



MINUTES – March 28, 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 7:34 a.m. by Vice-Chair Michael Alvarez.

Attendance

Members

Michael Alvarez	Benton County (2 Votes)
Mike Gonzalez <i>(Remote)</i>	Franklin County (2 Votes)
Lisa Beaton	City of Kennewick (2 Votes)
Adam Lincoln <i>(Remote)</i>	City of Pasco (2 Votes)
Jon Amundson <i>(Remote)</i>	City of Richland (2 Votes)
Rachel Shaw	City of Prosser (1 Vote)
Thomas Grego <i>(in for Brent Gerry)</i>	City of West Richland (1 Vote)
Bill Reed	City of Benton City (1 Vote)
Paul Carlyle <i>(In for Lonnie Click; Arrived after Rollcall)</i>	Benton County Fire Districts (1 Vote)

Absent

Brent Gerry	City of West Richland (1 Vote)
Lonnie Click	Benton County Fire Districts (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 IS Director Liz Cupples *(Remote)*; Benton County Deputy Administrator Matt Rasmussen; Benton County Sheriff Commander Mat Clarke; Kennewick Director of Management Services Christina Palmer; Kennewick Assistant IT Manager Tracy Troutman; BiPIN Systems Administrator Travis Amundson; Prosser Police Chief John Markus *(Remote)*; Connell Police Chief Chris Lee; Richland Fire Chief Tom Huntington; Richland Assistant City Manager Drew Florence *(Remote)*; Motorola Senior Account Executive Kevin Haight; Motorola Junior Account Executive Blake Chainey

Approval of Agenda

LISA BEATON MOVED AND THOMAS GREGO SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Public Comments

There were no public comments.

Approval of Consent Calendar

1. Minutes – Michael Alvarez
Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held February 22, 2024.
2. Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held March 6, 2024.

LISA BEATON MOVED AND THOMAS GREGO SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

Director's Report

3. Manager's Report
SECOMM has 14 vacancies. We anticipate holding a training academy with 5 or 6 new hires at the end of May. Two of those would be lateral hires pending completion of the hiring process and should be quicker to train. Twelve applicants are in various stages of the hiring process. Another 22 candidates are just getting started.

We are now at a point where we are ready to post our two open supervisor positions. These positions will be open to both internal and external candidates.

The road installation at Red Mountain is now ready for the contractor to begin moving their equipment to the top of the mountain. This work is scheduled to start Monday with the expectation of pouring concrete very soon. We anticipate construction will be completed by the end of June; keeping us on track to have the site turned up by the end of summer/early fall. The transport of the shelter will happen after the thick concrete has the necessary time to cure – anywhere from Mid-May to the end of June.

The letter of withdrawal from Benton PUD (included in the packet) removes them as a voting member on the board. They will continue to be users on both the radio and microwave systems.

Emergency Management Manager Deanna Davis and her team were lauded for their work on the Columbia Generating Station's (CGS) evaluated Ingestion Drill that takes place once every eight years. The exercise began Tuesday morning and continues through the end of this week, concluding with a debriefing on Friday.

Items of Business

Benton County Emergency Services (BCES)

4. Reclassification of Benton County Emergency Services Record Specialist – Approval
BCES currently has two records specialist positions: one full-time and one part-time. We believe it necessary to increase the part-time position to a full-time position based on the increase of records requests we've received. There are savings from unfilled positions to currently offset the associated costs. The position will be included in the budget for next year.

LISA BEATON MOVED AND THOMAS GREGO SECONDED THE MOTION TO APPROVE ITEM #4. ALL WERE IN FAVOR. MOTION CARRIED 14-0.

5. Benton County Emergency Services Equipment Disposal – Approval
Request to dispose end of life, no longer supported or no longer in service equipment following the City of Richland’s policy.

LISA BEATON MOVED AND THOMAS GREGO SECONDED THE MOTION TO APPROVE ITEM #5. MOTION CARRIED 12-2 WITH COMMISSIONER ALVAREZ VOTING NO.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

6. Benton and Franklin Microwave and MPLS Contract – Update

The Microwave Proposal with Motorola was approved at the October 26, 2024, meeting. As part of that process and by the Board’s direction, the Interlocal Agreement (ILA) was amended to address issues of purchasing large capital and ownership of such purchases. The Third Amended ILA added several provisions to fix these issues. It also addressed the withdrawal of Benton PUD as a voting member in addition to correcting other housekeeping items such as proxy voting. It was agreed that the ILA would be opened each time a major capital purchase was presented, which we anticipate will occur with the Radio System Project.

March 31st is the deadline to sign the Motorola contract as presented without facing additional increases. The intent was to have one last discussion to ensure there is no opposition before moving forward with contract execution. Motorola amended the contract to adjust benchmarks so that the equipment purchase can be made first, allowing us to use the \$2 million dollars of federal funding we received from 2023 as soon as possible. This amount will be due at contract execution. Additional benchmarks for payment will be after the equipment is installed on the mountain (approximately \$2.5 million due early to mid-2025), and the final installment of a little over \$1.4 million due once we have system acceptance, estimated for early 2026. The installments do not include tax. The City of Richland will invoice member agencies for their share of those costs as they come in.

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

Announcements

Adjournment

The meeting adjourned at 7:51 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: April 25, 2024

ATTEST:

Carole Cimrhakl

Carole Cimrhakl, BCES Board Secretary

Date Published: May 1, 2024