



Agenda
Benton County Emergency Services Executive Board
Thursday, May 23, 2024 ~ 7:30 AM
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Benton County Emergency Services (BCES) Executive Board Meeting

Call to Order

Attendance

Approval of Agenda (Approved by Motion) Voting Members: All voting members

Public Comments: Public comments will be limited to 2 minutes per speaker.

Consent Calendar: Items on the Consent Calendar have been distributed to Benton County Emergency Services Executive Board members in advance for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no discussion. Board members may transfer individual Items of Business for deliberation before voting. Voting Members: All voting members.

1. Approval of the Draft April 25, 2024 Benton County Emergency Services Executive Board Regular Meeting Minutes
 - Jon Amundson, City Manager

Director's Report:

2. Manager's Report
 - Jay Atwood, BCES Executive Director

Items of Business:

Benton County Emergency Services (BCES) (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each. Benton County Fire Districts; Cities of Benton City, Prosser, and West Richland - 1 vote each.

3. VHF Radio System Project Engineering Study and Findings - Discussion
 - Jay Atwood, BCES Executive Director

Benton County Emergency Management (BCEM) (Approved by Motion): Voting Members: Cities of Kennewick and Richland; Benton County - 2 votes each. Cities of West Richland, Prosser and Benton City - 1 vote each.

Southeast Communications Center (SECOMM) (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each. Cities of Prosser and West Richland; Benton County Fire Districts - 1 vote each.

800MHz System (Approved by Motion): Voting Members: Cities of Kennewick and Richland; Benton County - 2 votes each.

4. Amendment to ADCOMM Contract 281-21 - Approval
 - Jay Atwood, BCES Executive Director

Benton County Microwave System (Approved by Motion): Voting Members: Cities of Kennewick and Richland;
Benton County - 2 votes each.

Discussion Items:

Adjournment

Strategic Advisory Team (SAT):

BCES/BiPIN Consolidation:

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 5/23/2024

Agenda Category: Consent Calendar:

Prepared By: Jon Amundson, City Manager

Subject:

Approval of the Draft April 25, 2024 Benton County Emergency Services Executive Board Regular Meeting Minutes

Recommended Motion:

Summary:

DRAFT minutes from the April 25, 2024 Benton County Emergency Services Executive Board Regular Meeting are presented for the Board's consideration and approval.

Fiscal Impact:

Attachments:

- I. 052324 April 25, 2024 DRAFT BCES Meeting Minutes



MINUTES – April 25, 2024 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
REGULAR MEETING
Richland City Council Chambers ~ 625 Swift Blvd
Richland, WA 99352

Call to Order

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

Attendance

Members

Matt Rasmussen (in for Michael Alvarez)	Benton County (2 Votes)
Mike Gonzalez	Franklin County (2 Votes)
Lisa Beaton	City of Kennewick (2 Votes)
Adam Lincoln	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Rachel Shaw	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (1 Vote)

Absent

Michael Alvarez	Benton County (2 Votes)
Bill Reed	City of Benton City (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)

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

Other Attendees: Franklin County Commissioner Steve Bauman; Franklin County IS Director Liz Cupples (*Remote*); Franklin County Telecommunications Engineer Michael Namchek; Franklin County Sheriff Commander Monte Huber; Benton County Sheriff Commander Mat Clarke (*Remote*); Kennewick Director of Management Services Christina Palmer (*Remote*); Richland Interim Police Chief Craig Meidl; Richland Fire Chief Tom Huntington; Richland Assistant City Manager Drew Florence; Richland Finance Director Brandon Allen

Approval of Agenda

BRENT GERRY MOVED AND ADAM LINCOLN 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 March 28, 2024.

MATT RASMUSSEN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Director's Report

2. Manager's Report – Jay Atwood

SECOMM has 14.5 vacancies. Fourteen candidates are certified on the eligibility list and 27 more are in pre-certification. A training academy of 5 is expected to begin May 28 with another academy anticipated to start July 8. The hiring process has been streamlined to reduce the process from 8 weeks to 5 in hopes we won't lose as many candidates. The search for supervisor candidates has now closed, yielding 3 internal and 3 external candidates. An assessment center for promotion will be conducted May 14.

The foundation for the shelter and tower has been poured at Red Mountain and progress has been made this week with backfill and leveling. The shelter will be delivered towards the end of May. The project remains on track for early fall completion.

As previously reported by SECOMM Manager Kim Lettrick, the Washington State 911 Advisory Committee had discussed increasing the 911 excise tax. The tax has not been increased since 2011. It was being considered for implementation in 2025 but is now being considered for 2026.

Emergency Planner Tony Bench will start Monday, April 29.

Items of Business

Benton County Emergency Services (BCES)

Benton County Emergency Management (BCEM)

3. Amendment to the 21SHSP Grant Agreement – Approval

Benton County Emergency Management was initially awarded \$211,865 for the 21SHSP Grant Agreement E22-101. Of this amount, \$137,324 was designated for a National Priority Project relative to cybersecurity security. The total project came in under budget by \$10,466.83. Since these funds can only be used toward the projects approved in the scope of work, the excess funds are required to be returned to the State.

LISA BEATON MOVED AND ADAM LINCOLN SECONDED THE MOTION TO APPROVE THE AMENDMENT TO THE 21SHSP GRANT AGREEMENT. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Southeast Communications Center (SECOMM)

800MHz System

4. Public Safety Radio System Project – Update

Richland Fire Chief Tom Huntington provided an update on the project. Highlights include having submit \$6 million dollars in funding requests, Congressional Directed Spending requests have been submitted, about a million dollars in grant funding requests have been filed through other sources and they continue to look for additional resources.

The requirements document has been reviewed with Federal Engineering and a final draft is expected by the end of April or first part of May. This document will provide the basis for Motorola's proposal on how the system build-out will look. The proposal will also provide firm numbers that will allow for project planning. Additionally, work has started on the programming template and plans for installing apparatus and field units. Motorola will host a "lunch and learn" program for the user agencies on May 2 at the Richland Public Library Gallery Room to examine mobile and portable radio options to determine which model best fits.

Chief Huntington committed to continue sending monthly project updates. He added that they are experiencing almost weekly component failures. Failures thus far have been mitigated but the system is still in a highly critical stage. They are actively working to develop a tiered response plan up to and including a system failure for continuity of operations. Workarounds will have significant impacts to response times and notifications.

Benton County Microwave System

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

Franklin County Administrator Mike Gonzalez asked for thoughts and ideas on pursuing the E911 sales tax as Franklin County has expressed interest in doing so. Benton County's Deputy Administrator Matt Rasmussen advised that Benton County is not considering an increase at this time due to numerous uncertainties regarding future needs and capital expenditures. Voters will also want to know what exactly the tax will fund and why it's needed, adding there is much work needing to be done prior to bringing it before voters. Additional concerns were discussed.

Pasco City Manager Adam Lincoln asked about the state of the equipment, the future capital investments and the funding needed to stabilize it. BCES Executive Director Jay Atwood explained that expanding the 800MHz System to make it a true bi-county system puts all public safety on one single platform, breaking down the barrier for interoperability between Law and Fire. Additionally, the way the 800MHz System is managed today will allow BCES to keep the system maintained at the same level as it will be managed through our SUA (System Upgrade Agreement). He estimates it will take 1.5 – 2 years to complete the project after contract execution adding that the ILA will need to be re-opened. Currently, without a true count of the number and type of radios needed makes it impossible to provide a price per entity cost at this time.

Richland City Manager Jon Amundson noted there are plans to present this item as kind of a "history of BCES" and the current project need to their City Council on May 7. Both the City of Richland and Benton County are committed to funding their portion of the Public Safety Radio Project regardless of the funding mechanism used. Richland Assistant City Manager Drew Florence and BCES Executive Director Jay Atwood are willing to meet with any legislative body for a similar presentation regarding the project.

Announcements

West Richland Mayor Brent Gerry thanked everyone who participated in the incident that took place in West Richland earlier this week. He noted the collaborative effort from the multiple agencies was amazing.

The Bi-PIN meetings will be held quarterly, right after the BCES Executive Board meeting. The next meeting is scheduled for June 27th at 8:00 a.m.

Adjournment

The meeting adjourned at 7:58 a.m.

APPROVED:

ATTEST:

Jon Amundson, BCES Executive Board Chair

Carole Cimrhakl, BCES Board Secretary

Date Approved: _____

Date Published: _____

DRAFT



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 5/23/2024

Agenda Category: Director's Report

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Manager's Report

Recommended Motion:

Summary:
Monthly updates from Benton County Emergency Services Management.

Fiscal Impact:

Attachments:
I. 052324 Management Report



BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD MANAGER'S REPORT – Thursday, May 23, 2024

Southeast Communications (SECOMM) – Kim Lettrick/Gwen Stanley/Aimee Fournier-Plante

April 2024 Statistical Information

9-1-1 Calls = 10,697

Text to 911 = 50 Sessions (445 messages sent back and forth between dispatch and text initiators)

Non-Emergency = 13,390

Law Enforcement Events = 25,563

Fire/EMS Events = 3,230

Benton County Emergency Management (BCEM) – Deanna Davis

Exercise

FEMA issued the Draft Report for the Columbia Generating Station's 2-day exercise that was held on March 26-27, and we successfully demonstrated all objectives. The success of this exercise is due to the amazing collaboration between partners and the willingness to dedicate 2 days of valuable work time to this effort. Thank you all again for a job well done!

Staffing

We welcomed a new staff member, Tony Bench, to Emergency Management on April 29th. Tony filled the vacant position of EM Planner with primary duties for Emergency Planning for the Department of Energy's Hanford site. Welcome Tony!

Benton County Emergency Services Information Systems (BCES IS) – Doug deGraaf

No report.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 5/23/2024

Agenda Category: Benton County Emergency Services (BCES) (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:
VHF Radio System Project Engineering Study and Findings - Discussion

Recommended Motion:

Summary:
Federal Engineering's findings and recommendations for the VHF Radio System Project

Fiscal Impact:

Attachments:



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 5/23/2024

Agenda Category: 800MHz System (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Amendment to ADCOMM Contract 281-21 - Approval

Recommended Motion:

Approve the Amendment to ADCOMM Contract 281-21 to increase the contract by and not to exceed \$110,020 using funds provided by Benton County under Resolution 2019-949 and authorize staff to make the necessary budget adjustments

Summary:

ADCOMM requests to update the project scope of work and schedule due to delays, changes discovered through the normal course of project work, and added services requested. Fees included in this change order cover work already completed on previously un-scoped effort and additional effort still outstanding. Cost estimates have been overestimated to avoid additional change orders.

Additional scope has been performed in the project; project fees were redirected to perform this work. They included:

- Added time/effort due to delays in site access road project and corresponding delays to site construction schedule.
- Added time/effort due to unanticipated scope changes relating to the site access road project and its engineering overlap within the access easement adjacent to the communications site.
- Added time/effort due to differing site conditions encountered during construction and corresponding coordination, including RFI and submittal and change request processing.

Additional scope has been identified to be added to the project. Additional work includes:

- Prepare and submit the building permit application for microwave path work at the BCES dispatch center site including subcontract services and ADCOMM coordination.
- Revised hourly and expense estimates for project support services required from project manager, technical specialist, and site manager through the end of September 2024, based on actual support required for the February – April time period.
- Revised hourly estimate for project support services required from Cushing Civil Engineers through the end of September 2024, based on actual support required for the February – April time period.
- Provide commissioning support and ad-hoc troubleshooting services for P25 radio equipment turn-up and acceptance testing, including an additional on-site visit during the Motorola-led commissioning process.

We anticipate the project will be completed by the end of September 2024 (most likely sooner).

The recommendation is to approve the Amendment to ADCOMM Contract 281-21 to increase the contract by and not to exceed \$110,020 using funds provided by Benton County under Resolution 2019-949 and authorize staff to make the necessary budget adjustments.

Fiscal Impact:

The ADCOMM change order increases the contract by and not to exceed \$110,020. The new contract amount will be \$640,952. The increase includes approximately 544 hours of ADCOMM staff time, \$7,500 for ADCOMM expenses, and \$10,400 in sub-consultant costs. The increase will be funded by Benton County under Resolution 2019-949. This is a one-time cost. The contract would be open until December 31, 2024. The project is expected to be completed and closed out prior to December 31, 2024. We will be billed in actuals.

Attachments:

1. 052324 ADCOMM_Richland_Red_Mtn-Change_Order3_20240515
2. 052324 Cost Analysis Worksheet REFERENCE ONLY _ Change_Order3_Red_Mtn_202405015
3. 052324 Cost Estimate Details _ Change_Order3_Red_Mtn_202405015

CHANGE ORDER

DATE: May 15, 2024

TO: Doug deGraaf, IS Manager, BCES

FROM: Susan Ronning, P.E., PMP, ASEP, Principal, ADCOMM Engineering LLC

SUBJECT: **Update Project Schedule and Cost – Red Mountain Engineering Project – City of Richland Agreement No. 281-21**

1. PURPOSE

ADCOMM requests to update the project scope of work and schedule due to delays, changes discovered through the normal course of project work, and added services requested. Fees included in this change order cover work already completed on previously un-scoped effort and additional effort still outstanding.

1.1 Background

This project provides planning, design, engineering, and contractor oversight for one new radio communication site on the west end of the Red Mountain area near Richland, Washington, to facilitate radio coverage improvements for the cities of Benton City, West Richland, Hanford, and Richland. This project supports the bid/build and procurement processes for the City of Richland.

2. CHANGE TO SCOPE

Additional scope has been performed in the project; project fees were redirected to perform this work. They included:

- Added time/effort due to delays in County-managed site access road project and corresponding delays to site construction schedule.
- Added time/effort due to unanticipated scope changes relating to the County-managed site access road project and its engineering overlap within the access easement adjacent to the communications site.
- Added time/effort due to differing site conditions encountered during construction and corresponding coordination, including RFI and submittal and change request processing.

Additional scope has been identified to be added to the project. Additional work includes:

- Prepare and submit the building permit application for microwave path work at the BCES dispatch center site including subcontract services and ADCOMM coordination.
- Revised hourly and expense estimates for project support services required from project manager, technical specialist, and site manager through the end of September 2024, based on actual support required for the February – April time period.
- Revised hourly estimate for project support services required from Cushing Civil Engineers through the end of September 2024, based on actual support required for the February – April time period.
- Provide commissioning support and ad-hoc troubleshooting services for P25 radio equipment turn-up and acceptance testing, including an additional on-site visit during the Motorola-led commissioning process.

2.1 Tasks

The following services are included with this change order:

1. ***Cushing Civil Engineers: Prepare and submit building permit application for BCES dispatch microwave tower work.***
 - a. Subconsultant fee is a flat fee, not billed hourly. Permitting fees are excluded.
 - b. Eight (8) hours of ADCOMM coordination time is included.
 - c. This work is partially complete, with building permit application submitted as of May 15, 2024.
2. ***Cushing Civil Engineers: Ongoing construction administration (CA) services for site civil, structural, and compliance-related activities.***
 - a. Actual subconsultant costs for CA services have exceeded the original estimate.
 - b. Proposing 50 additional hours of subconsultant time to support ongoing RFIs, submittals, and site/civil engineering-related change requests.
3. ***ADCOMM: Revised hourly estimate for ongoing project manager (PM), owner's engineer (OE), and construction manager (CM) services supporting the project through September 2024.***
 - a. Actual hourly costs for PM, OE and CA services provided from February – April have significantly exceeded the hourly estimates provided in Change Orders No. 1 and No. 2.
 - b. The revised hourly support estimate is based on February - April actual costs and takes into account the increased complexity of the project based on access-road related impediments and changes encountered during construction.

- c. Proposing 100 additional PM hours, 200 additional technical specialist hours, and 150 site manager hours.
4. **ADCOMM: Microwave and P25 radio system commissioning and troubleshooting services.**
- a. Provide owner’s engineering oversight for radio system commissioning, including one additional on-site visit during P25 system acceptance testing.
 - b. Proposing 50 additional hours and \$2,500 expenses.
5. **ADCOMM: Two additional CM trips to support site construction (10 hours travel time, 8 hours site time, and \$2,500 expenses per trip).**
- a. Hourly and expense budgets allocated to CM site visits during construction will be nearly expended by the end of May 2024. Anticipating that two more on-site visits will be needed to support site construction activities.
 - b. Proposing a combined 36 additional hours, including travel time, and \$5,000 expenses.

3. CHANGE TO SCHEDULE

There are no schedule changes requested. Current ADCOMM contract term ends December 31, 2024.

4. COST

ADCOMM estimates the total costs for this change order to be \$110,020 (includes approximately 544 hours of ADCOMM staff time, \$7,500 for ADCOMM expenses, and \$10,400 in subconsultant costs).

The new total cost for this project, including this change order will be \$640,952. *(The current contract value was \$530,932 plus this change order value of \$110,020.)*

TABLE 1: ADCOMM 2023-2024 RATE SCHEDULE

CATEGORY	RATE
Principal	\$215/hour
Chief Engineer	\$215/hour
Technical Specialist	\$190/hour
Senior Consultant	\$180/hour
Consultant	\$160/hour
Project Manager	\$150/hour
Site Manager	\$150/hour

CATEGORY	RATE
Engineer	\$140/hour
Technical Writer	\$115/hour
Office Manager	\$80/hour
Technical Assistant	\$75/hour
Administrative Assistant	\$70/hour

4.1 Terms

- See Table 1 for a detail of ADCOMM services rate information.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).
- Rate increases are subject to review every 2 years, on odd numbered years, not to exceed 3 percent each biennium.

5. AGREEMENT FOR SERVICES

If you have any questions, please contact Susan Ronning at s.ronning@adcomm911.com or 971-718-7574.

APPROVED FOR:

City of Richland

APPROVED FOR:

ADCOMM Engineering LLC

Name:



Ms. Susan Ronning, P.E., PMP, ASEP, Principal

Date

May 15, 2024

Date

A signed proposal constitutes agreement for services between both parties.

This proposal is valid for 120 days.

For technical questions or clarification, contact:

Susan E. Ronning, P.E., PMP, ASEP **Voice/Text:** 971-718-7574
Owner and Principal Engineer **Email:** s.ronning@adcomm911.com

For invoice or billing questions, contact:

Sue Seefeld **Mailing Address:** P.O. Box 308, Woodinville, WA 98072-0308
Office Manager **Voice/Text:** 425-487-1361
 Fax: 206-374-2834
 Email: accounting@adcomm911.com

0711 Red Mtn Communicaitons Site:
 Change Order 3 Cost Worksheet - FOR
 REFERENCE ONLY, COSTS ARE
 APPROXIMATE

	Admin Estimated	Admin Actual / Revised Estimate	PM Estimated	PM Actual / Revised Estimate	Tech Spec Estimated	Tech Specialist Actual / Revised Estimate	Site Manager Estimated	Site Manager Actual / Revised Estimate	Cushing Estimated	Cushing Actual / Revised Estimate	
Balance from base contract and CO1 as of 1-31-24	\$ -		\$ -		\$ -		\$ 33,514		\$ 591		remaining CA / CM fees
							223 hours / 28 hours monthly				
Billing		Services									
March		February	4.0	4.3	16.0	18.0	16.0	21.8	12.0	9.5	\$ 490
April		March	4.0	1.5	16.0	11.3	16.0	12.0	12.0	12.8	\$ 265
May		April	4.0	2.3	16.0	31.5	16.0	50.5	12.0	102.0	\$ 1,955
June		May	4.0	4.0	16.0	35.0	16.0	50.0	12.0	98.0	\$ 2,500
July		June	4.0	4.0	16.0	35.0	16.0	50.0	12.0	98.0	BCES permit 6320 extra CA time
August		July	4.0	4.0	16.0	35.0	16.0	75.0	12.0	85.0	1800
September		August	4.0	4.0	16.0	35.0	16.0	70.0	12.0	60.0	1800 as-builts
October		September	4.0	4.0	16.0	27.3	16.0	48.8	12.0	40.0	
TOTAL CO#2 hours			32.0		128.0		128.0		96.0		
ACTUAL Hours + Revised Estimate				28.0		228.0		378.0		505.3	
TOTAL CO#2 \$\$	\$ 60,160	\$ 2,240	\$ 1,960	\$ 19,200	\$ 24,320	\$ 24,320	\$ 14,400	\$ -	\$ -	\$ -	
TOTAL thru CO#2	\$ 94,265	\$ 2,240	\$ 19,200	\$ 24,320	\$ 24,320	\$ 47,914	\$ 591	\$ 591			
TOTAL Estimated Through April 31	\$ 35,751	\$ 840	\$ 7,200	\$ 9,120	\$ 18,000	\$ 18,000	\$ 591	\$ 591			
TOTAL Actual Through April 31	\$ 47,028	\$ 560	\$ 9,113	\$ 16,008	\$ 18,638	\$ 2,710					
CO#2 estimate May - September	\$ 60,400	\$ 1,400	12000	15200	\$ 30,000.0	1800					
REVISED estimate May - September	\$ 150,070	\$ 1,400	\$ 25,088	\$ 55,813	\$ 57,150	\$ 10,620					
Approximate CO#3 cost	\$ 101,227	\$ -	\$ 15,000	\$ 47,500	\$ 27,788	\$ 10,939					
Associated hours			100	250	185						

