



MINUTES – October 27, 2022 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
REGULAR MEETING
City of Richland Council Chambers ~ 625 Swift Blvd
Richland, WA 99352

Call to Order

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

Attendance

Members

Jerome Delvin	Benton County (2 votes)
Jim Raymond	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 <i>(remote)</i>	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (1 Vote)

Absent

Bill Reed	City of Benton City (1 Vote)
Ron Duncan	Benton County Fire Districts (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

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

Other Attendees Benton County Deputy County Administrator, Matt Rasmussen; Richland Police Chief, Brigit Clary; Richland Finance Director, Brandon Allen; Richland Accountant, Jeanne Portch

Approval of Agenda

Jon Amundson welcomed Sheriff Jim Raymond to the Board as Franklin County’s representative.

JEROME DELVIN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Public Comments

There were no public comments.

Approval of Consent Calendar

1. Minutes – Jon Amundson
Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Special Meeting held August 18, 2022.
2. Minutes – Jon Amundson
Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held September 22, 2022.

JEROME DELVIN MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Director’s Report

- 3. Manager’s Report – Jay Atwood, BCES Executive Director
Jay commended Kim Lettrick and staff for their recruitment efforts. They conducted public outreach at local high schools which was well received and resulted in a strong response.

Emergency Management and BCES staff were also noted for their coordination and participation in the Columbia Generating Station (CGS) FEMA evaluated exercise on October 25. The drill was impressive and initial feedback was very positive.

SECOMM has 17 open positions. One applicant has completed the hiring process and is scheduled to begin next week. Three more have completed the process and should start within the next three to four weeks, one of which is a lateral candidate from San Francisco. Seven more are in mid-phase of the evaluation process and one more is in pre-hire screening. There are 19 applicants who are taking typing tests and ten others have moved on to the next phase of CritiCall testing.

Items of Business

Benton County Emergency Services (BCES)

- 4. 2023 Benton County Emergency Services Proposed Operating Budget - Approval
The 2023 Proposed Operating Budget was presented last month at the regularly scheduled September 22, 2022, meeting. Requests for additional information and details were presented by Richland Finance Director Brandon Allen at today’s meeting. The approved budget by department is as follows:

Fund 641 SECOMM	2023 Operating Budget	\$7,996,339
Fund 642 800 MHz	2023 Operating Budget	\$1,094,517
Fund 643 EM	2023 Operating Budget	\$ 122,487
Fund 644 Microwave	2023 Operating Budget	\$ 114,516
	TOTAL	\$9,327,859

JIM RAYMOND MOVED AND BOB GEAR SECONDED THE MOTION TO APPROVE THE BCES 2023 PROPOSED OPERATING BUDGET IN THE AMOUNT OF \$9,327,859. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

- 5. November 2022 and December 2022 Benton County Emergency Services Executive Board Meeting Dates
Traditionally, the November and December meeting dates fall on holidays and need to be rescheduled. The Board requested holding a single meeting on December 8 (7:30-8:30 a.m.) with a remote attendance option in anticipation of a tentatively scheduled Bi-PIN meeting at 8:30 a.m. on December 8.

Benton County Emergency Management (BCEM)

- 6. Department of Energy (DOE) Contract E23-072 – Approval
The contract award is \$175,683 and supports a little more than 1 FTE. This contract is primarily for offsite emergency planning as it relates to the Department of Energy’s Hanford site.

JEROME DELVIN MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE DOE CONTRACT E23-072. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

7. Emergency Management Performance Grant (EMPG) Contract E23-079 – Approval
Contract E23-079 is part of an annual contract received from the state which requires a match component that is funded through the jurisdictional assessments and or the Columbia Generating Station REP budget to match dollar for dollar. It supports just under 1 FTE and is used for local planning in the amount of \$124,246.

JEROME DELVIN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE EMPG CONTRACT E23-079. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

8. Homeland Security Grant Program (SHSP) Contract E23-088 – Approval
There are two components of this contract. We receive from the state, a pass-through from the Department of Homeland Security that is based on a population calculation and is earmarked for a VHF radio engineering study and to continue the SWAT night-vision project. These are known as enduring needs and is a guaranteed funding amount. The second part is a national priority project that is a competitive grant process. We submit projects with certain characteristics that FEMA determines are our target capability characteristics. We were selected for 3 projects in the amount of \$144k to complete the SWAT night-vision project, to fund the CodeRed mass notification system and continuation of the VHF engineering project. The total of the contract is \$263,798.

JEROME DELVIN MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE SHSP CONTRACT E23-088. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

Discussion Items

9. VHF Governance – Update by Tom Huntington
This item is being held over until the next meeting. Jon Amundson will ask Chief Huntington to email an update within the next several days to the Board.

Announcements

Brandon Allen will provide the finalized budget document to the Board.

Adjournment

The meeting was adjourned at 8:07 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: December 14, 2022

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: December 14, 2022