



Agenda
Benton County Emergency Services Executive Board
Thursday, June 27, 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 May 23, 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 District; Cities of Benton City, Prosser and West Richland - 1 vote each.

3. Benton County Emergency Services Equipment Disposals -
Approval - 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.

4. Energy Facility Site Evaluation Council (EFSEC) Contract #24-002 Amendment I -
Approval - Jay Atwood, BCES Executive Director

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.

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

5. Tower Analysis for Microwave Project - Approval
- Jay Atwood, BCES Executive Director

Discussion Items:

1. 800MHz
2. Independence Timeline

Strategic Advisory Team (SAT):

BCES/BiPIN Consolidation:

Adjournment

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: 6/27/2024

Agenda Category: Consent Calendar:

Prepared By: Jon Amundson, City Manager

Subject:

Approval of the Draft May 23, 2024 Benton County Emergency Services Executive Board Regular Meeting Minutes

Recommended Motion:

Summary:

DRAFT minutes from the May 23, 2024 Benton County Emergency Services Executive Board Regular Meeting are presented for the Board's consideration and approval.

Fiscal Impact:

Attachments:

- I. 062724 May 23, 2024 DRAFT BCES Meeting Minutes



MINUTES – May 23, 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

Michael Alvarez	Benton County (2 Votes)
Mike Gonzalez	Franklin County (2 Votes)
Erin Erdman	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)
Kevin Long <i>(in for Brent Gerry)</i>	City of West Richland (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)

Absent

Brent Gerry	City of West Richland (1 Vote)
Bill Reed	City of Benton City (1 Vote)

Also Present: BCES Executive Director Jay Atwood; SECOMM Manager Kim Lettrick; BCEM Manager Deanna Davis; BCES Technical Systems Coordinator Craig Hamilton; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

Other Attendees: Federal Engineering Director Travis LePage; Federal Engineering Project Manager Gregory Senter; Franklin County Commissioner Stephen Bauman; Franklin County IS Director Liz Cupples; Franklin County IS Assistant Director Beau Beckley; Franklin County Telecommunications Engineer Michael Namchek; Benton County Sheriff Commander Mat Clarke; Kennewick Director of Management Services Christina Palmer; Richland ; Richland Fire Chief Tom Huntington; Richland Assistant City Manager Drew Florence; Richland Finance Director Brandon Allen

Approval of Agenda

ADAM LINCOLN MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

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 April 25, 2024.

ADAM LINCOLN MOVED AND MICHAEL ALVAREZ 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

Staffing has slipped slightly. Four new hires will begin Tuesday, May 28, two of which are lateral hires. There is a good number of candidates moving forward in the hiring process and we hope to have four to six more ready to start in July.

The supervisor assessment process began with six candidates before a couple of the external candidates withdrew, resulting in four candidates completing the process. Three of those candidates are moving forward. No determination has been made as to when the two positions will be filled.

All objectives were met during the graded Columbia Generating Station exercise according to feedback received from the Federal Emergency Management Agency (FEMA).

The communications tower is fully erected, and the shelter is installed on top of Red Mountain. There is a strong possibility the site could be up by the end of July.

The Microwave project is underway. The kick-off meeting has already identified some potential changes that may need to be made. The state awarded us \$235,000 for this project.

Items of Business

Benton County Emergency Services (BCES)

3. VHF Radio System Project Engineering Study and Findings - Discussion

Federal Engineering was invited to today's meeting to present their findings and recommendations. BCES Executive Director Jay Atwood introduced Project Manager Greg Senter and Director Travis LePage.

Challenges identified with the VHF (Very High Frequency) system include obsolete technology with little support and a lack of available replacement parts; a lack of coverage in both reliability and poor in-building accessibility; difficulties in getting or a lack of VHF channels, interference issues, and interoperability challenges. For these reasons, Federal Engineering recommends expanding the existing 800MHz system.

Federal Engineering has created a requirements document based on user needs. The document will be used by Motorola to create a proposal which should include solutions necessary to fulfill any coverage needs.

Richland Fire Chief Tom Huntington expects the groundwork to be completed and a contract ready to execute with Motorola sometime in October 2024. Between now and then, the

interlocal agreement will need to be re-opened to address the 800MHz system configuration, ownership, and governance.

The committee continues to look for every opportunity for funding. They have applied for about \$6 million in grant funding thus far. Richland Assistant City Manager Drew Florence added that requests have been submitted through the House and the Senate for \$5 million in congressionally designated spending. The House has indicated they don't believe the project qualifies; the Senate's local representatives and their aides think that it likely does. Results should be coming in the next few weeks. He added that a unified message from this region emphasizing the project is a *regional* priority rather than seeking funds for individual jurisdiction's portions is important as it is viewed as a competing ask.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

4. Amendment to ADCOMM Contract 281-21 – Approval

This is the third amendment to the ADCOMM Contract 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. This is the result of extra work necessary to finish the site construction. The contract is overestimated to ensure a fourth amendment won't be necessary.

ERIN ERDMAN MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE AMENDMENT TO ADCOMM CONTRACT 281-21. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

Benton County Microwave System

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

1. Benton County Commissioner Michael Alvarez commended BCES Executive Director Atwood for his work in getting the road completed on Red Mountain. The installation of the shelter and the tower looks impressive, and the safety that will result from the new site is great.
2. Franklin County Commissioner Stephen Bauman will assume Franklin County's position on this board moving forward.
3. Commissioner Bauman passed on concerns from the adjacent property owner to the Red Mountain site regarding maintenance of the property – specifically spraying next to their vineyard. BCES Executive Director Atwood shared that part of the project includes a revegetation effort using natural groundcover. The only weed mitigation will be within the fenced area. There will be no spraying outside of the interior compound.
4. Richland City Manager/BCES Executive Board Chair Jon Amundson welcomed Erin Erdman to the board. She is the City of Kennewick's new City Manager.

5. Benton County Fire District I Chief Lonnie Click inquired about the recent security breach. Assistant City Manager Drew Florence disclosed that an incident response team has been engaged. He offered further discussion could be had offline.

Announcements

Adjournment

The meeting adjourned at 8:31 a.m.

APPROVED:

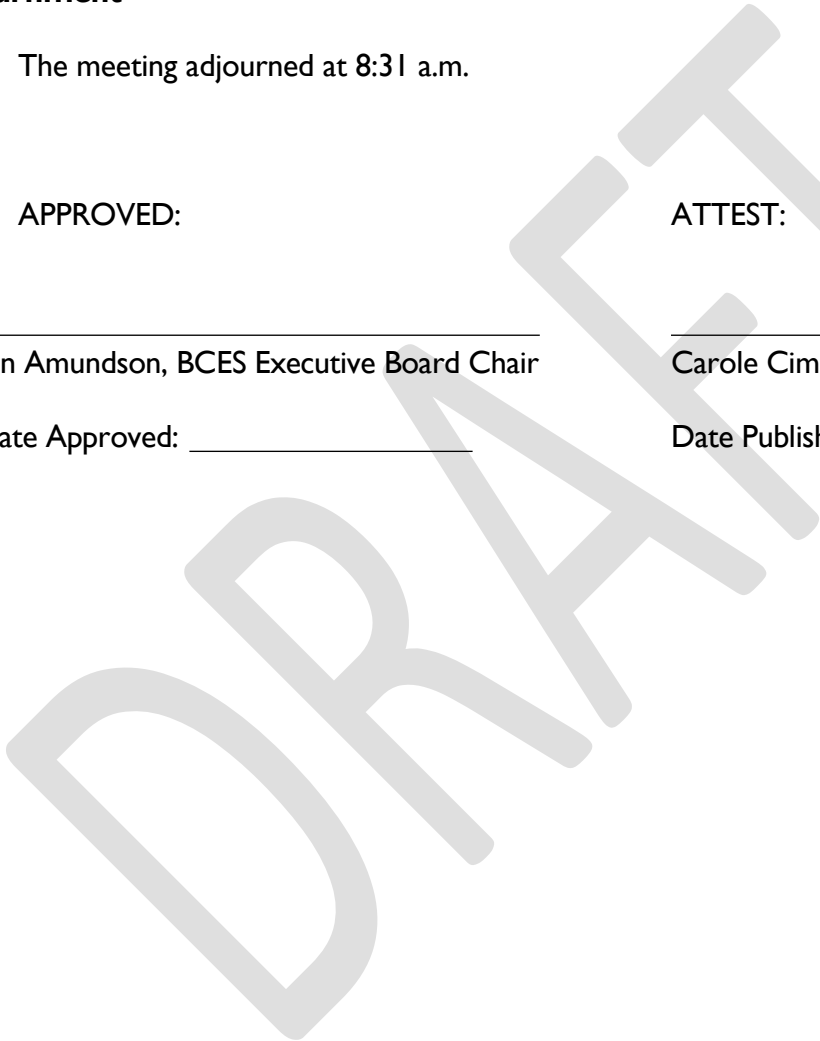
ATTEST:

Jon Amundson, BCES Executive Board Chair

Carole Cimrhakl, BCES Board Secretary

Date Approved: _____

Date Published: _____





BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 6/27/2024

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. 062724 Management Report



BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD MANAGER'S REPORT – Thursday, June 27, 2024

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

May 2024 Statistical Information

9-1-1 Calls = 11,270

Text to 911 = 69 Sessions (706 messages sent back and forth between dispatch and text initiators)

Non-Emergency = 14,224

Law Enforcement Events = 26,959

Fire/EMS Events = 3,306

Training

We are currently training four new call receivers; two are lateral hires from different agencies, and two are brand new to the industry. They are expected to finish training on the calls phase in mid-August. Another class will begin July 8th with three new call receivers. Their expected finish date for the calls phase is anticipated to be late September. There will be one more call receiver group to begin training September 23rd.

We are hoping to begin a process in August for employees who are interested in becoming Communications Training Officers (CTO's). The CTO group recently met to discuss how the process would work and who will be involved. The plan is to have employees selected to begin CTO training in the fall. This will be presented to the labor union for review of the change in procedure.

BCES Training and Employee Development Manager Aimee Fournier-Plante is exploring options for continuing education now that mandatory state certification for public safety telecommunicators is imminent, with a potential start date of January 2025. The requirement will be 24 hours of continuing education for each dispatcher to retain their certification status. The state will have some parameters around what types of training will meet the requirement for continuing education, which will be available towards the end of the year. In the meantime, Aimee has found an APCO program that will cost approximately \$5,000 per year for continuing Emergency Medical Dispatch (EMD) education. She has reached out for a quote from Police Legal Sciences for their dispatcher training module and she has located additional no-cost options to supplement training throughout the year.

Benton County Emergency Management (BCEM) – Deanna Davis

Response Activities

Emergency Management Manager Deanna Davis attended the Town Hall meeting in Finley on May 29th for the Lineage Logistics fire. Deanna was not a panel member participant but was available for questions from residents.

The CodeRED system was used to notify Finley residents of the availability of N95 masks, box fans/filters and air purifiers at Finley High School on May 30th and again on June 2nd.

Deanna is attending weekly meetings on the status of the clean-up progress for the Lineage Logistics Warehouse fire. The meetings include participants from Benton Franklin Health District, Benton County Officials, Benton County Fire District #1, and Lineage Logistics.

Benton Franklin Health Department has a link on their website to check the status of the Lineage Logistics fire. Real-time air quality monitoring can be checked via the [airnow.gov](https://fire.airnow.gov/) site at <https://fire.airnow.gov/>. There have been additional 24/7 air monitors placed in the Finley area to monitor (particulate matter) air quality surrounding Lineage Logistics Finley site.

Other EM Activities

On June 6, Benton County Emergency Management (BCEM) sent the Required Monthly Emergency Alert System Test (EAS). They also hosted the Benton-Franklin Local Emergency Planning Committee (LEPC) meeting on June 6.

BCEM and partner agencies participated in the inaugural Community Emergency Planning Assessment (CEPA) with Washington State Emergency Management on June 12. CEPA is a standardized, repeatable process used to collect county specific data regarding overall preparedness and capabilities. It consists of an in-person meeting involving local emergency management stakeholders and subject matter experts discussing county capabilities, concerns, strengths, gaps, and more. The process will assist the state in preparing the annual state preparedness report that goes to the governor. – A big thank you to all who assisted with this process.

Training

On June 12, BCEM and the Department of Health Office of Radiation Protection provided Emergency Worker and Radiation training to Benton County Fire Protection District #1. This training provides basic information on radiation safety and radiation detection equipment use.

BCEM in partnership with the National Weather Service- Pendleton provided a Storm Spotter Training on June 13. There were 22 participants at the training.

BCEM in partnership with Franklin County Emergency Management (FCEM) will provide Incident Command System Training -ICS 100/200/700/800 to the Benton-Franklin Posse Volunteers on June 21, 2024.

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

GIS/SECOMM

Map Roll 162 went live with 85 new address points and 5 new/extended road segments.

GIS/CAD Technician Michael Mendez completed 4 records requests to include: a request from Pasco GIS for Pasco Fire District (PFD) event data from 2023, a PFD request for maps and data about previous station zone areas prior to 85 going live, a BCES Public Records request for Fire Districts (FD) coverage

areas for 9 fire departments, and a request by Prosser Police Department (PRPD) for assists from a 12-month period at specific intersections.

Michael completed 2 ESRI training courses.

Technical Systems Coordinator Craig Hamilton and IS Manager Doug deGraaf met with Pasco Fire to discuss and demonstrate the differences between Mobile for Public Safety (MPS) and Mobile Responder (MR). Pasco Fire wanted to understand the differences between the full Windows application vs the Android/iOS application.

800MHz/P25/Microwave

Motorola has installed the radio equipment and antennas at the Red Mountain site. The DC power system was partially installed and will be completed before the end of the month. The propane tank was filled. The Generator will be commissioned towards the end of June. Microwave Networks has a delay on the radio equipment. It should arrive at the beginning of July and will be installed at such time. Once the Microwave equipment is installed, Motorola will bring the radio equipment online and begin its initial testing. Summit has some additional grounding on the fence to complete towards the end of June.

BCES IT and Franklin County IT will be meeting with Motorola and Microwave Networks Inc. (MNI) to perform final site walks during the week of July 8th to ensure equipment lists are finalized before the Microwave equipment is ordered.

BCES, Richland Radio Shop, Richland Fire and Franklin County IT have met with Motorola to review initial coverage maps based on the Federal Engineering (FE) Report. Motorola is currently working on developing a high level budgetary to provide to BCES based on the coverage analysis and requirements based on the FE report.

BCES, ATT FirstNet and Harris further tested Harris LTE radios. The radio tests worked better than prior testing, however there was about a 5% failure rate where the LTE radios would not key up into the VHF radio system. Harris indicated future software updates may help resolve some of these issues.

BCES

BCES IT and Cerium Networks have scheduled July 24th at 4AM PST to complete/re-engage the installation of Cisco Core Networking equipment and the second Dell VXRail/VMWare systems. Following the installation of these systems, the migration from the aged Nutanix infrastructure will be complete.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 6/27/2024

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

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Benton County Emergency Services Equipment Disposals - Approval

Recommended Motion:
Approve the attached disposal log and authorize staff to dispose of said property according to City of Richland policy.

Summary:
BCES has historically disposed of or transferred property that is at end of life or is no longer supported and no longer in service within BCES. The listed inventory will be removed from the BCES inventory and disposed of according to City of Richland policy.

Fiscal Impact:
There is no fiscal impact to the user agencies.

Attachments:
I. 062724 Disposal Log

DISPOSAL LOG

6/27/2024

Asset Tag #	Item Description	Serial Number	Capital Asset	Attractive Asset	Reason for disposal	Fair Market Value (FMV)	How FMV was established	Funding Source	Stipulations	Purchase Date	Condition
C0150	Nutanix Server	I6SM6C350145	X		End of Life/Trade-in	\$ 1,719.99	eBay	SECOMM EMPG EFSEC DOE	City Guidelines	Oct-16	Fair
C0154	Nutanix Server, Model NXSU4NL	013578	X		End of Life/Trade-in	\$ 1,719.99	eBay	SECOMM	City Guidelines	Nov-17	Fair
R0616	RICOH Fax 5510L	A370990006		X	End of Life	\$ 785.00	eBay	CSEPP	If FMV is less than \$5,000, you can dispose	N/A	Fair

\$ 4,224.98



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 6/27/2024

Agenda Category: Benton County Emergency Management (BCEM) (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:

Energy Facility Site Evaluation Council (EFSEC) Contract #24-002 Amendment I - Approval

Recommended Motion:

Approve Amendment I to Energy Facility Site Evaluation Council Contract #E24-002 to move unexpended Salaries, Benefits and Travel funds into the Goods and Services line item in the amount of \$52,000 and authorize staff to make the necessary budget adjustments.

Summary:

The amendment reallocates unexpended grant funds in the amount of \$52,000 into Goods and Services from Salaries, Benefits and Travel. The unexpended grant funds are due to cost savings from a position vacancy. These grant funds will be used towards equipment/cases, audio/visual upgrades for the Emergency Operations Center (EOC), security programs, software, and public education supplies.

A total of \$52,000 will be moved into the Goods and Services line item as follows:

\$27,000 from current Salaries, \$20,000 from current Benefits and \$5,000 from current Travel line items.

Fiscal Impact:

This is a reallocation of current funding. There is no fiscal impact to the user agencies.

Attachments:

- I. 062724 EFSEC Contract E24-002 Amendment I

**Washington State Military Department
AMENDMENT**

1. SUB-GRANTEE NAME/ADDRESS: Benton, County of dba Emergency Management Division 651 Truman Avenue Richland, WA 99352		2. GRANT AGREEMENT NUMBER: E24-002	3. AMENDMENT NUMBER: 1
4. SUB-GRANTEE CONTACT, NAME/PHONE/EMAIL: Deanna Davis (509) 628-8092 d.davis@bces.wa.gov		5. DEPARTMENT CONTACT, NAME/PHONE/EMAIL: Steven G. Williams, (509) 545-2030 steven.williams@mil.wa.gov	
6. TIN or SSN: 91-6015119	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: NA	8. FUNDING SOURCE NAME/AGREEMENT #: EMD – CGS – EP (2024-25)	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and the Energy Facility Site Evaluation Council (EFSEC)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT, MODIFICATION, OR CHANGE ORDER: The County has requested to reallocate funds from Salaries, Benefits, and Travel into Goods and Services. The cost-savings came from a position vacancy. Benton County would like to use those cost savings to pay for equipment/cases, A/V upgrade for the EOC, security programs/software, and public education supplies. This is within the approved budget. The granting authority has approved this request.			
11. AMENDMENT TERMS AND CONDITIONS: <ol style="list-style-type: none"> Contract end date of June 30, 2024 remains unchanged Change the Exhibit A, SPECIAL TERMS AND CONDITIONS, Article III-Key Personnel, as described on Page 2 of this Amendment. Change Budget Sheet, Exhibit D, as described on Page 2 of this Amendment. 			
This Amendment is incorporated in and made a part of the contract. Except as amended herein, all other terms and conditions of the contract remain in full force and effect. Any reference in the original contract or an Amendment to the “contract” shall mean “contract as amended”. The Department and Contractor acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date and year last written below:			
FOR THE DEPARTMENT:		FOR THE CONTRACTOR:	
<hr/> Signature _____ Date _____ Regan Anne Hesse, Chief Financial Officer Washington State Military Department		<hr/> Signature _____ Date _____ Deanna Davis, EM Manager Benton County EMD	
BOILERPLATE APPROVED AS TO FORM:			
Dawn Cortez (signature on file) 01/02/20 Assistant Attorney General			

**Washington State Military Department
Amendment to Contract E24-002**

1. Change Exhibit A, Article III-Key Personnel.

- a. Exhibit A, SPECIAL TERMS AND CONDITIONS, Article III-Key Personnel, under DEPARTMENT:
 - i. Replace Steven Williams with Mary Napoli (see below).

CONTRACTOR:

MILITARY DEPARTMENT:

Name:	Deanna Davis	Name:	Steven G. Williams Mary Napoli
Title:	Emergency Manager	Title:	Program Manager
Email:	d.davis@bces.wa.gov	Email:	steven.williams@mil.wa.gov mary.napoli@mil.wa.gov
Phone:	(509) 628-2600	Phone:	(253) 512-7410 7225

2. Change Contract Budget Sheet, Exhibit D.

- a. **Change** the original Budget Sheet, Exhibit D, with the attached Revision 1 Budget Sheet, Exhibit D.
 - i. Gray highlight shows the budget reallocation and increases.

REVISION 1 BUDGET SHEET
Energy Facility Site Evaluation Council (EFSEC)

Contract expenditures shall be documented according to the following categories when appropriate:

CATEGORY	EXISTING BUDGET	BUDGET REALLOCATION	NEW REVISED BUDGET
A. Salaries and Wages	\$ 177,882	\$ (27,000)	\$ 150,882
B. Benefits	\$ 88,906	\$ (20,000)	\$ 68,906
C. Personal Contracts	\$ 0	\$ 0	\$ 0
E. Goods and Services	\$ 108,040	\$ 52,000	\$ 160,040
G. Travel	\$ 5,000	\$ (5,000)	\$ 0
J. Capital Outlay	\$ 0	\$ 0	\$ 0
T. Indirect	\$ 0	\$ 0	\$ 0
TOTAL	\$ 379,828	\$ 0	\$ 379,828

- Up to 10 percent (+/-) of any single budget category amount may be shifted between approved budget objects.
- Final signed invoice voucher (A-19) to be submitted with final performance report and deliverables. A-19's not to exceed the total amount of contract award.

NOTE: Maintain expenditures within the listed budget categories.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 6/27/2024

Agenda Category: Benton County Microwave System (Approved by Motion)

Prepared By: Jay Atwood, BCES Executive Director

Subject:

Tower Analysis for Microwave Project - Approval

Recommended Motion:

Approve the tower analysis proposal by Northwest Tower Engineering for the Microwave/MPLS system replacement in the amount of \$84,000 using Microwave reserves and authorize staff to make the necessary budget adjustments.

Summary:

The tower analysis was included in Motorola's Microwave/MPLS system replacement proposal which was approved by the Executive Board in October 2023. Motorola has requested we contract with Northwest Tower Engineering instead due to lengthy paperwork issues they would encounter by adding a new vendor to their system. By contracting directly with Northwest Tower Engineering, it would allow us to get the work done earlier than waiting for Motorola's new vendor process to be completed. Motorola will reduce our existing contract by \$84,000 since we are contracting with Northwest Tower Engineering on their behalf.

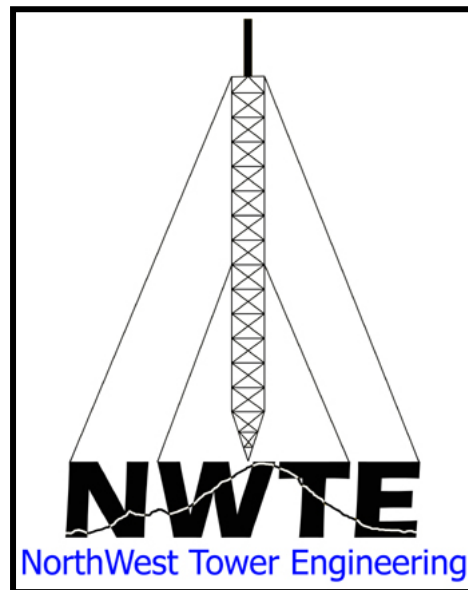
The recommendation is to approve the tower analysis proposal by Northwest Tower Engineering for the Microwave/MPLS system replacement in the amount of \$84,000 using Microwave reserves and authorize staff to make the necessary budget adjustments.

Fiscal Impact:

The tower analysis proposal by Northwest Tower Engineering is \$84,000. We will fund this project using Microwave reserves. The Microwave reserve is currently \$155,588. The new reserve amount will be \$71,588. Motorola will reduce the contract amount for the Microwave/MPLS system replacement project by \$84,000 since we are contracting directly with Northwest Tower Engineering on their behalf. There is no fiscal impact to the user agencies.

Attachments:

1. 062724 Benton Franklin County Proposal Richland, WA SV Analysis 2024
2. 062724 Fee Proposal 6-5-2024 Benton & Franklin County



Benton Co. & Franklin Co., WA (14) Self Support Tower Tower Mapping & Analysis

(Benton County Emergency Services)

June 5, 2024
Proposal Number: 242111.01

(Proposal is valid from 90 days of issue.)



NorthWest Tower Engineering

MSI

Proposal No. 242111.01

June 5, 2024

June 5, 2024

BCES
Doug deGraaf
IS Manager
Mailing: 625 Swift Blvd, MS-36 | Richland, WA 99352

Re: Proposal # 242111.01 – Tower Mapping and Structural Analysis of (14) Self Support Towers, Benton and Franklin County, WA

Dear Doug,

In response to your inquiry, NorthWest Tower Engineering, PLLC (NWTE) is pleased to submit the following proposal to perform mapping and structural analysis for the towers at the project site locations listed in the attached spreadsheet (Fee proposal 6-5-2024 Benton & Franklin County.xls).

The cost for this project is **\$ 6000 per site totaling \$84,000**. Estimated completion time is 6 weeks from authorization to proceed. This proposal does not include tower structural upgrade drawings that may be required for construction. If structural upgrades are required, NWTE will request an additional fee. This price is a fixed fee, no additional expenses will be charged.

Breakdown per site is as follows:

Tower Mapping with report (per site)	\$3250 x14
Structural Analysis, with SE stamped report (per site)	\$2750 x14

Tower Mapping and Report

Two engineers from NWTE will climb each tower to map the structure and appurtenances. A short mapping report for each tower will be provided. The mapping report will not include a maintenance and condition assessment. However, a list of any observed defects with photos will be included.

Foundations and grounding systems comments will be limited to the exposed surfaces. No x-ray, subsurface excavation, or other similar examination of the tower, foundation system or welded connections will be conducted. For portions of the tower and foundation system that were not visually accessible (such as inside surfaces of pipes), no determination regarding their condition or adequacy can be made.



Tower Structural Analysis

Each tower will be analyzed for the existing appurtenance configuration and for one proposed appurtenance configuration using the TIA-222-H design standard. The structural analysis reports will list the results and recommendations. Foundation calculation will be carried out if foundation information is available.

If structural modifications are required to bring the tower into compliance with the TIA-222-H standard, the report will include a description of the modifications. If structural upgrade drawings are required, an additional fee will be requested.

Additional Pricing - Each alternative proposed appurtenance arrangement, add \$1,250 each.

The analysis will be performed and conclusions will be based on the assumption that the tower has been properly installed and maintained including, but not limited to the following:

1. Proper plumb and alignment
2. Correct bolt tightness
3. No significant deterioration or damage to any component

Under no circumstances will NWTE have any obligation or responsibility whatsoever for or on account of consequential or incidental damages sustained by any person, firm or organization as a result of any information or conclusions contained in the reports. The maximum liability of NWTE, if any, pursuant to these Reports shall be limited to the total funds actually received by NWTE for preparation of the reports.

Customer has requested NWTE to prepare and submit to Customer reports with respect to the Subject Towers. In making such a request the Customer has informed NWTE, that Customer will make a determination as to whether or not to implement any of the changes or modifications which may be suggested by NWTE.

Customer hereby agrees and acknowledges that NWTE shall have no liability whatsoever to Customer or to others for any work or services performed by any persons other than NWTE in connection with the implementation of any structural changes or modifications recommended by NWTE.



NorthWest Tower Engineering

MSI

Proposal No. 242111.01

June 5, 2024

TOTAL PRICE FOR ABOVE \$ 6000 per Site
.....\$ 84,000 (14) Sites

PAYMENT TERMS: 100% Due 30 Days After Analysis Reports have been issued

Presented by:
NorthWest Tower Engineering, PLLC

Steven Diamond, President

Accepted by
BCES

Authorized Signer

DATE: _____ / _____ / _____

ALL AGREEMENTS ARE SUBJECT TO TERMS AND CONDITIONS ABOVE

Site Name	Latitude	Longitude	Tower Type	Latest NWTE Job No.	Tower Mapping	Tower Analysis	Total
Rattlesnake	46 23 50.59 N	119 35 58.43 W	<u>185 SS</u>		\$3,250	\$2,750	
Golgotha	45 51 18.18 N	119 54 37.47 W	<u>180 SS</u>		\$3,250	\$2,750	
Prosser Butte	46 11 11.50 N	119 45 16.10 W	<u>60' SS</u>	210601.10	\$3,250	\$2,750	
Umatilla Ridge	45 53 38.69 N	119 20 54.73 W	<u>100' SS</u>		\$3,250	\$2,750	
Badger Mtn	46 14 01.15 N	119 19 08.31 W	65		\$3,250	\$2,750	
Joe Butte	46 06 14.53 N	119 07 51.48 W	<u>100' SS</u>	151214.03	\$3,250	\$2,750	
Sillusi Butte	45 58 47.20 N	119 17 49.05 W	<u>180" SS</u>		\$3,250	\$2,750	
Red Mtn	46 17 22.53 N	119 25 32.36 W			\$3,250	\$2,750	
FC Joe Butte	46 06 12.73 N	119 07 43.52 W	120	211889.01	\$3,250	\$2,750	
FC Kahlotus	46 38 19.20 N	118 33 40.30 W	298	221834.04	\$3,250	\$2,750	
FC Connell	46 37 43.11 N	118 48 20.28 W	100	211890.01	\$3,250	\$2,750	
FC Rattlesnake	46 23 51.20 N	119 35 59.70 W	185		\$3,250	\$2,750	
FC Courthouse	46 14 12.71 N	119 05 46.31 W	72		\$3,250	\$2,750	
FC Starbuck?	46 33 10.36 N	118 11 28.00 W	105	201212.03	\$3,250	\$2,750	
					\$45,500	\$38,500	\$84,000

See NWTE Proposal #242111.01 for Scope