



MINUTES – December 8, 2022 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD SPECIAL MEETING
Benton County Emergency Services ~ Decision Conference Room
651 Truman Avenue ~ Richland, WA 99352

Call to Order

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

Attendance

Members

Jerome Delvin (Remote)	Benton County (2 votes)
Jim Raymond (Remote)	Franklin County (2 Votes)
Marie Mosley Arrived after Attendance (Remote)	City of Kennewick (2 Votes)
Bob Gear	City of Pasco (2 Votes)
Jon Amundson (Remote)	City of Richland (2 Votes)
Dave Giles (Remote)	City of Prosser (1 Vote)
Brent Gerry (Remote)	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 BCES Director, Jay Atwood; 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 (Remote); Kennewick Director of Management Services, Christina Palmer (Remote); Richland Assistant City Manager, Drew Florence (Remote); Richland Police Chief, Brigit Clary (Remote); Richland Fire Chief, Tom Huntington (Remote); Richland Finance Director, Brandon Allen (Remote); Richland Human Resources Director, Lacey Paulsen (Remote); Richland Accountant, Jeanne Portch (Remote)

Approval of Agenda

BRENT GERRY MOVED AND JEROME DELVIN 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

I. Minutes – Jon Amundson

Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held October 27, 2022.

BRENT GERRY MOVED AND CHRISTINA PALMER SECONDED THE MOTION

TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Director's Report

2. Manager's Report – Jay Atwood, BCES Executive Director

The Southeast Washington Telecommunicators Guild (SEWTG) has requested to disband and are seeking representation by the Teamsters. We are awaiting the final decision by the Public Employment Relations Commission (PERC).

There are 15.5 open positions. Thirteen are in the background process, 2 of which have received final offers and are scheduled to start January 23, 2023. Two more are post conditional phase and are on the cusp of receiving final offers with the intent that they would also start January 23. Two are in background and reference check, having completed their integrity interviews. Four more are in the suitability assessment stage and on the brink of integrity interviews with three others completing their personal history statements. An additional 18 have been invited to take CitiCall and the typing test this week.

We were referred to three different entities to discuss their CAD functionality and set-up. Deschutes County, METCOM (out of Woodburn, OR) and Macomb County Sheriff's Office in Michigan. We had virtual meetings with both Macomb and Deschutes counties and received quite a bit of information. We will pursue follow-ups with both to potentially include a site visit to Deschutes County although Macomb sounds very promising. No response was received from METCOM.

We had a Strategic Advisory Team (SAT) meeting on December 1. A standing meeting schedule was set for the first Thursday of every month at 14:00 in the Richland Council Chambers. Meetings will be set up monthly at this time.

Jay has been working with Doug deGraaf and staff to develop a capital plan. We are looking to create a more specific view of what the capital needs look like within the coming years. Projects are being categorized with a description of what the project is, justifications of criticality and additional columns with information on funding sources, target dates, current costs, estimated costs to delay/defer and any additional information that might be of consideration. Several projects are very critical and on a short list: the Hexagon CAD project (currently in progress), and the Tyler New World Enterprise CAD Project (currently estimated at a cost of approximately \$1.2 million). If we decide to go with Tyler, we could encounter significant contract changes in order to satisfy operational needs and expectations which could potentially cost \$2 + million. The radio system, Microwave System Replacement (to include both Benton and Franklin counties), VHF radio system (bi-county project), potential expansion of the 800MHz radio system into Franklin County and a back-up center given we serve two counties of significant population in a high-risk area due to the proximity of Hanford and our overall lack of redundancy.

Three areas have been identified that need to be resolved or stabilized prior to moving BCES forward as an independent agency: the radio system, determining and stabilizing CAD and staffing. Establishing a funding source needs to be a priority in order to get a couple of these projects handled in the short term. We need to have a conversation about funding options for the VHF and Microwave which could have an impact on user fees depending on the route we go. We also need to discuss leveraging the long term 1/10th or 2/10^{ths} percent public safety tax other counties have utilized for capital projects. At the January meeting, the intent is to bring forward some potential funding options to pay for the VHF on a contingent basis. Drew Florence has requested

Richland Finance Director Brandon Allen to attend the January meeting to present multiple options for interim funding. A more “consumable” draft version of the capital needs is expected to be released prior to the January meeting.

Items of Business

Benton County Emergency Services (BCES)

3. Establishment of a VHF Fund - Approval

Looking to create a separate VHF Fund that is managed similar to the 800MHz fund. This will allow detailed tracking of funds and expenditures. Draft language for the Interlocal Agreement is in the works. Should we secure grant funding it will need to be tracked. There is no impact to user fees.

JEROME DELVIN MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE THE CREATION OF A SEPARATE VHF FUND. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

4. Renewal of the Benton County Emergency Services Operating Contract Between City of Richland and BCES for Calendar Years 2023-2027 – Approval

Renewal of the existing contract that provides for the City of Richland to continue as the administering jurisdiction for Benton County Emergency Services. There were two modifications to the agreement: the length of the term and changing the specific reference from 800MHz to “radios” in anticipation of the addition of a VHF Fund.

MARIE MOSLEY MOVED AND JEROME DELVIN SECONDED THE MOTION TO APPROVE THE RENEWAL TERMS AND CONDITIONS OF THE BENTON COUNTY EMERGENCY SERVICES OPERATING CONTRACT FOR 2023-2027 AS WRITTEN. ALL WERE IN FAVOR WITH FRANKLIN COUNTY ABSTAINING. MOTION CARRIED 10-0.

5. Hexagon CAD Upgrade Project Change Orders 1 and 2 – Approval

This is tied to the current Hexagon Upgrade Project. This is a change order that includes a couple of missing items that were overlooked during the process. ESRI training has been added (\$36k) as the mapping platform is changing from GEO Media to ESRI. This provides training for our GIS Specialist specific to how the ESRI component ties in with CAD. The second is a data refresh that backs up our database. That backup is the data that gets pushed into the new version of CAD. In the original contract, the database backup occurred in September 2022. As we’re not going live until April of 2023, any changes made in CAD 9.3 would have to be kept track of and reentered once we go live in April 2023. This will give us a data refresh 90 days out from the actual cut-over to the new version and will allow us time to give plenty of notice to our users that the database will be locked down and no major response configurations or significant changes will be made. The cost is \$58,846.84 and would come out of our fund balance, leaving us just over \$1.5 million. We have already paid for the maintenance on CAD 9.3 through the end of 2023. When we cut over to CAD 9.4, the maintenance is built into the contract. We will receive a refund of the difference of the maintenance contract for 9.3 which comes in at about \$180k. This will go back into the fund balance.

MARIE MOSLEY MOVED AND JEROME DELVIN SECONDED THE MOTION TO APPROVE THE HEXAGON CAD UPGRADE PROJECT CHANGE ORDERS 1 AND 2. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Benton County Emergency Management (BCEM)

6. Benton County Columbia Generating Station Emergency Preparedness Plan- June 2022 - Approval

Looking for approval for the Board Chair to sign the resolution to formally adopt the Columbia Generating Station Plan as our plan of record. The REP program manual which guides everything that must be included in our plan was updated in 2019 which forced a re-write of the radiological emergency preparedness plan. The plan was tested October 25, 2022, during our FEMA graded exercise. No plan issues of any sort were identified, and the after-action report indicated we have met the criteria associated with the REP Program Manual. We are looking for formal adoption of this plan as our official plan of record.

JEROME DELVIN MOVED AND MARIE MOSLEY SECONDED THE MOTION TO ADOPT THE BENTON COUNTY COLUMBIA GENERATING STATION EMERGENCY PREPAREDNESS PLAN. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

Southeast Communications Center (SECOMM) 800MHz System

(SECOMM) 800MHz System

Benton County Microwave System

Discussion Items

6. VHF Update – Tom Huntington

Federal Engineering has been selected through the RFQ process. Contract negotiations and a review of the scope of work are underway. It is hoped that we'll have a signed contract prior to year-end or at the first of the year. It is proposed that the City of Richland lead the project until completion and to then hand-over the infrastructure to the BCES Board for member agency ownership as would be outlined in an updated Interlocal Agreement (ILA). Since the ILA is with the individual agencies that make up the BCES Board, it would need to go back before each member agency's governance board for review and approval. Richland City Attorney Heather Kintzley has offered to help with this process, moving it through the process with the member agencies and their attorneys. Once the draft is a final, it will be brought back before the BCES Board for their approval. The ILA establishes the VHF Fund (approved this morning), establishes all existing property, equipment and infrastructure currently owned by member agencies remains the property of those agencies, utilizes the existing SAT and CAG for system oversight and recommendations and establishes voting rights for the system. The VHF System would become a component of BCES at project completion and is proposed to become a bi-county system that would be governed by the BCES Board, much like the 800MHz System.

The grant writer informed us that our project will likely not qualify for Assistance to Firefighters Grants (AFG) funding which had been our primary focus for this project. USDA has a rural grant program that could pay for a significant portion of the project, but the submission timeline is extremely tight and the application process cumbersome. Marie Mosley offered assistance in this area. A corporate donation is on the way from Tidewater, the grant writer is talking with BNSF and other grant opportunities are being explored.

Announcements

Drew Florence advised a draft MOU was received from the Umatilla Tribes yesterday regarding the Red Mountain Tower. A legal review is pending however it doesn't appear that

much would change. The FCC requires it to be a very controlled change process. It is hoped the MOU will be signed at the first of the year.

Adjournment

The meeting adjourned at 8:15 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 02/02/2023

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: February 7, 2023