



MINUTES – February 23, 2023 - 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

Monte Huber *(in for Jim Raymond)*

Michael Alvarez

Marie Mosley

Bob Gear

Jon Amundson

Brent Gerry

Franklin County (2 Votes)

Benton County (2 Votes)

City of Kennewick (2 Votes)

City of Pasco (2 Votes)

City of Richland (2 Votes)

City of West Richland (1 Vote)

Absent

Jim Raymond

Thomas Glover

Lonnie Click

Bill Reed

Duane Szendre

Benton County (2 Votes)

City of Prosser (1 Vote)

Benton County Fire Districts (1 Vote)

City of Benton City (1 Vote)

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; Kennewick Director of Management Services, Christina Palmer; Benton County Sheriffs Commander, Mat Clarke; Richland Assistant City Manager, Drew Florence; Richland Police Chief, Brigit Clary; Richland Fire Chief, Tom Huntington; Richland Finance Director, Brandon Allen; Richland Accountant, Jeanne Portch

Approval of Agenda

MARIE MOSLEY MOVED AND BOB GEAR 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 February 2, 2023.

BRENT GERRY MOVED AND MARIE MOSLEY 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

Jay requested the addition of Email Mitigation and Migration Proposal to the Agenda. All members were in approval. This item will be added under Benton County Emergency Services Items of Business after item #4.

There are 12 full-time and 2 part-time positions open. The five SECOMM recruits that began training in January have all transitioned to call-taker training and are doing an excellent job. An additional full-time employee will start on February 27. She comes to us from Whitman County Dispatch as a lateral hire. Intentions are to fast-track her training to get her integrated as soon as possible. Seven additional applicants in background checks. We hope to begin another large academy in early May with another 4-6 recruits, which would bring us down to single digits for open positions for the first time in a very long time. We've recently cleared several other trainees (call-taking and radio) who can now be counted in staffing. This improves our overtime and coverage of shifts.

Jay attended the recent Law and Justice Council meeting. The group approved SECOMM to be included in the public safety tax initiative. This should be helpful given the many capital projects we have outstanding.

Law and Fire Chiefs and Sheriffs have put together a document that includes several existing deliverables along with other needs that have been identified to engage Tyler regarding whether or not those deliverables can be met.

Items of Business

Benton County Emergency Services (BCES)

3. Carry-over of Project and Unexpended Grant Funds from Year Ending 2022 - Approval
It is necessary for the Board to authorize the increase in appropriations for 2023 for previously approved projects that remain outstanding from 2022.

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE CARRY-OVER OF EXISTING PROJECT AND GRANT FUNDS TO INCREASE THE 2023 APPROVED BCES BUDGET AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 11-0.

4. Benton County Emergency Services Capital Needs and Funding Options Draft 2 – Discussion

The draft document was revised and reorganized based on priorities and then re-prioritized as suggested. This resulted in four main categories of high priority items with another category for future discussion as time progresses. The Board needs to agree on priorities to determine next steps, timelines and funding. A Gant Chart was recommended. Jay will identify criticality based on when a project should be started or needs to be completed by to ensure catastrophic failures don't happen. First items mentioned were the Microwave System, VHF and CAD. Jay noted that Deanna Davis is looking at potential grant opportunities that might be able to fund the Clean Agent Fire Suppression System. Jon

Amundson thought we may need to look at other funding options prior to knowing whether the public safety sales tax is approved or not. Do we get moving and find a funding source now or what is our timeline as far as budget goes? Jay noted that when talking about lead times, Motorola is at least 6 months out (typically) from date of order to material delivery. For the Microwave project, we're in the process of getting a revamped quote from Motorola. Once that is solidified, we can better develop those timelines. The VHF System isn't far enough along to develop a solid timeline or understand the full need of the equipment that will be necessary. The CAD conversation will depend on whether Tyler can meet our deliverables. Marie suggested that a perspective on what should happen first and what can be tackled (with staffing in mind), with alternatives for funding and when those dollars would need to come forward.

Benton County Deputy Administrator Matt Rasmussen is working on an application that will provide 2 million in funding through a federal disbursement. The application outlines the exact equipment that will be purchased with help from BCES IT Manager Doug deGraaf. These funds are provided ahead of the application with no competition, but the application must be submitted by April 25, 2023. The funds are able to be spent through 2025 but it was advised the money should be spent sooner rather than later.

ADDED AGENDA ITEM

Email Mitigation and Migration Proposal – Approval

This is to approve the purchase of services from Cerium Networks to perform an email mitigation and migration. We've had significant issues with our outdated platform that deals with email and authentication. Existing monies from the budget have been identified to pay for this expense with funds coming from Emergency Management, SECOMM, and 800MHz.

MARIE MOSLEY MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE PURCHASE OF SERVICES FROM CERIUM NETWORKS TO PERFORM EMAIL MITIGATION AND MIGRATION SERVICES IN THE AMOUNT OF \$7,560.09 USING FUNDS FROM THE EXISTING BUDGET. ALL WERE IN FAVOR. MOTION CARRIED 11-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM) 800MHz System

5. Purchase of Frontline Public Safety solution's QA Tracker, Policy Tracker, CAD Data Storage and Observation Reporting Services – Approval

SECOMM has been lacking a fully developed QA program and current conduction is extremely time-consuming, requiring a high level of coordination between systems and team members. It was previously noted in both the DeltaWRX and Steve Reinke studies the need for a robust QA/QI program. It is an industry recommended necessity and its evaluation tools are based on APCO standards. The suite is \$7,375 and is an annual fee for the cloud-based system.

Marie Mosley noted that it appears there is money in the existing budget to fund these types of expenses and wondered about level of authority. Does the Board really need to approve these types of expenses if funding exists within the current budget? She believes the Executive Director has the authority to do so as long as the budget is not exceeded. Jay

welcomed the ability to make those decisions and advised that he would report future actions to the Board within his monthly management report. Jon Amundson agreed and Brent Gerry concurred.

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE PURCHASE FROM FRONTLINE PUBLIC SAFETY SOLUTIONS TO INCLUDE QA TRACKING AND TO GIVE AUTHORITY TO THE BCES EXECUTIVE DIRECTOR TO ALLOCATE FUNDS AS NEEDED WITHIN THE BUDGET WITH REPORTING BACK TO THE BOARD. ALL WERE IN FAVOR. MOTION CARRIED 11-0.

(SECOMM) 800MHz System

Benton County Microwave System

Discussion Items

Long Term Evolution (LTE) to Land Mobile Radio (LMR)

Bob Gear briefed the Board about the LTE (cellular) to LMR (radio) project that Pasco Fire has been developing. Pasco's City Council has approved the purchase of equipment necessary to implement this action as it will provide an in-building locating capability of their personnel in buildings that have multiple cellular sites within a building like Amazon where they have a distributed antenna cellular system.

One side of the equipment will allow radios to talk to each other through cellular. The other requires the purchase of a piece of equipment from Motorola which takes the cellular radio conversations and converts it into the radio console at SECOMM. This will likely be brought before the Board next month to formalize that process and begin ordering the Motorola equipment through Richland – similar to what was done with the Locution purchase where Richland initially purchased, and Pasco reimbursed the purchase. Ongoing costs will need to be looked at and how that system plays into somewhat of a back-up for the Microwave System as it would allow the use of cellular towers when the Microwave is down.

Announcements

Adjournment

The meeting adjourned at 8:04 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: March 23, 2023

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: March 29, 2023