



Agenda
Benton County Emergency Services Executive Board
Thursday, August 22, 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 July 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 District; Cities of Benton City, Prosser and West Richland - 1 vote each.

3. Benton County Emergency Services Independence - Approval
 - Jay Atwood, BCES Executive Director
4. Benton County Emergency Services 2025 Budget Presentation - 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.

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 and Richland;

Benton County - 2 votes each. Benton Public Utility District - 1 vote each.

Strategic Advisory Team (SAT):

BCES/BiPIN Consolidation:

Discussion Items:

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: 8/22/2024

Agenda Category: Consent Calendar:

Prepared By: Jon Amundson, City Manager

Subject:

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

Recommended Motion:

Summary:

DRAFT minutes from the July 25, 2024 Benton County Emergency Services Executive Board regular meeting are presented for the Board's consideration and approval.

Fiscal Impact:

Attachments:

- I. 082224, July 25, 2024 DRAFT BCES Meeting Minutes



MINUTES – July 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

Michael Alvarez *(arrived after Roll Call)*

Stephen Bauman

Erin Erdman

Adam Lincoln *(Remote)*

Jon Amundson

Rachel Shaw *(Remote)*

Brent Gerry

Benton County (2 Votes)

Franklin County (2 Votes)

City of Kennewick (2 Votes)

City of Pasco (2 Votes)

City of Richland (2 Votes)

City of Prosser (1 Vote)

City of West Richland (1 Vote)

Absent

Bill Reed

Lonnie Click

City of Benton City (1 Vote)

Benton County Fire Districts (1 Vote)

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

Other Attendees: Benton County Deputy Administrator Matt Rasmussen; Benton County Sheriff Lieutenant Jason Erickson; Franklin County IS Director Liz Cupples; Franklin County IS Assistant Director Beau Beckley; Franklin County Telecommunications Engineer Michael Namchek; Connell Police Chief Chris Lee; Kennewick Police Chief Chris Guerrero; Kennewick Fire Chief Chad Michael; Prosser Police Chief John Markus *(Remote)*; Richland City Attorney Heather Kintzley; Richland Assistant City Manager Drew Florence; Richland Fire Chief Tom Huntington; Richland Deputy Fire Chief Randy Aust; Richland Police Chief Craig Meidl; West Richland Police Commander Jared Kelly *(Remote)*

Approval of Agenda

Addition of Public Records Requests to the Different Jurisdictions

JON AMUNDSON RECOMMENDED THE ADDITION OF: PUBLIC RECORDS REQUESTS TO THE DIFFERENT JURISDICTIONS AS A DISCUSSION ITEM TO FOLLOW THE DIRECTOR'S REPORT. MICHAEL ALVAREZ MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Public Comments

There were no public comments.

Approval of Consent Calendar

1. Minutes – Jon Amundson

Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held June 27, 2024.

MICHAEL ALVAREZ MOVED AND BRENT GERRY 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

SECOMM has 12 vacancies. Eleven applicants are in the process currently and we anticipate starting another academy in late September or early October. The two new supervisors started July 15 and are doing a great job and 3 new dispatchers started July 8.

The Red Mountain Project is wrapping up. Some final commissioning and a final walk through on August 12. Motorola will be in town September 6 – 20 to finish equipment installs. We expect to turn the site up immediately after that work is complete, after which the county will finish the road in early October.

MNI was here the week of July 8. They performed walks at all the Microwave sites which went well. They are on track to order equipment with arrival expected March 2025. Installations will begin thereafter. We hope to have the project wrapped up at the end of the second quarter or beginning of the third quarter of 2025.

We made a presentation to the SAT on what Motorola's coverage analysis looks like along with their site recommendations. Motorola's final budgetary proposal will be delivered by the end of August and will include engineering and cost structure for all sites they've recommended. Once decisions have been made on which sites to move forward with, the final proposal should be in house no later than the end of October. This allows us to potentially have a contract in place before the end of the year.

Items of Business

Benton County Emergency Services (BCES)

3. Public Records Request to the Different Jurisdictions – Discussion

City of Richland Attorney Heather Kintzley shared a development in public records laws that she believes will affect the way BCES responds to public records requests.

The City of Richland has taken the lead in preparing responses to public records requests received by BCES. Requests are received by the city's records officer who processes records supplied by BCES. The Interlocal Agreement is written such that if there were a violation of the PRA (Public Records Act) the City of Richland would likely be the agency who would be responsible for the liability as BCES is not a legal entity and therefore cannot be sued.

It is no longer a defensible position to steer requestors to BCES to get call related records. Every agency who participates in creating records through BCES has independent liability for failing to produce call related records.

As a result, it is important to re-configure the city's process for responding to public records requests. This is something that will be addressed in the updated interlocal agreement. Heather believes the recommendation should direct requestors to the agency if they are looking for dispatch records related to a certain jurisdiction's event. She proposed it might be links on the BCES website that directs requestors to the specific agency. Records officers will need to expand their thinking to include dispatch records. Heather will send an email that explains the scenario to the jurisdictions.

Benton County Emergency Management (BCEM)

4. Energy Facility Site Evaluation Council (EFSEC) Contract #E25-044 – Approval

This annual contract in the amount of \$390,641 is for off-site emergency planning and preparedness in support of the continued operation of the Columbia Generating Station. The contract provides funding for about 2.0 FTE of BCES personnel and a proportional share of the overhead for the maintenance and operation of the BCES facility.

MICHAEL ALVAREZ MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE FOR SIGNATURE THE EFSEC CONTRACT E25-044 IN THE AMOUNT OF \$390,641 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

Southeast Communications Center (SECOMM)

5. E911 Coordinator Professional Development (CPD) Contract E25-003

This annual contract in the amount of \$72,865 is for state-mandated travel, 911 Call Taker training and state programs and training that exclusively supports 911 in Benton County.

STEPHEN BAUMAN MOVED AND ADAM LINCOLN SECONDED THE MOTION TO APPROVE E911 CONTRACT E25-003 IN THE AMOUNT OF \$72,865 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS UPON CONTRACT ADOPTION BY THE COMMISSIONERS OF BENTON COUNTY. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

800MHz System

Benton County Microwave System

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

6. BCES Independence Timeline

Executive Director Jay Atwood gave a brief overview of the “Road Map” document that was previously sent to board members on Tuesday July 23, 2024. The document provides monthly targets and the actions that would need to occur each month, provided the board wishes to continue working towards establishing BCES as an independent agency. The consensus was to move forward with the work needed to achieve this goal.

Adjournment

The meeting adjourned at 8:09 a.m.

APPROVED:

ATTEST:

Jon Amundson, BCES Executive Board Chair

Carole Cimrhaki, BCES Board Secretary

Date Approved: _____

Date Published: _____

DRAFT



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 8/22/2024

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. 082224 Management Report



BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD MANAGER'S REPORT – Thursday, August 22, 2024

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

July 2024 Statistical Information

9-1-1 Calls = 13,629

Text to 911 = 44 Sessions (346 messages sent back and forth between dispatch and text initiators)

Non-Emergency = 14,655

Law Enforcement Events = 27,376

Fire/EMS Events = 3,634

Training

The next call taking class starts September 16th, with on-the-job training set to begin October.

The first SECOMM EMD (Emergency Medical Dispatch) training program is anticipated to be conducted in October with staff who are not currently certified to provide telephone CPR, Choking, and Childbirth instructions. The new call taking class will be included. Once the first class is completed, going forward, all new employees will be certified before beginning on the job training.

We plan to train 6 employees on radio positions October through December while we have a break in hiring before the next call taking classroom begins in January 2025.

We had a presentation from Dispatch Pro, an agency that provides ongoing continuing education training for public safety telecommunications. There are two tiers we are considering with different pricing and training options. Certification is expected to be mandatory statewide for telecommunicators in the first quarter of 2025, with 24 hours of annual continuing education that will be required to maintain certification. In the past, any training was generally accepted, but there will now be specific parameters on the types of training that will be considered continuing education. This program will meet many of those needs, providing up to 16 hours of continuing education in multiple applicable subjects, including EMD.

Benton County Emergency Management (BCEM) – Deanna Davis

No Report

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

GIS/SECOMM

Map Roll 163 went live with 551 new address points and 13 new/extended road segments.

GIS/CAD Technician Michael Mendez added an EPZ (Emergency Planning Zone) layer for DOE that can be turned on in the event of a DOE emergency. He also created an Emergency Service Zone (ESZ) map for Kennewick Fire and an excel database for call discrepancy issues brought up by Dispatchers.

The CAD map was updated with data provided by Bayer Crop Science. The update includes 25 additional drivable roads to crops within Franklin County and crop fields were numbered for easier location.

800MHz/P25/Microwave

Technical Systems Coordinator Craig Hamilton met with Cummins and Adcomm for the generator startup at Red Mountain. The new generator is set up, provisioned and now on a weekly transfer test. He also met with Summit and Adcomm to review R56 (grounding requirements) and preliminary site check off requirements. Summit fixed the R56 grounding issues while onsite.

Sabre will be sending a shelter crew to resolve issues found with the shelter during the R56 audit, including sealing of the two doors, where they do not fully seal on the bottom of the doors. This is currently expected to take place August 16-19.

Craig is working with Motorola on their new ActiveEye security monitoring system.

Craig has worked on making contact with folks at the Federal Building in Richland and Trios in Kennewick to open conversations about potentially installing Motorola Astro radio equipment for the radio expansion project.

IS Manager Doug deGraaf and Franklin County Telecommunications Engineer Michael Namchek met on August 9th to review three radio communications sites in Franklin County. These sites are in Mesa (1 site) and Eltopia (2 sites). These sites are being considered as a part of the radio expansion project. Each site is owned by American Towers, and each has its own technical challenges that will have to be evaluated.

Doug, Michael Namchek, Motorola and MNI (Microwave Networks) will be meeting August 20-22 to review the additional sites that are considerations in the radio expansion. These include the noted sites in Mesa and Eltopia above, but to also include sites in Grant and Walla Walla Counties, the Federal Building in Richland and Trios in Kennewick. The site reviews are to gather installation criteria to allow Motorola to properly quote installation at these sites.

BCES

BCES IT and Cerium Networks are working to install new voice routers used to connect our administrative phone lines.

BCES IT and CompuNet are working on our resilient Internet project. We have scheduled initial intake phone calls with ISP's (Internet Service Providers) to provide them with technical and contractual requirements. A selection of the best vendor will be made after the vendors provide quotes. CompuNet is working on the technical requirements to get this project implemented.

The 2025 budget prep is underway.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 8/22/2024

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

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Benton County Emergency Services Independence - Approval

Recommended Motion:
Move to approve moving forward with BCES independence, utilizing an Independence Task Force to further develop timelines and "Road Map" objectives.

Summary:
The Benton County Emergency Services Executive Board has shown an interest in moving BCES into a standalone, independent bi-county agency. As a result, BCES Executive Director Jay Atwood developed a "Road Map" of necessary steps along with a timeline to attain this goal. The working document was presented to the board at the July 25, 2024, regularly scheduled BCES Executive Board meeting. After the presentation, some discussion followed with the board verbally agreeing to move forward with the intent to formalize the action at the August 22, 2024 meeting.

It is recommended that an Independence Task Force (consisting of representatives from various stakeholders) be established to help guide the process by developing strategies, defining agency objectives, and forming operational guidelines.

Fiscal Impact:
There are no determined expenses at this time.

Attachments:



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 8/22/2024

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

Prepared By: Jay Atwood, BCES Executive Director

Subject:

Benton County Emergency Services 2025 Budget Presentation - Approval

Recommended Motion:

Summary:

The 2025 Benton County Emergency Services Budget is presented for the Board's consideration and approval.

Fiscal Impact:

Attachments:

- I. 082224 2025 Budget Presentation



PROPOSED 2025 BUDGET AND PROJECTS

PRESENTED BY BCES
DIRECTOR, JAY ATWOOD

2025 PROPOSED BASELINE BUDGET

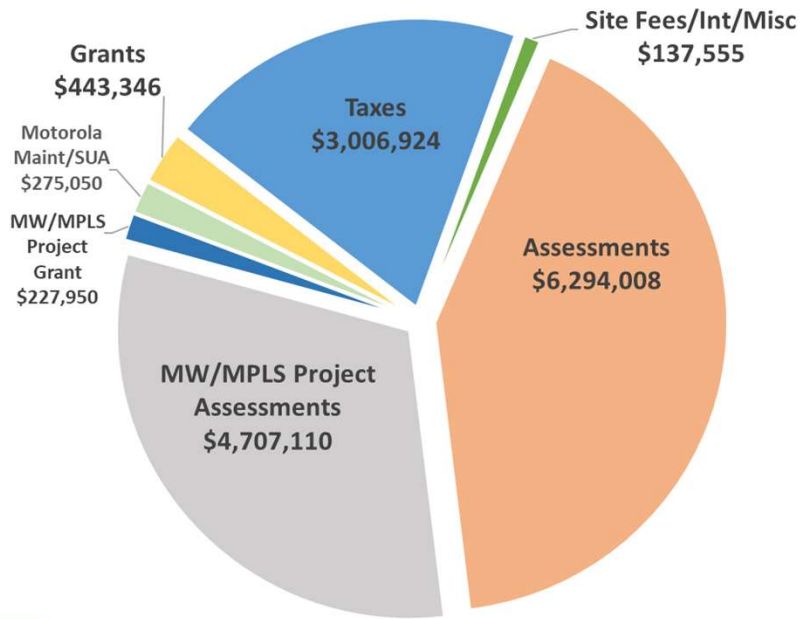
INCLUDES ASSESSMENT FOR MW/MPLS REPLACEMENT (BIG 5 ONLY)

\$976,222/BIG 5 AGENCY

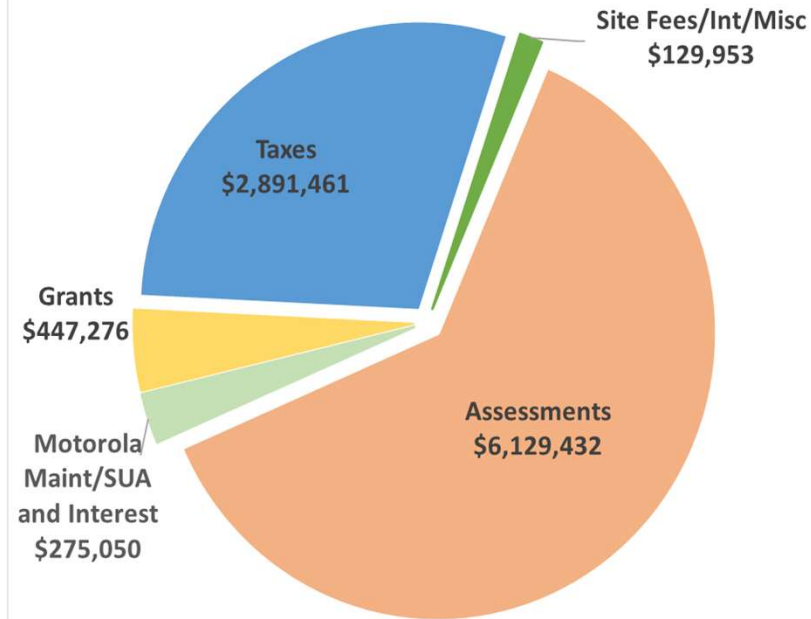
AGENCY	2024	2025	INCREASE/ DECREASE	AGENCY	2024	2025	INCREASE/ DECREASE
KENNEWICK	1,259,334	2,281,944	1,022,610	FCPHD#1	39,320	41,232	1,912
RICHLAND	1,050,439	2,063,545	1,013,106	FCFD#1	9,693	9,804	111
BENTON CO	935,096	1,765,882	830,786	FCFD#2	4,222	4,284	62
FRANKLIN CO	671,479	1,657,539	986,060	FCFD#3	45,017	47,846	2,829
PASCO	1,154,475	2,170,348	1,015,873	FCFD#4	5,301	5,414	113
W RICHLAND	395,733	422,139	26,406	FCFD#5	5,448	5,433	-15
PROSSER	158,342	166,885	8,543	WWCFD #5	45,904	47,681	1,777
CONNELL PD	59,234	61,625	2,391	Port of Pasco	15,834	17,895	2,061
BCFPD #1	103,433	111,108	7,675	BC PUD	70,537	74,051	3,514
BCFPD #2	71,549	75,960	4,411	Framatome	9,165	9,016	-149
WBFR #3	39,469	43,224	3,755	Prosser Amb	537	528	-9
BCFPD #4	111,000	123,891	12,891	PNNL	13,093	12,880	-213
BCFPD #5	6,454	6,790	336	DEA	2,619	2,576	-43
BCFPD #6	15,157	15,037	-120	Benton City	4,037	4,195	158
CBDR	2,643	2,329	-314	Fire Agencies	16,477	16,944	467
CONNELL FIRE	4,637	4,642	5	TOTAL	6,325,678	11,272,667	4,946,989

BCES BUDGETED REVENUES AND EXPENDITURES

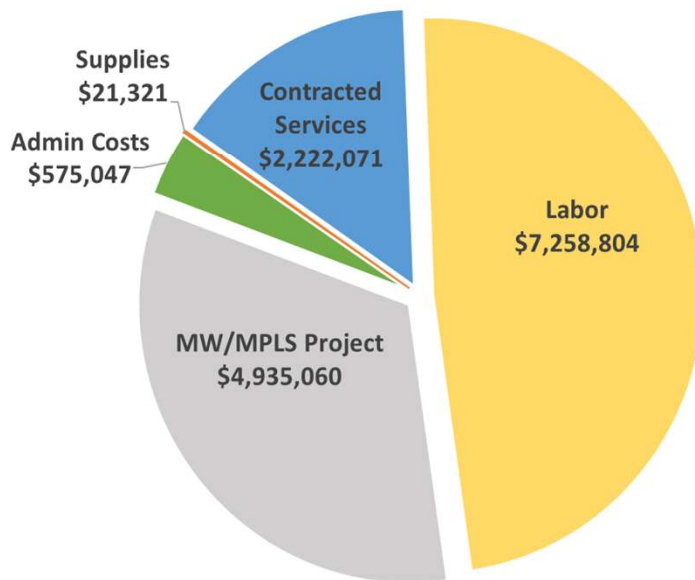
2025 REVENUES



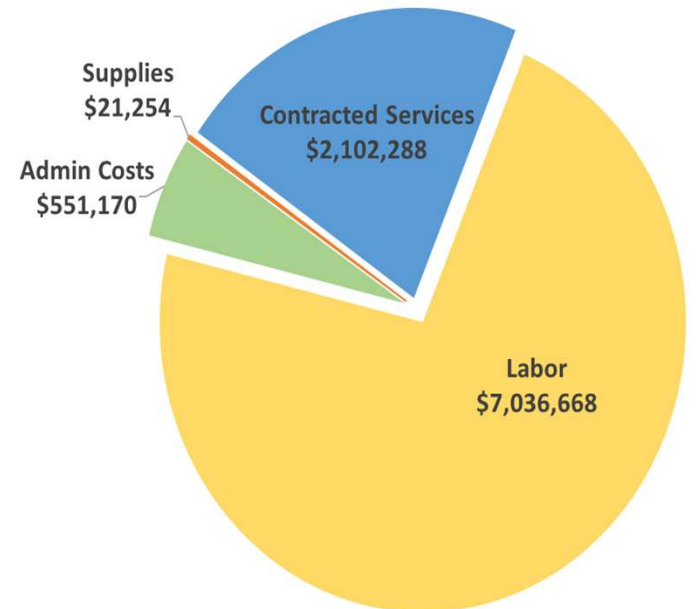
2024 REVENUES



2025 EXPENSES



2024 EXPENSES



BUDGET CHANGES

MICROWAVE/MPLS REPLACEMENT - \$4,935,060

LABOR INCREASE - \$226,066

CPI DRIVEN UNAFFILIATED INCREASE

- UNION (TEAMSTERS) NEGOTIATED 3% INCREASE, BILINGUAL PAY, AND LONGEVITY PAY

MAINTENANCE INCREASE - \$68,645

- RECURRING MAINTENANCE AGREEMENT RENEWALS (HEXAGON, LUMEN, LOCUTION, ETC)
- LEGACY CONTRACT INCREASE DUE TO ADDITION OF RED MTN SITE
- BIANNUAL CONSOLE CLEANING

LIFECYCLE REPLACEMENT - \$38,540

- UPS BATTERY REPLACEMENT
- SECURESYNC CLOCK SYSTEM REPLACEMENT

INSURANCE INCREASE - \$22,169

SOFTWARE LICENSE FEE INCREASE - \$14,088

- RECURRING MAINTENANCE RENEWALS (REGULAR INCREASES)

SITE LEASE INCREASE - MINIMAL

- RECURRING SITE LEASE RENEWALS
- RED MOUNTAIN SITE LEASE (NOT INCLUDED IN 2025 ASSESSMENTS)



Compunet/Rubrik
Cost: \$244,508



FreshService/Helpdesk
Cost: \$56,176

2025 PROJECTS

PROJECT #1 – COMPUNET/RUBRIK BACKUP

PROPOSAL:

Rubrik offers immutable cyber protection, with onsite service and the cloud backup. Our current backup system, Veeam, doesn't support the advanced cyber security features that the industry recommends. Rubrik provides immutable backups that cannot be altered or deleted, antivirus/malware detection to evaluate backups overtime to ensure backup is clean, and copies everything to the Cloud.

AMOUNT:

It's a three-year contract, paid upfront, in the amount of \$244,508. Recommended funding source is Option 2 – Assessments. Future renewal costs will be added to Assessments.

FUNDING OPTION 1

SECOMM Fund Balance	\$176,046
E911 Reserves	\$61,127
Jurisdiction Fund Balance	\$7,335

FUNDING OPTION 2

City of Kennewick	\$75,033.51
City of Richland	\$55,616.87
Franklin County	\$11,921.12
Benton County	\$32,792.16
City of Pasco	\$68,255.88
City of West Richland	\$589.17
City of Prosser	\$199.44
Benton City	\$99.85

PROJECT #2 – FRESHSERVICE/HELPDESK

PROPOSAL:

FreshService offers Helpdesk and inventory/process management. It can be used internally or by outside agencies to submit service tickets. Additionally, it includes an inventory tracking system. Helpdesk is hosted online and is maintained and upgraded by the vendor. This is similar to what the City of Richland recently implemented.

AMOUNT:

The initial cost for this project is \$56,176. There will be an annual recurring cost of \$31,175. The recommended funding source is Option 2 – Assessments. Future recurring costs will be added to Assessments.

FUNDING OPTION 1

SECOMM Fund Balance	\$42,132
E911 Reserves	\$14,044

FUNDING OPTION 2

City of Kennewick	\$17,130.34
City of Richland	\$12,621.63
Benton County	\$7,433.57
Franklin County	\$2,823.60
City of Pasco	\$16,166.86

FUND BALANCE AND 2025 PROJECTS

PROPOSED PROJECTS	SECOMM FUND BALANCE	E911 RESERVES	EM FUND BALANCE	PROJECT AMOUNT
1 COMPUNET/RUBRIK	\$176,046	\$61,127	\$7,335	\$244,508
2 FRESHSERVICE/HELPDESK	\$42,132	\$14,044		\$56,176
BEGINNING FUND BALANCE	\$1,641,464	\$1,652,266	\$65,012	\$300,684
DEDUCT: PROPOSED PROJECTS	\$(218,178)	\$(75,171)	\$(7,335)	
DEDUCT: EST. OPERATING RESERVE MINIMUMS	\$(632,918)		\$(32,996)	
REMAINING FUND BALANCE	\$790,368	\$1,577,095	\$24,681	

2025 ASSESSMENTS WITH PROJECTS

AGENCY	BASELINE	W/ PROJECTS	INCREASE	AGENCY	BASELINE	W/ PROJECTS	INCREASE
KENNEWICK	2,281,944	2,374,108	92,164	FCPHD#1	41,232	41,232	
RICHLAND	2,063,545	2,131,784	68,239	FCFD#1	9,804	9,804	
BENTON CO	1,765,882	1,806,108	40,226	FCFD#2	4,284	4,284	
FRANKLIN CO	1,657,539	1,672,284	14,745	FCFD#3	47,846	47,846	
PASCO	2,170,348	2,254,771	84,423	FCFD#4	5,414	5,414	
W RICHLAND	422,139	422,728	589	FCFD#5	5,433	5,433	
PROSSER	166,885	167,084	199	WWCFD #5	47,681	47,681	
CONNELL PD	61,625	61,625		Port of Pasco	17,895	17,895	
BCFPD #1	111,108	111,108		BC PUD	74,051	74,051	
BCFPD #2	75,960	75,960		AREVA	9,016	9,016	
WBFR #3	43,224	43,224		Prosser Amb	528	528	
BCFPD #4	123,891	123,891		PNNL	12,880	12,880	
BCFPD #5	6,790	6,790		DEA	2,576	2,576	
BCFPD #6	15,037	15,037		Benton City	4,195	4,294	99
CBDR	2,329	2,329		Fire Agencies	16,944	16,944	
CONNELL FIRE	4,642	4,642		TOTALS	11,272,667	11,573,351	300,684