



MINUTES – March 24, 2022 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
REGULAR MEETING
Richland City Shops Conference Room 110, 2700 Duportail Street
Public Call-In Number: 1 (253) 215-8782 or 1 (669) 900-6833
Meeting ID 997 6577 4502

Call to Order

The meeting was called to order at 7:31 a.m. by Chair Jon Amundson.
The Chair requested all non-board members disperse or log out at 7:32 a.m. for a closed session.
The closed session concluded at 8:17 a.m. The regular Benton County Emergency Services Executive Board Meeting resumed at 8:18 a.m.

Attendance

Members	
Jerome Delvin	Benton County (2 votes)
Keith Johnson <i>(Remote)</i>	Franklin County (2 Votes)
Marie Mosley <i>(Remote)</i>	City of Kennewick (2 Votes)
Bob Gear	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Dave Giles <i>(Remote)</i>	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (1 Vote)
Bill Reed <i>(Remote)</i>	Benton City (1 Vote)
Ron Duncan <i>(Remote and In-person)</i>	Benton County Fire Districts (1 Vote)

Absent

Duane Szendre Benton PUD (1 Vote, Microwave Only)

Also Present Richland Interim Police Chief/BCES Director, Brigit Clary; Richland Police Commander/BCES Manager, Chris Lee; SECOMM Manager, Kim Lettrick; BCEM Manager, Deanna Davis; BCES IS Manager, Doug deGraaf; Accounting Specialist, Jordan George; Administrative Assistant/Board Secretary, Carole Cimrhakl

Other Attendees Reinke & Associates, Steve Reinke; Franklin County Sheriff, Jim Raymond; Benton County Sheriff, Tom Croskrey; Benton County Undersheriff, Jon Law *(Remote)*; Benton County Deputy Administrator, Matt Rasmussen; Kennewick Director of Management Services, Christina Palmer; City of West Richland Chief, Ben Majetich; BCFPD 1 Chief, Lonnie Click *(Remote)*; City of Richland Finance Director, Brandon Allen *(Remote)*; City of Richland Accountant, Jeanne Portch *(Remote)*

Approval of Agenda

JEROME DELVIN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Approval of Consent Calendar

- I. Minutes – Jon Amundson
Approve the Minutes of the Benton County Emergency Services Executive Board Regular Meeting held February 24, 2022.

JEROME DELVIN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Director's Report

2. Manager's Report – Chris Lee, RPD Commander/BCES Manager
Chris Lee advised SECOMM has 15.5 FTE positions open. Two will start on Monday and a third is in a conditional offer stage. Two more are in background and another two are completing their background history for a total of seven new hires to potentially start by the end of May. Reoccurring interview times are scheduled for Wednesdays and steps in the recruitment process continue to be scrutinized in efforts to shorten the hiring process. Lee noted the recent level of candidates have not been the best. An open house or inviting candidates to observe the environment as they apply prior to testing was suggested.

Items of Business

Benton County Emergency Services (BCES)

3. Benton County Emergency Services Equipment Disposal - Approval
This is the normal process used to dispose of assets that are damaged or at end-of-life.

JEROME DELVIN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE DISPOSAL LIST. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

4. Grant Writer – Discussion
Jerome Delvin thought the five agencies (both counties and cities of Kennewick, Pasco and Richland) should look at hiring a full-time grant writer to pursue federal funding for Public Safety. He will work with Bob Gear to follow-up with a consultant and possibly with Jon Amundson to see about putting together an RFP to determine what the cost would be to hire a full-time person. He will bring findings back to the board.
5. Authorize the Recruitment and Hiring of an Executive Director for BCES – Approval
Steve Reinke worked with Richland's Human Resources to develop a job description and salary package that is commensurate with the current compensation range at the city's director level of \$132K - \$185K.

BOB GEAR MOVED AND RON DUNCAN SECONDED THE MOTION TO PROCEED WITH HIRING A DIRECTOR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

6. Tyler Contract Update – Discussion
An agreement with Tyler for CAD has not yet been finalized as some components were not received in time to be reviewed by BiPIN, BCES staff, City of Kennewick and Richland's legal department. A detailed budget was presented by Steve Reinke with costs estimated at \$1,216,768.

Implementation of CAD is estimated at 18 – 24 months. The existing Hexagon CAD system will need to remain functional during this time. Upgrades for both software and hardware will need to be implemented which is estimated to cost \$936,311. The total CAD cost is estimated at \$2,153,080. Mr. Reinke hopes to have the Tyler contract and all other necessary agreements/

contracts negotiated, passed through legal and packaged together for a total commitment. Funding is to come from reserves. A detailed project plan will be included in next month's packet.

7. Strategic Planning Session

A review of decisions made from previous planning sessions include the development of a capital plan and a staffing model, the CAD project and to use industry standards as performance goals for the communications center.

Mr. Reinke is going to look at options for who can develop a capital plan and noted that a good, long-term plan might cost around \$10K. He hopes to have this done by July 1, 2022. The plan will identify BCES assets and will establish a replacement schedule.

Ideas for getting SECOMM fully staffed included possible incentives for both hiring and for tenure, paid advertising and continuing to implement efficient hiring processes. Meeting National Emergency Number Association (NENA) and National Fire Protection Association (NFPA) standards are dependent on staffing and include scheduling shifts based on activity levels.

The goal of transforming BCES into an independent agency is underway. The structure of the organization will be a public corporation with the executive board consisting of five representatives (one each) from Benton and Franklin counties and the city managers of Kennewick, Pasco and Richland. A full-time Executive Director will be hired and BiPIN will join in the future. The existing facilities and assets will be included under the corporation.

An organization chart was developed and identifies new positions that will be necessary within the independent agency (Finance Manager, Accountant, HR Manager, and HR Technician). Positions that are likely to be needed regardless of an independent agency are Executive Director, Administrative Assistant II, and a CAD Administrator, all of which would be full-time positions. It was suggested that these positions be filled rather than contracted for and are necessary due to SECOMM's size. The Executive Director position is estimated to be hired in June and will incur 6 months of salary and benefits this year. He or she would then likely hire the Administrative Assistant II and the CAD Administrator, both of which are estimated to incur 4 months of salaries and benefits this year. One-time costs associated with the new positions include computer hardware, office furniture, implementation of NeoGov, Granicus and Finance software, provisional storage and a possible HVAC reconfiguration and is estimated at \$237,932.

The stand-alone agency will require new service level agreements with customers, an ordinance to form the agency and a charter to be developed. A checklist detailing the tasks that need to be accomplished to begin operations on January 1, 2023, was provided.

The next steps toward creating an independence agency include naming the agency, deciding which jurisdiction should form the agency and discussions about an operations board and committee structures/duties and responsibilities discussion with Fire and Law leaders. Mr. Reinke will bring forward a full start-up and detailed preliminary budget (to include user fees), a draft ordinance charter and by-laws at the April 2022 meeting. He also encouraged the board to look at how to fund replacement of the Microwave System in both counties as a top priority, noting that Motorola will not perform the scheduled SUA upgrade next year until the Microwave is replaced. Marie Mosley requested the board receive information on the ongoing and one-time costs that are known to be necessary in addition to today's presentation. Mr. Reinke proposed to have details sent out by April 8th.

Future levels of service were discussed with focus on responder agencies. To do so effectively,

SECOMM staffing levels would need to be increased to allow a separation between call takers and dispatchers. Mr. Reinke suggested increasing the number of supervisors from four to six, hiring or promoting a full-time Training Manger, adding a dedicated fire dispatcher and adding an additional law console as important goals.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

Discussion Items

Announcements

The next Benton County Emergency Services Executive Board Meeting is scheduled on April 28, 2022, at 7:30 a.m. at the Richland City Shops in Room 110.

Adjournment

The meeting adjourned at 9:21 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 05/12/2022

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: August 4, 2022