



MINUTES – December 9, 2021 - 7:30 AM

BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD REGULAR MEETING

****Remote Meeting****

Public Call-In Number: 1-206-337-9723 or 1-253-215-8782 Meeting ID 846 0321 7152

Call to Order

The remote meeting was called to order at 7:30 a.m. by Chair Keith Johnson.

Attendance

Members

Matt Rasmussen (<i>in for Jerome Delvin</i>)	Benton County (2 votes)
Keith Johnson	Franklin County (2 Votes)
Marie Mosley	City of Kennewick (2 Votes)
Bob Gear	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Dave Giles	City of Prosser (1 Vote)
Ben Majetich (<i>in for Brent Gerry</i>)	City of West Richland (1 Vote)
Ron Duncan	Benton County Fire Districts (1 Vote)

Absent

Jerome Delvin	Benton County (2 votes)
Brent Gerry	City of West Richland (1 Vote)
Jake Mokler	Benton City (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

Also Present (Remotely) Richland Police Chief/BCES Director, John Bruce; 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

Remote Attendees Reinke and Associates, Steve Reinke; Benton County Fire Protection District I Chief, Lonnie Click; City of Richland Finance Director, Brandon Allen; City of Richland Accountant, Jeanne Portch; Richland Police Executive Assistant, Bunnie Avery

Approval of Agenda

MARIE MOSLEY MOVED AND JON AMUNDSON SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Approval of Consent Calendar

1. Minutes – Keith Johnson
Approve the Minutes of the Bi-County Police Information Network (Bi-PIN) and Benton County Emergency Services (BCES) Executive Board Joint Meeting held October 20, 2021.
2. Minutes – Keith Johnson
Approve the Minutes of the Regular Benton County Emergency Services Executive Board Meeting held October 28, 2021.

3. Minutes – Keith Johnson

Approve the Minutes of the Regular Benton County Emergency Services Executive Board Meeting held November 3, 2021.

MARIE MOSLEY MOVED AND JON AMUNDSON SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Director's Report

4. Manager's Report – John Bruce

A new dispatch trainee started Monday, reducing the number of open positions to 14. Several others are in the background process.

Communications Manager, Kim Lettrick, has been invited to join the Cross System Response Collaboration Subcommittee as the state navigates mental health response and how emergency communications will fit into this new role.

Information Technology (IT) is very busy working on the 800MHz System upgrade. The tower design is out for final review and the shelter design will be completed by next month. Once the designs are finalized, IT will work through the city's purchasing department to put a bid package together. We anticipate the package will be ready for release in March.

The security fence and Ham radio antenna were damaged by falling tree limbs due to high winds and a lack of water from the orchard next to BCES. We are working with the City of Richland to file an insurance claim on the Department of Natural Resources (DNR) who owns the property.

Kennewick City Manager, Marie Mosley noted there had been discussion of proposals designed to hire additional dispatch staff and wanted to know when that could be expected. Chief Bruce said that Human Resources wanted to discuss the proposals further with Finance. Once their review is completed, the proposal will be brought before the board for consideration in January.

Items of Business

Benton County Emergency Services (BCES)

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

5. Amend Reinke and Associates Consulting Contract Scope of Work – Approval

This would expand the existing scope of work to include Mr. Reinke's facilitation with the negotiation of pricing, purchase and deployment of CAD software from Tyler. Increasing the scope of work is not expected to add to the previously approved \$40K however, if additional costs do arise, they will be brought before the board for approval.

City Manager Mosley requested the Customer Agency Group (CAG) and Strategic Advisory Team (SAT) be consulted to identify functionality, what the functionality is and the necessary integrations needed to be included in the updated scope of work. When questioned about a timeline, Mr. Reinke thought it would take 2-3 months based on defining where the hardware is going to reside, what the connectivity options are and what the costs will be to create diverse and redundant routing into the Communications Center.

6. Reinke and Associates Contract Funding – Approval

This identifies SECOMM Fund Balance as the funding source for the Reinke and Associates Consulting Agreement.

BOB GEAR MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE THE EXPANSION OF THE REINKE AND ASSOCIATES SCOPE OF WORK TO INCLUDE THE FACILITATION OF NEGOTIATIONS OF THE PURCHASE AND DEPLOYMENT OF TYLER’S CAD SOFTWARE AND THAT THE EXECUTIVE BOARD APPROVE THE USE OF \$40K SECOMM FUND BALANCE TO COVER THE COST OF REINKE AND ASSOCIATES CONSULTING AGREEMENT. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

800MHz System

Benton County Microwave System

Announcements

Kennewick City Manager Mosley asked about the next steps with DeltaWRX regarding the Strategic Plan. She said she had previously sent out some historic perspective on governance to board members and wanted to ensure everyone was on the same page as to how to continue moving forward with Strategic Planning, and if there is going to be continued effort from DeltaWRX on governance, making sure efforts are not duplicated.

Chief Bruce has not yet received the report from DeltaWRX from the day-and-a-half workshop held December 1 and 2. He is reviewing the historical perspective documentation City Manager Mosley sent to the board. He has one proposal and has asked for another as it relates to Strategic Planning to “comparison shop”, ensuring dollars are spent wisely.

Chief Bruce will be working with Steve Reinke to develop a timeline on the Tyler implementation and will send it out to the board. He will also work on developing work groups within the CAG for the actual build.

The board, not wanting to lose momentum on the Strategic Plan, decided to schedule a tentative meeting for January 13 from 8 a.m. to noon in the Commissioner’s Meeting Room inside the new Benton County Administration Building located on the Justice Center campus in Kennewick. Carole Cimrhakl will send out the 2022 meeting schedule in addition to the tentative meeting scheduled for January 13, 2022, following this meeting.

Adjournment

JON AMUNDSON MOVED AND MARIE MOSLEY SECONDED THE MOTION TO ADJOURN. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

The meeting was adjourned at 7:58 a.m.

APPROVED:

Keith Johnson

Keith Johnson, BCES Executive Board Chair

ATTEST:

Carole Cimrhakl

Carole Cimrhakl, BCES Board Secretary

Date Approved: 2/24/2022

Date Published: August 4, 2022