



MINUTES – June 27, 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 7:31 a.m. by Chair Jon Amundson.

Attendance

Members

Michael Alvarez	Benton County (2 Votes)
Stephen Bauman	Franklin County (2 Votes)
Erin Erdman	City of Kennewick (2 Votes)
Adam Lincoln <i>(Arrived after Roll Call)</i>	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)
Paul Carlyle <i>(In for Lonnie Click)</i>	Benton County Fire Districts (1 Vote)

Absent

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 *(Remote)*; 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 *(Remote)*; Franklin County IS Director Liz Cupples *(Remote)*; Franklin County IS Assistant Director Beau Beckley; Franklin County Telecommunications Engineer Michael Namchek; Benton County Sheriff Commander Mat Clarke; Kennewick Police Chief Chris Guerrero; Kennewick Director of Management Services Christina Palmer; Kennewick IT Director Cody Lewis; Kennewick Assistant IT Manager Tracy Troutman; Kennewick IT Business Analyst Kandy Gonsalves; Richland Fire Chief Tom Huntington; Richland Assistant City Manager Drew Florence; West Richland Police Chief Thomas Grego; Prosser Police Chief John Markus *(Remote)*; Connell City Administrator Cathleen Koch

Approval of Agenda

BRENT GERRY 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

1. Minutes – Jon Amundson

Approve the DRAFT Minutes of the Benton County Emergency Services Executive Board Regular Meeting held May 23, 2024.

ERIN ERDMAN 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

Four new candidates, two of which were lateral hires (Umatilla and Columbia Counties) began their training May 28. They are progressing well and are in the call receiving portion of training. Seven candidates are certified on the eligibility list; twelve are in the pre-hire process. SECOMM will have eleven vacancies after three new hires begin on July 8. One employee has recently gone on FMLA, another is leaving in September for maternity leave. Another is staying hopefully through August and will then transfer to another communications center. We're looking at starting another academy in mid to late September.

One internal candidate and one external candidate have been selected to fill the two open supervisor positions. Michelle Cooper comes to us from Seattle's Police Department where she has over twenty years of experience filling different positions. Samantha Letourneau is currently a Certified Training Officer (CTO), working part-time within the department.

BCES Emergency Management Manager Deanna Davis has been busy with the Lineage Logistics fire, following up with the residents and addressing air quality issues.

Many of the systems on Red Mountain are in the process of commissioning and the final tower inspection is coming up. Motorola has already installed some equipment. We are waiting on some microwave equipment that will connect BCES to the tower. It's anticipated to arrive mid-August. We remain on-track for the site to be turned up in August. The road project is on hold until the site is established to prevent additional delays.

A radio coverage discussion will be held at the July 11th Strategic Advisory Team (SAT) meeting. Motorola has provided a coverage overview and suggested locations for tower sites. These findings will be shared with the SAT to get their feedback on coverage needs based on that analysis.

Motorola will be on site with Microwave Networks (MNI) to do site visits at all the tower sites the week of July 8th to verify the readiness of the sites and the equipment for the microwave project.

Items of Business

Benton County Emergency Services (BCES)

3. Benton County Emergency Services Equipment Disposals - Approval

Disposal and or transfer of BCES property that is at end of life or is no longer supported and no longer in service within BCES. The inventory will be disposed of according to City of Richland policy.

STEPHEN BAUMAN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE EQUIPMENT DISPOSALS AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Benton County Emergency Management (BCEM)

4. Energy Facility Site Evaluation Council (EFSEC) Contract #E24-002 Amendment I – Approval
The amendment reallocates unexpended grant funds in the amount of \$52,000 into Goods and Services from Salaries, Benefits and Travel. The unexpended funds were due to cost savings from a position vacancy. The funds will be used for equipment upgrades in the BCES Emergency Operations Center, security programs, software and public education supplies.

MICHAEL ALVAREZ MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE AMENDMENT I TO EFSEC 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. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

5. Tower Analysis for Microwave Project – Approval
Approve tower analysis proposed by Northwest Tower Engineering for the Microwave MPLS System Project in the amount of \$84,000 using current microwave reserves.

Motorola requested the City of Richland on behalf of BCES, contract directly with Northwest Tower Engineering for the tower analysis due to Motorola's lengthy process of adding a new vendor. Doing so will also allow for the work to be completed in less time. The cost of the tower analysis is \$84,000 and is included in Motorola's bid. Motorola will reduce the contract by the same amount should we agree to contract directly with Northwest Tower Engineering.

STEPHEN BAUMAN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE TOWER ANALYSIS PROPOSAL BY NORTHWEST TOWER ENGINEERING FOR THE MICROWAVE MPLS SYSTEM REPLACEMENT IN THE AMOUNT OF \$84,000 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. 10-0.

Strategic Advisory Team (SAT)

BCES/BiPIN Consolidation

Discussion Items

1. 800MHz

Motorola presented their coverage analysis for the expansion of the current 800MHz system. To ensure blanket coverage at 95%, they suggested three more sites around the periphery of both counties and additional sites in the downtown areas of Richland and Kennewick. Findings will be presented at the July SAT meeting to get their feedback. Results of that meeting will be provided to Motorola for inclusion in their final budgetary proposal which is expected by the end of August. The proposal will include full engineering and full costs for all sites desired. Their final proposal is expected no later than the end of October which should keep us on track to have an approved and executed contract by the end of 2024. Updates will be provided at each executive board meeting. It was noted that the interlocal agreement will need to be addressed again to add language that would allow us to attain capital funding.

2. Independence Timeline

Richland Assistant City Manager Drew Florence shared that he and BCES Executive Director Jay Atwood have made several presentations on BCES history to multiple governing bodies, and he feels it has been highly successful and well received. It appears there is a lot of interest in moving BCES towards independence. Holdbacks are the cost of operations and the division/donation of assets. Each organization will need to produce a list of assets they believe they own that would likely be transferred to the new independent BCES. He noted there's no way the division of assets will be equal for many reasons, adding that this is likely the largest obstacle to overcome. He proposed that Jay work with each board member and their respective staff to develop the framework needed to develop a strategy forward.

Adjournment

The meeting adjourned at 8:06 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: July 25, 2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: July 31, 2024