



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:



Jon Amundson, BCES Executive Board Chair

Date Approved: June 27, 2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: June 27, 2024