her how to construct these within RMS.

### **IV. LERMS IT Manager Review**

Ms. Wohl provided a handout, outlining the accomplishments of the LERMS IT Manager in 2015, at the meeting to the Board.

**V. P2C Update**

The critical issues with P2C appear to have been resolved. It was discovered that during a server migration in March 2015, there was a setting/installation that was missing. Once this was corrected, P2C appears to be functioning properly. Testing is currently underway to confirm.

If this does not resolve the issues, we may need to look into a third-party vendor to accomplish what we're looking for.

**Chief Roberts moved to adjourn the meeting. Chief Pierpoint seconded the motion.**

**The meeting was adjourned at 11:24 am.**