



MINUTES – May 26, 2022 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
REGULAR MEETING
City of Richland Council Chambers ~ 625 Swift Blvd
Public Call-In Number: 1-253-215-8782 or 1-669-900-6833
Meeting ID 878 8226 6437 Passcode 849780

Call to Order

The meeting was called to order at 7:30 p.m. by Chair Jon Amundson.

Attendance

Members

Jerome Delvin	Benton County (2 votes)
Keith Johnson	Franklin County (2 Votes)
Christina Palmer <i>(in for Marie Mosley)</i>	City of Kennewick (2 Votes)
Bob Gear <i>(remote)</i>	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)
Ron Duncan <i>(remote)</i>	Benton County Fire Districts (1 Vote)

Absent

Marie Mosley	City of Kennewick (2 Votes)
Bill Reed	Benton City (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

Also Present Richland Assistant City Manager/BCES Director, Drew Florence; SECOMM Manager, Kim Lettrick; BCEM Manager, Deanna Davis; Accounting Specialist, Jordan George; Administrative Assistant/Board Secretary, Carole Cimrhakl

Other Attendees Reinke & Associates, Steve Reinke; Benton County Deputy Administrator, Matt Rasmussen; City of Kennewick Director of Management Services, Christina Palmer; Benton County Fire District I Chief, Lonnie Click

Approval of Agenda

JEROME DELVIN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Approval of Consent Calendar

- I. Minutes – Jon Amundson
 - Approve the Minutes of the Benton County Emergency Services Executive Board Regular Meeting held May 12, 2022.

JEROME DELVIN MOVED AND KEITH JOHNSON SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Director’s Report

2. Manager's Report – Drew Florence, Richland Assistant City Manager/BCES Director
Drew Florence advised SECOMM currently has 14.5 positions open after one trainee resigned. Four are in various stages of background and five interviews are currently scheduled.

Statistics from other Washington State Public Safety Answering Points (PSAP) were shared and showed that most are struggling to achieve full staffing. Only two PSAPs in Washington are fully staffed with most centers down approximately 30%. Individual statistics will be emailed to the Board.

Communications Manager Kim Lettrick shared information on geospatial routing of 911 calls. T-Mobile has demonstrated and has been approved to begin routing calls in Washington state based on the caller's location as opposed to the tower that is used. The implementation will take place over the summer and should have no impact on operations. Carriers who are unable to do this will begin using Emergency Call Routing Functions (ECRF) in the ESINet (the state's 911 network).

Emergency Management Manager Deanna Davis briefed the Board that the Radiological Emergency Preparedness Plan will be emailed to the jurisdictions for comment and coordination of the plan prior to it going to the Federal Emergency Management Agency (FEMA) for final approval. There will also be a new plan attached for how decisions are made and the authorities that make them. Expect communications from the Department of Ecology (DOE) mid to late June regarding the FEMA risk map on the Yakima River. Funding was received through FEMA to complete this project that was began in 2016 to digitize flood maps.

Five candidates for the Executive Director position were sent questionnaires of which, three were returned. The three finalists are being reviewed, interview panels are being worked out and interviews will be scheduled in June.

Items of Business

Benton County Emergency Services (BCES)

3. Tyler CAD – Update

A contract was received from Tyler but was determined to be inconsistent with previous discussions in which additional protections were requested. Bi-County Police Information Network (BIPIN) and BCES made a call to Tyler to reinforce the position that BCES and BIPIN are trying to accomplish the same thing. Tyler reminded that their CAD contract pricing was only good through June 24 but were told that we expect them to honor the pricing that was given and that we are uncomfortable signing the contract as currently written. We will wait to see how issues are resolved with BIPIN. We will continue to engage in contract negotiations.

4. Hexagon Computer Aided Dispatch (CAD) Upgrade – Approval

Different options were reviewed. Option I was recommended by staff and Consultant Steve Reinke. This option guarantees CAD continuity and meets Criminal Justice Information Services (CJIS) requirements as the CAD implementation is worked through. The cost is just over 1 million and includes the ESRI geographic information software licenses (\$13K). The upgrade will provide an operating CAD system for a minimum of 5 years. Funding will be paid out of existing fund balance.

JEROME DELVIN MOVED AND KEITH JOHNSON SECONDED THE MOTION TO APPROVE THE HEXAGON CAD OPTION #1 THAT INCLUDES 9.4 UPGRADE, SERVERS AND ESRI LICENSES FOR A TOTAL OF \$1,012,938. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

5. SECOMM Workstation Hardware – Approval

Upgrades for all station hardware used by SECOMM staff and is necessary regardless of which CAD is chosen. General Fund Balance (60%) and E911 Reserves (40%) will be used.

JEROME DELVIN MOVED AND KEITH JOHNSON SECONDED THE MOTION TO APPROVE THE SECOMM WORKSTATION HARDWARE UPGRADES AS RECOMMENDED. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

6. BCES Strategic Plan – FINAL

Revisions were made based on the discussion of becoming an independent agency. Costs were refined and clarified. Two million dollars was added to the capital plan for items that will need to be continued - the infrastructure that supports BIPIN and JMS/RMS and eventually the CAD system will need to become part of the long-term planning. There are 7 major goals which are in the process of being completed – hiring an Executive Director, staffing issues and CAD system determinations. This completes Mr. Reinke’s consulting efforts, and he was lauded by Franklin and Benton Counties for his services.

Commissioner Delvin wants to continue progressing forward with the development of a Capital Fund, identifying resources needed for a robust 911 system and increasing dispatch staff pay. Drew Florence noted the Southeast Washington Telecommunicators Guild (SEWTG) has voted on a proposal provided by the city. The next step is for it to go before the Richland City Council for approval. They have been previously briefed on and are in agreement with the proposal.

7. Reclassification of Part-time Administrative Assistant I to Full-time Administrative Assistant II - Approval

With the hiring of a director, the workload and some of the duties that are expected and are currently occurring, it is determined that a full-time position with an increased title will be needed. The hiring date is to be determined. The increase is estimated at just over \$50k to change from the part-time Admin I position to a full-time Admin II.

JEROME DELVIN MOVED AND KEITH JOHNSON SECONDED THE MOTION TO APPROVE THE RECLASSIFICATION OF A PART-TIME ADMINISTRATIVE ASSISTANT I TO A FULL-TIME ADMINISTRATIVE ASSISTANT II. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

4. NEPA Update

Staff met with Adcomm, Black Mountain Consultants and Benton County Deputy County Administrator, Matt Rasmussen. Some options including potential land allocations were presented. We are waiting to hear back from the tribe.

Benton County Microwave System

Discussion Items

Announcements

The next Benton County Emergency Services Executive Board Meeting is scheduled on June 23, 2022, at 7:30 a.m. at the City of Richland Council Chambers.

Adjournment

The meeting was adjourned at 8:00 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 06/23/2022

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: August 3, 2022