



MINUTES – May 25, 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

Mike Gonzalez (*remote*)
Marie Mosley
Bob Gear
Jon Amundson
Brent Gerry
Bill Reed

Franklin County (2 Votes)
City of Kennewick (2 Votes)
City of Pasco (2 Votes)
City of Richland (2 Votes)
City of West Richland (1 Vote)
City of Benton City (1 Vote)

Absent

Michael Alvarez
Jay King
Lonnie Click
Duane Szendre

Benton County (2 Votes)
City of Prosser (1 Vote)
Benton County Fire Districts (1 Vote)
Benton PUD (1 Vote, Microwave Only)

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: Motorola Sr. Account Manager Kevin Haight; Day Wireless Account Manager Marlon Johnson; Benton County Sheriff Commander Mat Clarke; Kennewick Director of Management Services Christina Palmer; Richland Assistant City Manager Drew Florence; Richland Fire Chief Tom Huntington; Richland Accountant Jeanne Portch

Approval of Agenda

BRENT GERRY MOVED AND MARIE MOSLEY SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 10-0.

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 April 27, 2023.

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 10-0.

Director's Report

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

Eleven full-time vacancies remain. A new dispatcher started Monday (2/22/23) and is in the training process. We have nine candidates in the background process, one that is in post conditional, two that are in background, three that are in entry-level and three more that are in pre-hire screening. An additional fourteen are ready to take CritiCall and an additional 7 are preparing to move into the pre-hire screening steps. We're hoping we can hold another academy in early to mid-July.

Jay expressed his appreciation to Dispatch Supervisor Esther Click who provided her resignation yesterday. She's been with BCES almost 17 years and is another significant loss to the BCES management team.

The Hexagon Computer Aided Dispatch (CAD) upgrade is officially complete, things are working well. Doug deGraaf and his team are working on a few very minor updates, none of which affects operations or functionality.

The Red Mountain Project is moving forward. We've finally made some progress with the National Environmental Policy Act (NEPA) which is in its final review with the Federal Communications Commission (FCC). It should be distributed soon for signatures. We continue to wait on the Gold Seal for the shelter. We are holding off on submitting the bid package for contract until we get a better feel for the timeline once the NEPA approval is finalized. Equipment for the site has begun to arrive.

A save the date notice was sent out to our user groups for June 27, 28 and 29 for Tyler's Computer Aided Dispatch (CAD) demonstrations. Tyler will arrive Monday (6/26/23) to set up their equipment and will be dedicated to demonstrations, working with us in the background to sort out the capabilities for recommendations. We don't have an exact schedule yet, but Tyler's Sherri Remington is working on it. It will be sent out upon receipt.

BCES had a network intrusion on May 16 and 17 that was quickly mitigated. We were able to stop the infiltrators from getting back in, but we aren't sure if any "surprises" were left on the network. So far, nothing has been found. We are looking at funding options and gathering cost quotes to move forward with multi-factor authentication which would have prevented this from happening.

Items of Business

Benton County Emergency Services (BCES)

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

3. Amendment I to State E911 Grant Contract E23-003 – Approval

The original contract was approved by the Board last July. Amendment I adds \$8,100 to the existing contract for a total award of \$63,241. The additional funding will be used to cover the cost of set-up and configuration of the Intrado Call Processing Equipment (CPE) Upgrade. The contract closeout remains the same and there is no impact to the user agencies.

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE AMENDMENT I TO STATE E911 GRANT CONTRACT E23-003 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS UPON ADOPTION OF E911 GRANT AMENDMENT I BETWEEN BENTON COUNTY AND THE STATE OF WASHINGTON IN THE AMOUNT OF \$8,100. ALL WERE IN FAVOR. MOTION CARRIED 10-0.

800MHz System

Benton County Microwave System

Discussion Items

Marie Mosley requested the Board be included in future Tyler demonstration updates.

Announcements

Adjournment

The meeting adjourned at 7:39 a.m.

APPROVED:

Marie Mosley

Marie Mosley, BCES Executive Board Vice-Chair

Date Approved: June 22, 2023

ATTEST:

Carole Cimrhakl

Carole Cimrhakl, BCES Board Secretary

Date Published: June 23, 2023