



**MINUTES – September 20, 2023 - 7:30 AM**  
**BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD**  
**SPECIAL MEETING**  
**Richland Public Library ~ 955 Northgate Dr**  
**Richland, WA 99352**

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**Call to Order**

The Workshop was called to order at 8:10 a.m. by Vice-Chair Marie Mosley.

**Attendance**

**Members**

Michael Alvarez	Benton County (2 Votes)
Liz Cupples <i>(on behalf of Mike Gonzalez)</i>	Franklin County (2 Votes)
Marie Mosley	City of Kennewick (2 Votes)
Kevin Crowley	City of Pasco (2 Votes)
Drew Florence <i>(on behalf of Jon Amundson)</i>	City of Richland (2 Votes)
Brent Gerry	City of West Richland (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

**Absent**

Jon Amundson	City of Richland (2 Votes)
Mike Gonzalez	Franklin County (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)

**Also Present:** BCES Director Jay Atwood; SECOMM Manager Kim Lettrick; BCES IS Manager Doug deGraaf; Accounting Specialist Jordan George

**Other Attendees:** Kennewick Director of Management Services Christina Palmer; Richland Finance Director Brandon Allen; Richland Accountant Jeanne Portch

**Approval of Agenda**

This meeting was a workshop. There was no approval of the agenda.

**Public Comments**

There were no public comments.

**Approval of Consent Calendar**

**Director’s Report**

**Items of Business**

Benton County Emergency Services (BCES)

I. Capital Needs – Review and Discussion – Jay Atwood

The most urgent capital needs for continued operations at BCES were presented.

- There were concerns of dependency expressed and resolved regarding the Motorola Microwave funding option.

- Federal Engineering made recommendations regarding the VHF. Richland Fire Chief Tom Huntington is discussing the recommendations with the fire agencies.
- Nice Inform Elite Upgrade will help process records requests.

2. Benton County Emergency Services 2024 Budget Presentation

The Benton County Emergency Services 2024 Preliminary Budget was presented and Expanded Programs were reviewed.

- Server Replacement needed as we are no longer under maintenance.
- Router Upgrade is needed as the old system is end of life and not currently supported.
- Internet Resiliency would provide a back-up of our internet to maintain service levels.

3. Priorities and Strategies – Discussion

Priorities of Benton County Emergency Services were reviewed, and strategies on how to accomplish the priorities were presented. Additional capital items discussed include BiPIN infrastructure upgrade and consolidation with BCES, CAD RMS upgrade or replacement, a back-up center and future independence.

4. Decisions and Determinations – Discussion

Another special meeting was scheduled for October 12, 2024, from 9:00 – 11:00 to further discuss the 2024 Budget.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

**Discussion Items**

**Announcements**

The workshop was not recorded as per Assistant City Manager Drew Florence.

**Adjournment**

The Workshop adjourned at 11:30 a.m.

APPROVED:

Marie Mosley

Marie Mosley, BCES Executive Board Vice-Chair

Date Approved: October 26, 2023

ATTEST:

Carole Cimrhakl

Carole Cimrhakl, BCES Board Secretary

Date Published: November 8, 2023