



MINUTES – April 27, 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.

Sheriff Raymond introduced Franklin County’s new Administrator, Mike Gonzalez. Mike will assume Franklin County’s position on the board beginning with this meeting.

Attendance

Members

Matt Rasmussen <i>(in for Michael Alvarez)</i>	Benton County (2 Votes)
Mike Gonzalez	Franklin County (2 Votes)
Marie Mosley <i>(remote)</i>	City of Kennewick (2 Votes)
Bob Gear	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Brent Gerry	City of West Richland (1 Vote)
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 <i>(remote)</i>	Benton PUD (1 Vote, Microwave Only)

Absent

Michael Alvarez	Benton County (2 Votes)
-----------------	-------------------------

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 Commander Mat Clarke; Franklin County Sheriff Jim Raymond; Prosser City Administrator Thomas Glover *(remote)*; Richland Assistant City Manager Drew Florence; Richland Police Chief Brigit Clary; Richland Accountant Jeanne Portch

Approval of Agenda

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

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 March 23, 2023.

LONNIE CLICK MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Director's Report

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

Supervisor Tracey Ollerman has left SECOMM and will be moving to Florida. Losing her has us looking at different options for staff realignment to cover any gaps in the management team.

Eleven full-time and 2 part-time positions remain open in SECOMM. We have 9 candidates in the background phase and one more is very close to being eligible for hire. Six others are in the initial steps of the process with integrity interviews to be scheduled soon and 2 are at entry level. 29 applicants are set up for pre-hire screening and CritiCall. We are still hoping to launch another academy in May or June. The first academy of students have cleared call receiving and are doing well. Their radio training remains a priority so positions can be staffed again.

The Hexagon Computer Aided Dispatch (CAD) upgrade/cutover began at about 4 a.m. Tuesday morning with all BCES management team members on site during the transition. CAD was down for about 45 minutes. Fortunately, there were only 7 or 8 calls during this time. When CAD came back online everything was functioning on the CAD side as expected. A commercial structure fire was dispatched within minutes of CAD coming back online and Locution worked without any issues, making the appropriate recommendations. We still have some outstanding issues that are being addressed. Hexagon is onsite and will be here through the end of the week. There is a handful of things on the mobile side where most of the issues lie. None of these are critical functions other than an issue with adding supplemental individuals on the Mobile Data Terminals (MDTs). This affects officers in the field and is being addressed today. Other issues are mostly small cosmetic things and will hopefully be resolved before they leave. Hexagon will be providing direct, dedicated support remotely next week should anything unexpected occur. We are now on the current release of CAD.

The RFP (request for proposal) for polygraph examiners resulted in one qualified response. We are in the process of getting that company set up with the City of Richland so we can begin to utilize them for our polygraph exams for new hires moving forward.

We are making progress on the Red Mountain Project but are still waiting for final National Environmental Policy Act (NEPA) approvals. Benton County is handling the State Environmental Policy Act (SEPA) and road construction. We are on the verge of having the bid package ready to go out to contractors for construction of the tower and shelter. We also just received confirmation from Motorola that the equipment for the site is in and should be here in time for the fall installation as we've anticipated.

BIPIN Implementation Administrator Tracey Troutman and Jay Atwood met with Sherri Remington from Tyler yesterday via Zoom regarding CAD. Sherry is going to provide some dates towards the end of May to set up demonstrations and bring some subject matter experts to help work with us on the fire response plan to see if we can get Tyler to replicate what we do today as far as work response configurations. We'll likely have two, if not three different times available for these demonstrations for interested parties to come see the

process and ask questions. Once Tyler is in town, we'll have a more in-depth conversation on the list of requirements and expectations that were developed by Law, Fire and BCES.

The contract with Federal Engineering (FE) has been executed. We've identified the project technical team: Richland Radio Shops, Franklin County IT, Doug deGraaf, Jay Atwood, Chief Huntington and Captain Scott Clemenson from Richland Fire. We had an initial meeting with FE last week. The project manager that was assigned to us from FE has submitted a request for information which is currently in progress. After a meeting on Tuesday, the majority of that documentation will be put together and submitted this Friday. Lingered items will be submitted at the first part of next week to ensure the project moves forward. We have a project launch meeting this morning that will determine site visit schedule, how we're going to approach stakeholders to ensure their engagement, roles and responsibilities of each of the team members and scheduling of the rest of the first phase of the project. We are hoping to schedule site visits sometime in May. As we get more information, Chief Huntington, Drew Florence and Jay Atwood will ensure this Board is able to engage with Federal Engineering as the project moves forward.

Items of Business

Benton County Emergency Services (BCES)

3. Amendment to ADCOMM Contract #281-21 - Approval

This is to extend the project timeline and update the original scope of work due to COVID-related supply chain delays, NEPA coordination, and approval activities and delays in gathering Red Mountain tenants' requirements, most significantly from FM Broadcaster, TownSquare Media.

LONNIE CLICK MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE THE AMENDMENT TO ADCOMM CONTRACT #281-21 TO INCREASE THE CONTRACT BY \$138,600 USING FUNDS PROVIDED BY BENTON COUNTY UNDER RESOLUTION #2019-949 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Benton County Emergency Management (BCEM)

4. Benton County Comprehensive Emergency Management Plan (CEMP) 2023 – Acceptance and Adoption

Benton County Emergency Management has developed, submitted and promulgated a Comprehensive Emergency Management Plan (CEMP) that provides a structure to be used in the event of a large-scale emergency within Benton County or any of its jurisdictions. The state has reviewed and approved the plan that must be updated every 5 years.

BRENT GERRY MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO ACCEPT AND ADOPT THE 2023 BENTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AND AUTHORIZE BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD MEMBERS TO SIGN THE PROMULGATION AND ADOPTION SIGNATURE PAGE WITH CHANGES. ALL WERE IN FAVOR. MOTION CARRIED 9-0.

5. Benton County Emergency Management Equipment Disposal – Approval

Benton County Emergency Management's request to dispose of equipment that is at end of life or is no longer supported and no longer in service.

MATT RASMUSSEN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE ATTACHED DISPOSAL LOG AND AUTHORIZE BENTON COUNTY EMERGENCY SERVICES STAFF TO DISPOSE OF SAID PROPERTY ACCORDING TO CITY OF RICHLAND POLICY. ALL WERE IN FAVOR. MOTION CARRIED 9-0.

6. Energy Facility Site Evaluation Council (EFSEC) Contract #E23-042 Amendment I – Approval

This additional funding is the result of a reallocation of unexpended funds from state agency grant funding under the Radiological Emergency Preparedness (REP) Program and will be used to purchase a portal monitor that will be used in the Emergency Worker and Assistance Center at Southridge High School if there were ever an emergency involving the release of radiation. The Salary and Benefits adjustment is the result of an overestimation of salary and benefits costs at the time the budget was developed.

JAY KING MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE AMENDMENT I TO THE ENERGY FACILITY SITE EVALUATION COUNCIL CONTRACT #23-042 TO INCREASE THE OVERALL CONTRACT AWARD BY \$19,040 FOR A TOTAL CONTRACT AWARD OF \$378,799 AND TO MOVE UNEXPENDED SALARY AND BENEFITS FUNDS INTO GOODS AND SERVICES AND TRAVEL LINE ITEMS AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 9-0.

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

Discussion Items

Matt Rasmussen reported that all required paperwork for the 2 million in correctional directed spending has been submitted and awarded. The money will be used to purchase microwave equipment once we are authorized to spend the funds.

Announcements

Adjournment

The meeting adjourned at 7:48 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 5/25/2023

ATTEST:



Carole Cimrhahl, BCES Board Secretary

Date Published: May 26, 2023