



MINUTES – September 28, 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 Workshop was called to order at 7:30 a.m. by Vice-Chair Marie Mosley.

Attendance

Members

Michael Alvarez <i>(arrived after Attendance)</i>	Benton County (2 Votes)
Mike Gonzalez <i>(Remote)</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)
Jay King <i>(Remote)</i>	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)

Absent

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

Also Present: BCES Director Jay Atwood; SECOMM Manager Gwen Stanley; BCEM Manager Deanna Davis; BCES IS Manager Doug deGraaf; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

Other Attendees: Benton County Commander Mat Clarke, Benton County Fire District 4 Chief Paul Carlyle; Kennewick Director of Management Services Christina Palmer; Richland Finance Director Brandon Allen; Richland Fire Chief Tom Huntington; West Richland Police Commander Jared Kelly *(Remote)*; Motorola Senior Account Manager Kevin Haight *(Remote)*

Approval of Agenda

BRENT GERRY MOVED AND DREW FLORENCE 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 of the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held August 24, 2023.

BRENT GERRY 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

SECOMM has 12 full-time vacancies and 3 supervisor positions open. There is a plan in place to promote a couple of dispatchers into supervisory positions after the first of the year once staffing levels are up. There are 9 candidates in background. Three new full-time dispatchers started September 18. They are in classroom training currently and are poised to transition to the floor soon. Two are in post conditional and are about to receive job offers. Four are in suitability and integrity interview steps and three more are in pre-hire screening. Thirteen applicants have been invited to take CritiCall and the typing test and 11 are at the hiring standards questionnaire step. There are 24 more that are just entering the process. Beth Whitton (City of Richland HR) and Kim Lettrick have been working hard in outreach and recruitment.

An intern who is working towards a criminal justice degree was hired and expected to be with us for the next couple of months.

The Red Mountain Memorandum of Agreement (MOA) is up for approval by this board today. We believe the other signatories should have theirs signed by mid-October; we expect an update on this in the next several days. We met with Red Mountain land-owner Gary Heaton and have come to terms with a lease payment amount fixed at \$1,500/month. The lease agreement is still in progress and is currently with Mr. Heaton's attorney but is nearly complete.

The Red Mountain Road Project is still in progress. The initial estimates came in higher than anticipated so alternatives are being explored. Commissioner Michael Alvarez indicated other avenues were being investigated with another property owner as there is some DNR property we can potentially access through their land. He said it sounds favorable but if it's not we'll take another look at the road we'd originally looked at. There is more blasting needed than previously thought which is driving costs up. We still feel comfortable that we can get construction underway in order to beat the Fish & Wildlife deadline of February 1st.

Antennas have arrived and are staged at BCES and we continue to work through the Labor & Industries (L&I) issues with the shelter. Jay has asked for contact directly with L&I to try to mitigate the issue.

The budget workshop held a couple of weeks ago had some good conversation about the budget and many variables were discussed. There is a desire to look forward and evaluate how we are currently billing and budgeting to manage all aspects of BCES. Jay was tasked with looking at alternative models for funding and how we can potentially do user fees differently. He reviewed the interlocal agreement as it's the binding document on how we do business. A special meeting is scheduled on October 12th to continue the conversation.

The City of Richland had their state lobbyist at their council workshop this week. Part of the conversation that came up was on these short session years (and within each district) there is often a capital project or two that is selected for some state appropriations. The lobbyist was pretty confident that if we were to put together some regional effort to demonstrate the

need for the region, we would potentially have a higher likelihood of getting some financial aid. Assistant City Manager Drew Florence added that the available funds are anywhere from zero to a couple million dollars and there are times that it's all designated for a single project and other times where it is split amongst multiple projects. The state legislative delegation is coming to the City of Richland's workshop at the end of next month where the city will be presenting its legislative priorities, and they intend to also ask for funding for our regional projects. West Richland Mayor Brent Gerry agreed that regional projects should be an ask collectively when they go to Olympia. The City of Richland will put something together to show there is regional support.

The 2 million dollars in federal funding has been officially approved, meaning we have access to the money. It is important to begin utilizing those funds before we lose it and we can't spend the funds before we initiate the contract for the Microwave Project. It was noted that there is no early pay penalties should we decide to go with Motorola's funding proposal.

The letter regarding the Tyler CAD recommendations from Fire and Law is ready. Chief Brigit Clary and Chief Tom Huntington will sign on behalf of the committee. It should be ready for inclusion at the next workshop meeting.

Richland Fire Chief Tom Huntington said the two recommendations received from the engineering firm regarding the VHF Project were unexpected, adding that they are actively exploring both options from a technical standpoint. The technical group from both counties will make a recommendation that will go back to stakeholders where the decision will be made by the owners of the system.

Items of Business

Benton County Emergency Services (BCES)

3. Benton County Emergency Services Equipment Disposals – Approval
Benton County Emergency Services disposal of property that is at end of life or is no longer supported and no longer in service within BCES.

MICHAEL ALVAREZ MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE ATTACHED DISPOSAL LOG AND AUTHORIZE BENTON COUNTY EMERGENCY SERVICES STAFF TO DISPOSE OF SAID PROPERTY ACCORDING TO CITY OF RICHLAND POLICY. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

4. Red Mountain MOA – Approval
Request to approve the Memorandum of Agreement regarding the Red Mountain Telecommunications Tower Facility and allow Benton County Emergency Services Executive Board Chair Jon Amundson to sign the agreement on behalf of Benton County Emergency Services. Additional signatories are approving the same document as we present today. No modifications are expected and all signatures are expected mid-October.

DREW FLORENCE MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE MEMORANDUM OF AGREEMENT REGARDING THE RED MOUNTAIN TELECOMMUNICATIONS TOWER FACILITY AND ALLOW BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD CHAIR JON AMUNDSON TO SIGN THE AGREEMENT ON BEHALF OF BENTON COUNTY EMERGENCY SERVICES. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

Benton County Microwave System

Discussion Items

Announcements

Adjournment

The meeting adjourned at 7:55 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