



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 <i>(arrived after Roll Call)</i>	Benton County (2 Votes)
Stephen Bauman	Franklin County (2 Votes)
Erin Erdman	City of Kennewick (2 Votes)
Adam Lincoln <i>(Remote)</i>	City of Pasco (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Rachel Shaw <i>(Remote)</i>	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (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; 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: August 22, 2024

Date Published: _____