



**MINUTES – February 22, 2024 - 7:30 AM**  
**BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD**  
**REGULAR MEETING**  
**Richland City Council Chambers ~ 625 Swift Blvd**  
**Richland, WA 99352**

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**Call to Order**

The meeting was called to order at 7:30 a.m. by Chair Jon Amundson.

**Attendance**

**Members**

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

**Absent**

Mike Gonzalez	Franklin County (2 Votes)
Thomas Glover	City of Prosser (1 Vote)
Bill Reed	City of Benton City (1 Vote)
Duane Szendre	Benton PUD (1 Vote, Microwave Only)

**Also Present:** BCES Executive Director Jay Atwood; SECOMM Manager Kim Lettrick; SECOMM Manager Aimee Fournier-Plante; BCEM Manager Deanna Davis; BCES IS Manager Doug deGraaf; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

**Other Attendees:** Franklin County Government Affairs Jason Valentine; Benton County Deputy Administrator Matt Rasmussen; Benton County Sheriff Commander Mat Clarke; Kennewick Police Chief Chris Guerrero; Kennewick Director of Management Services Christina Palmer; West Richland Police Chief Thomas Grego *(Remote)*; Richland Fire Chief Tom Huntington; Richland Assistant City Manager Drew Florence

**Approval of Agenda**

**LISA BEATON MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. 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 January 25, 2024.

**LISA BEATON MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 12-0.**

## **Director's Report**

### **2. Manager's Report**

The recruit academy that was planned for March has been pushed back to May as the anticipated candidates failed the back end of the hiring process. Eleven are certified on the eligibility list and 36 applicants are moving through the various steps.

Work on the Red Mountain road has resumed after weather delays. They are on track to have the first major phase of the road completed; enabling the contractor to move equipment and begin their work. We believe construction may be completed sometime in June and we anticipate August or September to have the site completed and online. The shelter is close to completion after implementing corrections identified by IT Manager Doug deGraaf.

BCES Executive Director Jay Atwood praised the Emergency Management team for completing the FEMA practice exercise on February 6 and 7, noting how much planning and effort goes into these drills. The graded exercise will take place March 26 and 27.

## **Items of Business**

### Benton County Emergency Services (BCES)

#### **3. Carry-over of Grant and Project Funds from Year Ending 2023 – Approval**

Grants, projects, and funding previously approved by the board need authorization to increase the appropriations for 2024 in order to carry over these funds. The 2024 SECOMM budget will increase by \$675,492. The 2024 BCEM budget will increase by \$608,015. The 2024 800MHz budget will increase by \$762,469. The 2024 VHF budget will increase by \$93,247.

**MICHAEL ALVAREZ MOVED AND LISA BEATON SECONDED THE MOTION TO APPROVE THE CARRY-OVER OF EXISTING BENTON COUNTY EMERGENCY SERVICES PROJECT FUNDS TO INCREASE THE 2024 APPROVED BCES BUDGETS AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 12-0.**

#### **4. Interlocal Agreement – Discussion**

Discussion on the progress of revising the Interlocal Agreement (ILA) and the urgency to finalize the updates to avoid losing federal funding. Richland City Attorney Heather Kintzley is close to sending out the final draft. The current update includes the Microwave capital project including allocation and ownership. The next big project is the radio system expansion which will trigger the ILA to be re-addressed. Additional work on the ILA for this purpose will need to be addressed sooner rather than later as there will be multiple adjustments needed.

Franklin County Sheriff Raymond recommended looking into the E911 sales tax for both counties.

Executive Director Jay Atwood advised the two million dollars of grant funding that was awarded for the Microwave system is in danger of being withdrawn as it hasn't yet been spent. This along with Motorola's proposal that expires March 31<sup>st</sup>, makes getting the ILA finalized, approved, and signed a top priority. We will call for a special meeting in early March to approve the amended ILA so that it can be presented to each jurisdiction for their approval. He added that Motorola has reworked the contract payment terms so that the equipment can be purchased right away to spend the grant funding.

Richland Assistant City Manager Drew Florence advised that the City of Richland is working on their congressional spending request for 2025 and is looking to include all jurisdictions logos on a 1-page request for funding in support of the 800MHz system.

### Benton County Emergency Management (BCEM)

### Southeast Communications Center (SECOMM)

### 800MHz System

#### 5. Amendment to ADCOMM Contract 281-21 - Approval

The ADCOMM change order was issued to extend the contract timeline and update the scope of work due to multiple delays due to procurement, mandatory processes, and weather conditions. Benton County has advised there are some savings from the road construction that could be used for this purpose.

**MICHAEL ALVAREZ MOVED AND LISA BEATON SECONDED THE MOTION TO APPROVE THE AMENDMENT TO ADCOMM CONTRACT 281-21 TO INCREASE THE CONTRACT BY AND NOT TO EXCEED \$92,486 USING FUNDS PROVIDED BY BENTON COUNTY UNDER RESOLUTION 2019-949 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 6-0.**

### Benton County Microwave System

### **Strategic Advisory Team (SAT)**

#### **BCES/BiPIN Consolidation**

Richland City Manager/BCES Executive Board Chair Jon Amundson noted there is a desire to combine these meetings (one after the other) with the intent of eventually combining both boards. Beginning with the April meeting, the BiPIN Board Meeting will follow the BCES Executive Board Meeting.

### **Discussion Items**

### **Announcements**

### **Adjournment**

The meeting adjourned at 8:07 a.m.

APPROVED:



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Jon Amundson, BCES Executive Board Chair

Date Approved: March 28, 2024

ATTEST:

*Carole Cimrhakl*

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Carole Cimrhakl, BCES Board Secretary

Date Published: April 16, 2024