



**MINUTES – June 22, 2023 - 7:30 AM**  
**BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD**  
**REGULAR MEETING**  
**City of Richland Council Chambers ~ 625 Swift Blvd**  
**Richland, WA 99352**

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**Call to Order**

The meeting was called to order at 7:30 a.m. by Vice-Chair Marie Mosley.

**Attendance**

**Members**

Matt Rasmussen <i>(in for Michael Alvarez)</i>	Benton County (2 Votes)
Mike Gonzalez <i>(remote)</i>	Franklin County (2 Votes)
Marie Mosley	City of Kennewick (2 Votes)
Ed Dunbar	City of Pasco (2 Votes)
Drew Florence <i>(in for Jon Amundson)</i>	City of Richland (2 Votes)
Brent Gerry	City of West Richland (1 Vote)
Jay King <i>(remote)</i>	City of Prosser (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)
Jon Amundson	City of Richland (2 Votes)
Bill Reed	City of Benton City (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 Sheriff Commander Mat Clarke; Franklin County Sheriff Jim Raymond; Kennewick Director of Management Services Christina Palmer; Richland Police Chief Brigit Clary; Richland Fire Chief Tom Huntington; Richland Accountant Jeanne Portch

**Approval of Agenda**

**BRENT GERRY 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 – Marie Mosley
  - Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held May 25, 2023.

**MATT RASMUSSEN MOVED AND DREW FLORENCE 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 vacancies remain. A new dispatcher was hired last week and has started classroom training. Two more are in post conditional phase with job offers to be made. We anticipate they will start early to mid-July. Nine are in various phases and 17 are in the pipeline. Eight of those have already been vetted to be invited to take CritiCall and/or the typing test.

BCEM conducted a successful test of the CodeRed system in Benton County. Franklin County also conducted the test.

Leadership development for BCES staff will begin next week with De Hicks of SCGI (Stuart Consulting Group). The management team will start first. That group will then create a plan for further development of our Leads and CTO's (Certified Training Officers). The impact will be significant culturally and in retention.

The Red Mountain Project is still moving forward although Benton County has indicated the road probably won't be completed until late fall, early winter. This will push the project into 2024.

The Tribes made some language modifications to the National Environmental Policy Act (NEPA) that the Federal Communications Commission (FCC) wasn't in agreement with. The FCC is working with the Tribes to fix the issues.

The Tyler CAD (Computer Aided Dispatch) demonstrations are scheduled next week on Tuesday, Wednesday and Thursday (June 27, 28 and 29). A work session is planned Tuesday morning so that our IT team can work with Tyler to discuss some concerns we have relating to response configurations for Fire. The first demonstration will be Tuesday afternoon and is geared towards dispatch however, it would be good to have all disciplines sit in on whatever sessions they'd like to get a perspective on what each CAD user is looking for. Sessions on Wednesday and Thursday are scheduled with Fire in the morning and Law in the afternoon. Attendance of both disciplines are strongly encouraged. A wrap-up meeting will follow Thursday afternoon to discuss next steps. IT Manager Doug deGraaf has sent an invite for tomorrow (Friday 6/23), inviting our user agencies and stakeholders to engage in conversation about what is expected from the planned demonstrations next week to ensure Tyler is fully informed on what our users want to see at the demonstrations.

Plans and preparations are being made with our user agencies for the Fourth of July.

**Items of Business**

Benton County Emergency Services (BCES)

Benton County Emergency Management (BCEM)

3. Energy Facility Site Evaluation Council (EFSEC) Contract #E24-002 – Approval

Annual contract that provides off-site emergency planning and preparedness in support of the continued operation of the Columbia Generating Station commercial nuclear power reactor on the Hanford Site. The contract provides funding for about 2.0 FTE's of BCES personnel and a proportional share of the overhead for the maintenance and operation of the BCES facility. The total contract award is \$379,828.

**DREW FLORENCE MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE ENERGY FACILITY SITE EVALUATION COUNCIL CONTRACT #E24-002 IN THE AMOUNT OF \$379,828 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.**

Southeast Communications Center (SECOMM)

4. E911 Coordinator Professional Development (CPD) Contract #E24-009 – Review and Approve

Annual contract provides \$67,500 for Washington State-mandated travel, 911 Call Taker training and state programs and training that exclusively supports 911 in Benton County. Upon approval by the BCES Executive Board, the contract will be brought before the Benton County Commissioners for adoption.

**MATT RASMUSSEN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE E911 COORDINATOR PROFESSIONAL DEVELOPMENT CONTRACT #E24-009 IN THE AMOUNT OF \$67,500 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 13-0.**

5. Lumen Viper Server Upgrade - Approval

The upgrade will migrate the Intrado Viper 911 phone servers from Windows Server 2012 R2 to Windows Server 2019. Windows Server 2012 R2 will be end of life/support by Microsoft in October 2023 and is necessary for the security and viability of the Intrado NG911 Phone System. We are currently waiting for Intrado Viper to release software that is compatible with Windows Server 2019. The release is expected towards the end of August or the beginning of September. The upgrade is a one-time expense of \$29,294.43 including tax and will be funded using \$14,647.22 from SECOMM fund balance and \$14,647.21 from E911 Reserves. We plan to request grant funding from the fiscal E911 2024 grant cycle. Should a grant be secured, the original funding will be reimbursed accordingly. There is no additional cost to the user agencies.

**DREW FLORENCE MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE LUMEN VIPER SERVER UPGRADE IN THE AMOUNT OF \$29,294.43 USING \$14,647.22 FROM SECOMM FUND BALANCE AND \$14,647.21 FROM E911 RESERVES AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 13-0.**

800MHz System

Benton County Microwave System

**Discussion Items**

## Announcements

### Adjournment

The meeting adjourned at 7:45 a.m.

APPROVED:



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Jon Amundson, BCES Executive Board Chair

Date Approved: July 27, 2023

ATTEST:



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Carole Cimrhakl, BCES Board Secretary

Date Published: July 27, 2023