



MINUTES – July 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 7:31 a.m. by Chair Jon Amundson.

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)
Jon Amundson	City of Richland (2 Votes)
Brent Gerry	City of West Richland (1 Vote)
Paul Carlyle <i>(in for Lonnie Click)</i>	Benton County Fire Districts (1 Vote)

Absent

Michael Alvarez	Benton County (2 Votes)
Ed Dunbar	City of Pasco (2 Votes)
Jay King	City of Prosser (1 Vote)
Bill Reed	City of Benton City (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

Also Present: BCES Director Jay Atwood; SECOMM Managers Kim Lettrick and Gwen Stanley; 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; Kennewick Director of Management Services Christina Palmer; BiPIN Implementation Administrator Tracy Troutman-Curtiss; Richland Fire Chief Tom Huntington; Richland Deputy Police Chief David Neher; Richland Accountant Jeanne Portch

Approval of Agenda

BRENT GERRY MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

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 June 22, 2023.

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Director's Report

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

SECOMM has sixteen open positions. Three are open supervisor positions, two are part-time positions and the remainder are full-time. Two dispatchers have recently been hired and are in training. Eleven candidates are in various stages of background. We're looking at the last week in August or the second week of September (after the Labor Day holiday) to begin another academy. There are 21 applicants in the pre-screening stages who have been invited to take CriteCall, typing tests or to provide their personal history statements. We have intermittently advertised with Indeed and WorkSource which have yielded quite a few applicants. We received 52 from Indeed alone.

There hasn't been much progress made on Red Mountain. The road permit was submitted June 28. Adcomm hopes the permit will be approved in a month or so from now. The National Environmental Policy Act (NEPA) is still under review, as we await a timeline for completion. Adcomm and Black Mountain are going to follow-up with the Federal Communications Commission (FCC). We continue to wait for the Gold Seal on the shelter from Labor & Industries. We've been told this approval package is the second longest process that has occurred in the state for similar type projects. Our engineering firm is following up. We did recently find that the shelter can be stored at the manufacturing site for up to 6 months. We had planned to stage it at the City of Richland's yard.

Tyler CAD demonstrations were conducted at the end of June. The July Strategic Advisory Team (SAT) meeting was used to debrief. The group suggested a subcommittee be formed to help sort out our final recommendation. The subcommittee will consist of two reps each from Fire and Law with additional representation from BiPIN and SECOMM. The three possible recommendations are to remain status quo with where we are at today, re-engage as it relates to building an interface between the Hexagon CAD and Tyler RMS and making the move to Tyler CAD. No date has been set for the subcommittee to meet at this time.

The capital needs worksheet was circulated back in February, and we are starting to move closer to having to make some decisions with the biggest being the Microwave project. We were hoping to have the final proposal from Motorola for this meeting, but we haven't received necessary information. Jay spoke to the Motorola reps and got some preliminary numbers for both Benton and Franklin Counties. Benton is estimated at \$3.4 million; Franklin is estimated at \$2.6 million. Federal dollars are set aside for hardware but that still leaves a considerable gap. There are financing options through Motorola that can be explored, or we've discussed running a bond or something similar.

Looking ahead at additional capital projects that need to be considered soon is the server hardware at BCES that will need replacing as they come to end of life. They were originally slated for replacement in 2024 however IT Manager Doug deGraaf is working with vendors to see if those service contracts can be pushed out to 2025. This would allow time to strategize payment options as the cost is estimated to be somewhere between \$600k-\$800k. These servers are unrelated to CAD as they support other parts of BCES infrastructure. If we make the transition to Tyler CAD, there is the cost for that in addition

to the positions needed to support it. The capital needs worksheet will be disseminated to the Board in advance of the next regularly scheduled Executive Board meeting on August 24.

Deputy County Administrator Matt Rasmussen said the road permit was submitted through the planning department which requires a State Environmental Policy Act (SEPA) process. He also noted they received comments from one of the vineyards who is not happy about the project adding, that his Planning Department will work through it. On the Federal side, funds are expected to be released in September. These funds are for both Benton and Franklin Counties and can only be used for purchases of equipment – no design or infrastructure.

Items of Business

Benton County Emergency Services (BCES)

3. Multifactor Authentication (MFA) Project – Approval

The MFA Project will mitigate and help resolve Cyber risks for BCES staff, systems and remote connections. The total cost of the project is \$31,047.85 and will be paid using fund balance from SECOMM (\$28,734.68), 800MHz (\$246.74) and Emergency Management (\$2,066.43).

MARIE MOSLEY MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE MULTIFACTOR AUTHENTICATION PROJECT IN THE AMOUNT OF \$31,047.85 USING FUND BALANCE FROM SECOMM, 800MHZ AND EMERGENCY MANAGEMENT AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

Discussion Items

Announcements

Adjournment

The meeting adjourned at 7:48 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Approved: 08/24/2023

Date Published: October 17, 2023