



MINUTES – February 2, 2023 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
SPECIAL MEETING
City of Richland Council Chambers ~ 625 Swift Blvd
Richland, WA 99352

Call to Order

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

Attendance

Members

Jim Raymond	Franklin County (2 Votes)
Marie Mosley	City of Kennewick (2 Votes)
Bob Gear (Remote)	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Thomas Glover	City of Prosser (1 Vote)
Lonnie Click (Remote)	Benton County Fire Districts (1 Vote)
Thomas Grego (in for Brent Gerry)	City of West Richland (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

Absent

Michael Alvarez	Benton County (2 Votes)
Brent Gerry	City of West Richland (1 Vote)
Bill Reed	City of Benton City (1 Vote)

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 Kennewick Director of Management Services, Christina Palmer; Benton County Sheriff Commander, Mat Clarke; Richland Assistant City Manager, Drew Florence (Remote); Richland Police Chief, Brigit Clary; Richland Finance Director, Brandon Allen; Richland Accountant, Jeanne Portch

Approval of Agenda

MARIE MOSLEY MOVED AND THOMAS GLOVER SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 11-0.

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 Special Meeting held December 8, 2022.

MARIE MOSLEY MOVED AND THOMAS GREGO SECONDED THE MOTION

TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 11-0.

Director's Report

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

Five new recruits have started training on January 23, 2023. We now have 12 open full-time positions and two open part-time positions. Two more are scheduled to start at the end of February with another group anticipated to start at the end of April. Jay acknowledged staff for their hard work to train and maintain staffing while keeping business running as usual as illness has spread throughout the building. We currently have 7-8 in training and have 47 applicants in the que at various stages which is why we are confident we'll have another fairly significant class starting at the end of April. He noted IT has been very busy with many upgrades on multiple critical systems.

With Doug deGraaf's persistence, we recently began receiving information from a questionnaire he created and sent out to the 3 agencies (Deschutes County, METCOM and Macomb County Sheriff's Office) regarding their Tyler implementation. We continue to work on those communications.

Items of Business

Benton County Emergency Services (BCES)

3. Election of 2023 Benton County Emergency Services Executive Board Officers

As required by BCES By-Laws, a Chairman and Vice Chairman shall be selected by majority vote from its membership to serve one-year terms at its first convened meeting of the new year.

MARIE MOSELY MOVED AND JIM RAYMOND SECONDED THE MOTION TO APPOINT JON AMUNDSON AS BOARD CHAIR AND MARIE MOSLEY AS VICE CHAIR. ALL WERE IN FAVOR. MOTION CARRIED 11-0.

4. Benton County Emergency Services Capital Needs and Funding Options – Discussion

Critical systems needing updates, existing projects and other items have been identified to create a draft of the Capital Needs spreadsheet. Items were prioritized based on Jay's perspective and where we are with current projects. He gave a brief overview, noting each project would require a more in-depth evaluation once priorities are determined. How to accomplish and fund each project would follow.

- We are currently working on the Hexagon CAD upgrade. The project is scheduled to be completed in April and is a top priority.
- Priority 2 items include the Tyler New World Enterprise CAD, the Microwave System replacement and the VHF Radio System overhaul.
- Priority 3 includes a fully redundant back-up center and is considered a critical need given we are a bi-county dispatch center. Sheriff Raymond offered some space his Franklin County facility, noting Franklin County has a strong interest in developing the back-up center.

Additional priorities include:

- Clean Agent Fire Suppression System for BCES. The current system is water-based and could potentially wipe-out the infrastructure of our critical public safety systems.

- Radio Site System Monitoring. This will provide us with real-time information on how systems are performing at the sites. A security component will allow monitoring of the site to prevent theft and vandalism.
- Planning for the JMS/RMS equipment replacement.
- Potential expansion of the 800MHz System into Franklin County for both fire and law.

Additional BCES needs include:

- Replacing the old generator
- Facility and site entry security updates
- Replacement of aging console furniture with ergonomically correct workstations.
- HVAC concerns and general building maintenance/upkeep.

The radio system related items and the New World issue are estimated at 3-4 years from project launch to full activation. Building issues should be addressed within the next year or two including the HVAC, the Clean Agent Fire Suppression System and the back-up center. Many of the other items on the list are thought to be in the 3–5 year range. From a priority standpoint, some items can likely be extended as it relates to the facility refresh.

Richland Finance Director Brandon Allen presented several different scenarios for funding Tyler CAD, Microwave, VHF expansion and the back-up center. Combined, these items are estimated at \$10.4 million. The Microwave cost is split between the counties.

- 1) Scenario 1 divides the cost equally between Kennewick, Richland, Pasco and Benton and Franklin counties (the Big 5).
- 2) Scenario 2 breaks out by population and includes Connell, Prosser and West Richland.
- 3) Scenario 3 is based on calls and is broken down even further by all the agencies with call data.
- 4) Scenario 4 is a variation of scenario 3, taking the information from all agencies and spreading it across the appropriate Big 5.

The second page contains the same information and shows the cost if we were to use bond funding and what the debt service allocation would be. The assumption uses a 7-year term at 4%. It was suggested that the public safety tax may be another funding source.

Marie Mosley thought the Data Center (for CAD and RMS/JMS) should be included in the priorities list as the current Data Center is getting close to end of life will need to be replaced within the next several years. It was noted the Data Center and the back-up (dispatch) center do not necessarily need to be housed together. She asked Mr. Allen to add the expense estimate of the Data Center to the scenarios and funding projections and requested the Capital Needs spreadsheet be put in priority order with subtotals added.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM) 800MHz System

(SECOMM) 800MHz System

Benton County Microwave System

Discussion Items

Announcements

Adjournment

The meeting adjourned at 8:05 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 2/23/2023

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: March 1, 2023