



MINUTES – December 6, 2023 - 8:00 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
SPECIAL MEETING
Richland Public Library ~ 955 Northgate Drive
Richland, WA 99352

Call to Order

The meeting was called to order at 8:01 a.m. by Chair Jon Amundson.

Attendance

Members

Matt Rasmussen <i>(in for Michael Alvarez)</i>	Benton County (2 Votes)
Liz Cupples <i>(in for Mike Gonzalez)</i>	Franklin County (2 Votes)
Marie Mosley	City of Kennewick (2 Votes)
Adam Lincoln	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Rachel Shaw/Thomas Glover <i>(in for Jay King)</i>	City of Prosser (1 Vote)
Erin Gwinn <i>(in for Brent Gerry)</i>	City of West Richland (1 Vote)
Lonnie Click <i>(arrived after roll call)</i>	Benton County Fire Districts (1 Vote)

Absent

Michael Alvarez	Benton County (2 Votes)
Mike Gonzalez	Franklin County (2 Votes)
Jay King	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (1 Vote)
Bill Reed	City of Benton City (1 Vote)
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; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

Other Attendees: Benton County Sheriff Ken Roske *(remote)*; Benton County Sheriff Commander Mat Clarke; Connell Police Chief Chris Lee, Connell City Administrator Cathleen Koch, Kennewick Police Chief Chris Guerrero; Kennewick Interim City Manager/City Attorney Lisa Beaton; Kennewick Director of Management Services Kennewick BiPIN Implementation Administrator Tracy Troutman, Kennewick Assistant IT Manager Cody Lewis, Kennewick BiPIN Software Analyst Travis Amundson; Kennewick BiPIN System Administrator Bret Helms; Richland Assistant City Manager Drew Florence; Richland Finance Director Brandon Allen

Approval of Agenda

MARIE MOSLEY MOVED AND MATT RASMUSSEN 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

1. Approval of the DRAFT October 26, 2023, Benton County Emergency Services Executive Board Regular Meeting Minutes – Jon Amundson

MATT RASMUSSEN MOVED AND MARIE MOSLEY 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 dispatch and 3 supervisor positions open. SECOMM Supervisor Aimee Fournier-Plante was promoted to Training and Employee Development Manager. Two of the supervisor positions are intended to be filled after the first of the year and are dependent on staffing levels and staff interest. The position will likely be advertised externally as well. A new dispatcher is scheduled to start Monday, January 8th, 2024. Three are in suitability assessment, two are in pre-hire screening and another 20 applicants have been invited to take CritiCall/typing tests.

The Red Mountain Memorandum of Agreement (MOA) was approved, and payment has been initiated to the Umatilla Tribes. We can now move forward with permitting. The road and utility easements have been signed. Surveying for the road is set to commence December 4th with construction to begin the week of December 11. The bid package for general contracting for the construction of the site will post on December 10th. We hope to award the bid after the first of the year with hopes that they can get on the mountaintop towards the end of January 2024. Labor & Industries (L&I) approved the shelter plans just prior to Thanksgiving. Sabre will begin construction December 7 and it is believed the shelter will be ready for inspection mid to late January.

Items of Business

Benton County Emergency Services (BCES)

Benton County Emergency Management (BCEM)

3. Homeland Security Grant Program (SHSP) Contract E24-134 – Approval
Contract E24-134 provides funding to implement investments that build, sustain, and deliver the core capabilities essential to achieving the National Preparedness Goal. Projects supported by this grant include the VHF engineering project, SWAT optics devices, the purchase of two small, unmanned aircraft systems (sUAS) and the renewal of regional public alert and warning system contracts.

MARIE MOSLEY MOVED AND RACHEL SHAW SECONDED THE MOTION TO ACCEPT HOMELAND SECURITY GRANT PROGRAM CONTRACT E24-134 IN THE AMOUNT OF \$105,147 FROM THE WASHINGTON STATE MILITARY DIVISION AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

4. Emergency Management Performance Grant (EMPG) Contract E24-140 – Approval
This is the annual contract from Washington Emergency Management Division (WEMD)

for support of local comprehensive emergency management. Per requirement of the grant, it represents a non-federal match in emergency management funds. Funding supports up to .56 FTE position at Benton County Emergency Services and funds to help support local emergency management functions at the BCES facility as related to EMPG activities.

MARIE MOSLEY MOVED AND THOMAS GLOVER SECONDED THE MOTION TO ACCEPT EMERGENCY MANAGEMENT PERFORMANCE GRANT CONTRACT E24-140 IN THE AMOUNT OF \$115,076 FROM THE WASHINGTON STATE EMERGENCY MANAGEMENT DIVISION AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

5. Microwave Project – Discussion

The Board previously approved the intent to move forward with the microwave contract with further discussion on how to pay for it. Motorola will honor the contract through the end of this year. A termination for convenience clause has been added should the process for funding fall through. Once the contract is executed, any milestones reached prior to activating the termination clause would be liable for payment.

Richland City Attorney Heather Kintzley previously drafted an amendment to the Interlocal Agreement (ILA) that would allow a path to commit to capital funding. Jon Amundson stated he would not bring the Motorola contract before Richland's City Council without the ILA in place along with the amendment guaranteeing repayment. It appears we must enter into an amended ILA and then also establish some sort of document (MOU) that speaks to how it will be financed and how the expense will be split amongst the Big 5 to include repayment terms. Marie Mosley reminded each agency they should be requesting funds for the microwave system as a combined capital request to their state legislators as their top priority.

Richland Finance Director Brandon Allen shared a spreadsheet showing the microwave expense split by county (Benton & Franklin) to show what the additional expense of incurring debt service might look like. Richland's preference would be to finance using cash reserves (\$904,000 per each entity of the Big 5). The initial 15% that would be due upon contract execution could be paid out of the grant proceeds so we could start in 2024 with the amount needed from each entity to then be due in 2025. It was reminded that the grant must be used to pay for equipment only. Any additional funding received would be taken from the total expense with the remaining balance then split evenly. Marie Mosley suggested getting attorneys from each agency together to work through revising the interlocal and creating a MOU to save time. Richland will set up the meeting. The revised interlocal language should allow for future projects (800MHz) so that only a MOU would be needed rather than another revise of the interlocal. It was hoped this could be brought before individual councils by early February. Jay Atwood was unsure if Motorola would be amenable to holding the current quote.

Discussion Items

6. BCES & BiPIN – Discussion

Discussion on the desire to consolidate BCES & BiPIN, given the overlap of members on both boards, increased capital costs, integrated systems of the two entities, and what the next steps might be.

City of Kennewick staff charged with all aspects of the BiPIN System, introduced themselves. Travis Amundson, software Analyst for BiPIN; Cody Lewis, Assistant IT Manager; Bret Helms, BiPIN System Administrator; Christina Palmer, Director of Management Services/IT Manager, and Tracy Troutman, BiPIN Implementation Administrator. BiPIN roll call was taken by Christina Palmer.

Tracy Troutman gave an overview of BiPIN beginning in 2016 with two known breaches of I-Leads data. A technology assessment took place in the second quarter of 2016 by Sciens who looked at the network, infrastructure, and technology. They recommended BiPIN replace I-Leads as it was no longer supported with no path forward for upgrade and was not Criminal Justice Information Services (CJIS) compliant. At the same time, the data center was originally owned by Benton PUD with none of the agencies owning, having oversight or control of it.

In the fourth quarter of 2017, BiPIN came to their board with a recommendation and a Request for Proposal (RFP) to replace records and corrections for I-Leads.

Demonstrations took place in 2018 with Tyler's product ultimately being selected. A formal recommendation was made in the third quarter and the project kicked off the following quarter with the infrastructure build to include a brand-new data center, brand-new hardware, and implementation of the selected software.

The data center was completed September of 2019. The lab was set-up and configuration of the lab environment began. Interface planning began in the fourth quarter with configuration and interface builds beginning in 2020.

The first quarter of 2021, project work in all areas (records, corrections, interface) is ongoing. The first functional test occurred in the second quarter where issues with Computer Aided Dispatch and the Records Management System (CAD/RMS) were identified. Executive level discussions resulted in the recommendation of potentially replacing CAD partially due to determining the older, generic Mobile Data Terminal (MDT) interface from Hexagon would not meet two-way requirement needs and Hexagon was unwilling to modify/custom develop the older technology. Law enforcement also desired the ability to self-dispatch.

BiPIN continued their efforts, working through issues as they arose. Hexagon had a new product for the interface, but finishing the project was the focus. Additional development work was identified with some encryption authentication issues (challenges of getting a two-way interface to work). Both technology vendors needed to work together, however Hexagon was not sharing technology specifics well. Tyler invested some significant effort trying to get it to work but a recommendation was eventually made to go with a single interface. No payment was billed nor made to Tyler for this extra work.

In the 3rd quarter of 2021, options to meet CAD requirements desired by Law Enforcement were reviewed by BiPIN leadership and a recommendation was made to pursue replacement of CAD once the Tyler project was implemented. A decision was made to upgrade CAD to version 9.4, knowing it would need to be in a more current (healthy) state regardless of a CAD conversion. It was also agreed that no work would commence regarding the potential CAD conversion until RMS/JMS (Jail Management System) was live and that it would be considered a separate phase.

Tyler RMS/JMS went live April 19, 2022, with a one-way interface (CAD to RMS) with the sole purpose of providing Law Enforcement incident/calls for service data.

In the third and fourth quarters of 2022, the upgrade of Tyler Public Safety concluded. Initial discussions of Tyler CAD replacement began with demonstrations of the software held in June 2023. Debriefs occurred in July with Fire/EMS and Law Enforcement, followed by Chiefs and Deputies (Fire and EMS). Chief's & Sheriff's and the SAT meeting were held in August with the recommendation to remain status quo.

These past events have brought us to where we're currently at with the discussion of merging BCES and BiPIN, the future of the data centers (BiPIN's center is now 5 years old and aging), technology choices and the competing projects all teams have.

Joining BCES and BiPIN together would streamline administration, costs, and budgeting of capital projects. The easiest thing we could address first and foremost is governance. The Boards are fairly identical as they sit today. BCES currently has multiple funds with different voting members for each fund. This process could be streamlined in the future (Emergency Management would be the exception as it is specific to the county). The next step would be to look at the current ILA's and determine how capital expenses would be amended. If we decide to move forward with this, and if the timeline is the trajectory we want to set, then deadlines would need to be established. Maintaining status quo regarding budgets, billing, system administration, etc. due to where we're currently at with the lifespan of the data center for BiPIN, Tyler database and potential interfaces would give us time to consider alternate funding models and establish a full timeline for implementation. The public safety communications sales tax is a vehicle that could potentially pay for RMS as well as CAD functions. This would be step one for 2024/2025.

Capital needs moving forward - the BiPIN environment is going to be end of life in 2028 with BCES's main server environment on the same trajectory. CAD was upgraded this past spring with a 5-year recommended life cycle which would put that out to 2028-2029 as well so we should start looking at equipment needs. Today we have two separate environments. With the intent of a consolidation, it would bring all aspects under one roof with the ability to manage everything as one. This would probably be when we should start looking hard at the platforms - do we need/want to change them and what would that look like. What is the hardware impact? Many systems are going cloud-based which would change the physical cost for a data center. We would likely hire someone to do a needs analysis (infrastructure, space requirements, staff size, etc.).

Sometime in the first quarter of 2027, we would start the process for equipment procurement. If it looks like a functional consolidation is eminent, then we start the transition of staff or fill vacancies with a full implementation in 2028, get equipment stood-

up at the new or existing site(s) and decommission the old. Succession planning should also be considered.

It is recommended that all disciplines be looked at (Law, Fire/EMS, Dispatch and IT) as to their needs/wants/abilities before considering next moves to a fully integrated system. It is imperative that every voice of our public safety community comes together. The Strategic Advisory Team (SAT) meetings were suggested as a good place to start.

We also need to get the true cost of what our subscribers should be paying for the upgraded system(s) they will receive (microwave/radio). That will allow us to make decisions about how our user agencies will account for these improved systems.

Announcements

Jon Amundsen thanked Marie Mosley for her service on this board as she prepares for retirement. He added that her leadership has helped move a number of issues forward.

Adjournment

The meeting adjourned at 9:20 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: January 25, 2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: February 8, 2024