

Thurston County Law Enforcement Records Management Consortium

Executive Board Meeting

Lacey PD

12:00 PM

Wednesday, June 25, 2014

Minutes

Members present: Chief John Stines, Tumwater; Chief Dusty Pierpoint, Lacey; Chief Todd Stancil, Yelm; Chief John Hutchings, Tenino.

Members absent: Chief Ronnie Roberts.

Staff and Guests Present: Deputy Chief Steve Nelson, Olympia's Proxy; Laura Wohl, Jon Weiks, Kim Sorby, Major Bill Lum – Salvation Army, Mike Oravits – Salvation Army, Greg Moe – Salvation Army.

The meeting was called to order by Chief Stines at 12:01 PM.

I. Review and approval of April meeting minutes

Ms. Sorby sent a draft of the April Meeting Minutes in advance of the meeting to the Board.

At the time of the vote, there were not enough voting members present to make up a quorum. The vote to accept the April minutes will be postponed until the next meeting.

II. Review and Approval of Expenditures

Ms. Wohl sent the outstanding invoices to Ms. Sorby before the meeting. Ms. Sorby included them in the agenda packet that was sent to the board before the meeting. The invoices include:

- Security software – annual subscription
- Tumwater Scanning Installation

Ms. Wohl said the 2 JINDEX connection certificates are up for renewal in August and could be renewed for either 1, 2 or 3 years with greater discounts given for longer renewal timeframe.

A motion was made by Chief Pierpoint to purchase the 3 year renewal option for the JINDEX connection certificates. Chief Stancil seconded the motion. The motion passed unanimously.

A motion was made by Assistant Chief Nelson to pay all the security software, scanning installation and 3 year JINDEX connection certificate invoices. Chief Pierpoint seconded the motion. The motion passed unanimously.

Ms. Wohl informed the board that the final deadline to use the money received from the COPSTech grant is approaching. No further extensions will be allowed. These funds will be used to pay costs associated with RMS Project Expense – Phase 2 which is not complete. The estimated completion date is after the final deadline.

A motion was made by Chief Pierpoint to use the COPSTech funds to prepay Phase 2 invoices. Chief Hutchings seconded the motion. The motion passed unanimously.

III. Greg Moe – Salvation Army

Greg Moe, Vice-Chair of the Salvation Army Advisory Board asked the Board for their agency's participation in one of their largest fund raisers of the year – Bell Ringing at local business during the winter holiday season. He proposes to have uniformed officers ring bells and collect donations at local businesses. Chief Stines suggested that he outline his proposal and forward it to Chief Pierpoint. Chief Pierpoint will then send it to the rest of the Board so that it can be presented to agency unions to get involved.

IV. RMS Server Replacement at TCOMM

Ms. Wohl reported that the 13 servers that the RMS resides on are will be at the end of their life cycle at the end 2014. They were purchased from SunGard and are not part of a replacement cycle. Tim Klotz, the I.T. Manager at TCOMM says they will likely have to be replaced at the estimated cost of \$30-100,000. He will look into other options, such as virtual servers and leases vs. purchase options. He also is consulting SunGard for their input on the proper amount of disk space for all of the environments we are running on the servers. He hopes to have firmer numbers to present to the Board for the August meeting. Ms. Wohl suggested to the Board to put the cost for each agency's share of server replacement into the 2015 budget. Chief Pierpoint asked how much is left in the reserve fund to possibly offset some of the budget cost for each agency. Ms. Wohl will provide that information at the next meeting.

V. TC LERMS Service Level Agreement with TCOMM

Ms. Wohl has been working with the rest of the Steering Committee and Shawn Ward of the City of Olympia IT department to draft a new and more comprehensive Service Level Agreement (SLA). The goal is to have a detailed agreement so that there is a full understanding of the responsibilities of TCOMM. The first draft of the SLA was forwarded to the Board by Ms. Sorby and Ms. Wohl provided additional notes to the Board at the time of the meeting. The notes detail the differences between the current contract that expires at the end of 2014 and the draft. The Board reviewed the draft and agreed more work should be done on the exhibits by the Steering Committee to finalize the document.

Chief Stancil moved to adjourn the meeting at 12:40. Chief Pierpoint seconded the motion. The motion passed unanimously.