



MINUTES – March 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

Matt Rasmussen <i>(in for Michael Alvarez)</i>	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)
Thomas Glover/Jay King <i>(Remote)</i>	City of Prosser (1 Vote)
Bill Reed <i>(Remote)</i>	City of Benton City (1 Vote)
Lonnie Click	Benton County Fire Districts (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)

Also Present: 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 Fire District (BCFD) #4 Chief, Paul Carlyle; Richland Assistant City Manager, Drew Florence; Richland Police Chief, Brigit Clary; Richland Fire Chief, Tom Huntington; Richland Accountant, Jeanne Portch

Approval of Agenda

MARIE MOSLEY MOVED AND LONNIE CLICK SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

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 February 23, 2023.

MARIE MOSLEY MOVED AND BOB GEAR SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Director's Report

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

Eleven full-time and 2 part-time positions remain open in SECOMM. We have 11 candidates currently in the background phase, 15 are going through CritiCall and typing and another 23 are at the very entry level part of the process.

The target for the next training academy remains the first part of May. We believe we'll have four to six in the May academy. Our current academy of 6 will advance to call receiving observations during the first part of April. After that, they should be able to help cover shifts.

We've seen some interest in a request for proposal (RFP) we put out last Sunday for Polygraphers.

The Red Mountain project is moving along. We've had several calls in the last couple of weeks with our project managers and other key players that are involved specifically in the NEPA process, and we've made a bit of progress. We believe this should be wrapped up towards the end of May. It's taking some time to get the document circulated for signatures but we're on the right track, having established some accountability with those who are working on deliverables and getting signatures.

The shelter is awaiting gold seal approval from Washington State Dept. of Labor and Industries which we anticipate happening sometime in May. We're still looking at a trajectory for construction of the road and the site towards the end of summer. We remain hopeful the site will be online before the end of 2023.

Jay met with City of Kennewick Director of Management Services Christina Palmer to discuss the strategy for moving forward with Tyler. A list of concerns was put together by law enforcement and fire and will be combined with additional items we think necessary to have in the contract from SECOMM, IT and user interface perspectives. Additionally, Christina is going to speak with Tyler about performing some demos - something we feel is critical given that most players involved at this point haven't really seen their product. In the interim, we are planning to schedule a couple of site visits to see CAD in an operating environment more similar to SECOMM. We expect to have more definitive answers on the Tyler piece in the coming weeks.

Jay thanked the Board for their approval of the Frontline Public Safety Suite from the last meeting. The system is currently being set-up and configured to get the QA/QI program up and running. Relative to that, we are looking at a revamp and overhaul of our Criteria Based Dispatch (CBD) program which provides pre-arrival instructions and helps determine the criteria for response for medical emergencies. Jay is meeting with Dr. Hodges – Emergency Medical Services Director for Adams, Benton, Franklin and Yakima Counties on March 28 to discuss a process to create oversight, criteria review, etc. of that program.

Items of Business

Benton County Emergency Services (BCES)

3. Benton County Emergency Services Equipment Disposals - Approval

This is to transfer property that is either at end of life or is no longer supported. Looking for approval to remove items from the BCES inventory list and dispose of them according to City of Richland policy. There is no financial impact.

MARIE MOSLEY MOVED AND LONNIE CLICK SECONDED THE MOTION TO APPROVE THE DISPOSAL LOG AND PERMIT BCES STAFF TO DISPOSE OF SAID PROPERTY ACCORDING TO CITY OF RICHLAND POLICY. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

4. Motorola Conventional Channel Gateway (CCGW) Expansion – Approval

This is an equipment purchase for \$186,494.40 to purchase Motorola CCGW's (gateways) to allow connectivity between the Harris VHF LTE (Long Term Evolution) to LMR (Land Mobile Radio) - a project the City of Pasco has been working on for some time. The equipment will initially be purchased by the City of Richland and then invoiced to the City of Pasco. Maintenance will initially bill to the City of Pasco and then as more users come online with the system, maintenance costs will be split amongst them.

LONNIE CLICK MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE THE PROCUREMENT AND IMPLEMENTATION OF MOTOROLA'S CONVENTIONAL CHANNEL GATEWAY (CCGW) EXPANSION IN THE AMOUNT OF \$186,494.40 AND AUTHORIZE STAFF TO INVOICE THE CITY OF PASCO AND MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

(SECOMM) 800MHz System

Benton County Microwave System

Discussion Items

Jon Amundson noted the Fire Districts through MOU's, have designated Chief Lonnie Click (BCFD #1) as primary and Chief Paul Carlyle (BCFD #4) as alternate on the BCES Executive Board.

Jon Amundson welcomed the City of Prosser's recently hired Police Chief Jay King who attended today's meeting via Zoom. Chief King will be Prosser's primary and Prosser City Administrator Thomas Glover will serve as their alternate on the BCES Executive Board.

Announcements

Adjournment

The meeting adjourned at 7:40 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Approved: April 27, 2023

Date Published: April 27, 2023