



MINUTES – January 25, 2024 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
REGULAR MEETING
Richland City Manager’s Conference Room ~ 625 Swift Blvd
Richland, WA 99352

Call to Order

The meeting was called to order at 7:30 a.m. by Richland Assistant City Manager Drew Florence.

Attendance

Members

Michael Alvarez	Benton County (2 Votes)
Mike Gonzalez <i>(Remote)</i>	Franklin County (2 Votes)
Lisa Beaton	City of Kennewick (2 Votes)
Adam Lincoln <i>(Remote)</i>	City of Pasco (2 Votes)
Drew Florence <i>(in for Jon Amundson)</i>	City of Richland (2 Votes)
Thomas Glover	City of Prosser (1 Vote)
Brent Gerry <i>(Remote)</i>	City of West Richland (1 Vote)
Bill Reed <i>(Remote)</i>	City of Benton City (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)

Absent

Jon Amundson	City of Richland (2 Votes)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

Also Present: BCES Director Jay Atwood; SECOMM Manager Kim Lettrick; BCEM Manager Deanna Davis; BCES IS Manager Doug deGraaf *(Remote)*; Technical Systems Coordinator Craig Hamilton; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

Other Attendees: Franklin County IS Assistant Director Liz Cupples; Franklin County Sheriff Jim Raymond *(Remote)*; Franklin County Electronics and Instrumentation Technician Michael Namchek; Benton County Deputy Administrator Matt Rasmussen; Benton County Sheriff Commander Mat Clarke; Benton County Fire District 4 Chief Paul Carlyle; Interim Prosser Police Chief John Markus *(Remote)*; West Richland Police Chief Thomas Grego *(Remote)*; Richland Fire Chief Tom Huntington; Richland Finance Director Brandon Allen

Approval of Agenda

THOMAS GLOVER MOVED AND MICHAEL ALVAREZ 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 – Drew Florence

Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Special Meeting held December 6, 2023.

2. Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Special Meeting held January 18, 2024.

MICHAEL ALVAREZ MOVED AND LISA BEATON SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Director's Report

3. Manager's Report

Emergency Management Manager Deanna Davis encouraged board members to attend the Columbia Generating Station (CGS) Ingestion Exercise. This exercise occurs once every 8 years and takes place on February 6 and 7, 2024. This exercise is in preparation for the Federal Emergency Management Agency (FEMA) evaluated exercise scheduled for March 26 & 27, 2024.

A FEMA Risk Map process to remap the water areas around our community has been completed. The draft map may have taken into consideration areas that weren't in the flood plain before or areas that were in the flood plain that no longer are. A calendar invitation to review and comment has been sent out.

A probationary dispatch employee was terminated. Currently, we have nineteen in background and three are in the post conditional phase. The three could begin training March 4th with the potential to add a couple more to the class. There are three other that are in the middle of the process (background checks) and three more are in suitability assessments/integrity interviews. Another ten are in pre-hire screening and 21 others have been invited to take CitiCall and typing tests.

Two supervisor positions remain to be filled. These positions will be open to both internal and external candidates.

An agreement was reached with the Teamsters on behalf of the dispatchers and the contract was approved by the Richland City Council last week.

Jay Atwood praised both Doug deGraaf and Craig Hamilton for their management of multiple projects, dealing with issues from various systems and hardware, and investigating new technologies over the past few months.

A "School of Leadership" for employee development (for SECOMM) has kicked off. This is a once-a-month leadership training program for our Lead dispatchers that will continue for the next nine months. The program will help develop their skill set and will also play a part in the plan for Leads to have more of an on-shift supervisor presence.

Motorola has agreed to guarantee their microwave quote through March 31st, 2024. This will be the last extension they will approve as their costs have risen. Assistant City Manager Drew Florence added that the revised Interlocal Agreement (ILA) has been sent out to each

jurisdiction's legal team by Richland City Attorney Heather Kintzley and there are a few replies still outstanding. Once all replies are received, the comments will be incorporated accordingly.

BCES Information Systems Manager Doug deGraaf and Adcomm Engineer John Conley are in Shreveport Louisiana today to inspect the shelter for Red Mountain. Labor and Industries gave their approval of the shelter yesterday.

Assistant City Manager Drew Florence updated the Board of a handwritten lawsuit received by the county related to the work on Red Mountain. It has since been dismissed by the complainant.

Road work on Red Mountain has been halted due to weather but is expected to resume this Monday (January 29th). We've awarded the contract for construction to Summit. A tentative kick-off meeting is scheduled on Friday (January 26, 2024) to prepare for next steps with the intention of getting to work on the mountain top early next week. All Motorola equipment for this project has been received and is staged at BCES. We hope to have everything completed in September 2024.

Items of Business

Benton County Emergency Services (BCES)

4. Election of 2024 Chair and Vice-Chair

LISA BEATON MOVED AND MICHAEL ALVAREZ SECONDED THE NOMINATION OF JON AMUNDSON AS 2024 BOARD CHAIR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

BRENT GERRY MOVED AND LONNIE CLICK SECONDED THE NOMINATION OF MICHAEL ALVAREZ AS 2024 BOARD VICE-CHAIR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

5. VHF Radio System Project Recommendation

Federal Engineering together with the VHF Radio System Technical Team recommend transitioning from the current analog VHF radio system to the existing BCES 800MHz trunked system. Richland Fire Chief Huntington looked to the Board for approval to move forward with the recommendation and to engage Motorola in system design and estimated costs. All members agreed the technical team should move forward with the recommendation.

Benton County Microwave System

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

Announcements

Adjournment

The meeting adjourned at 8:02 a.m.

APPROVED:



Drew Florence, Richland Assistant City Manager

Date Approved: February 22, 2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: February 28, 2024