



MINUTES – August 22, 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)
Stephen Bauman	Franklin County (2 Votes)
Dan Legard <i>(In for Erin Erdman)</i>	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; Arrived after Roll Call)</i>	City of Prosser (1 Vote)
Brent Gerry	City of West Richland (1 Vote)

Absent

Erin Erdman	City of Kennewick (2 Votes)
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; Benton County Sheriff Commander Mat Clarke *(Remote)*; Franklin County Assistant IS Director Beau Beckley; Richland Assistant City Manager Drew Florence; Richland Interim Police Chief Craig Meidl; Richland Fire Chief Tom Huntington; Richland Finance Director Brandon Allen; Richland Accountant Nicole Peters; Prosser Police Chief John Markus *(Remote)*

Approval of Agenda

STEPHEN BAUMAN MOVED AND BRENT GERRY SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

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 July 25, 2024.

BRENT GERRY MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

Director's Report

2. Manager's Report – Jay Atwood
SECOMM remains at 12 vacancies with ten applicants in various pre-employment stages. Two additional recruits are slated to begin training in September. Recruitment efforts will be paused until after the first of the year to focus on radio training.

Red Mountain is wrapping up with the site ready to be tuned up the first week of September. The second week of September, punch list items and testing to ensure coverage is expected to take place. The county will then resume work on the road and parking during week three.

Microwave paths between newly proposed sites were overlooked and thus not included in the original coverage analysis for the radio system. This will delay the final budgetary quote from Motorola which is now expected to be received mid to late September. Motorola is still hoping to have a final proposal ready before the end of this year.

Items of Business

Benton County Emergency Services (BCES)

3. Benton County Emergency Services Independence – Approval
At the last meeting, the roadmap to BCES independence was discussed with concurrence by the board to move forward. A recommended motion is being brought before the board to officially kick off this endeavor.

The Strategic Advisory Team (SAT) chose Chief Chris Lee (Connell), Chief Ken Roske (Pasco), and Chief Chris Guerrero (Kennewick) to represent Law. Fire has selected Chief Chad Michael (Kennewick), Chief Randy Aust (Richland), and Chief Chris Mortenson (Pasco) as their task force representatives. Representatives from each county (Benton and Franklin), and a representative from dispatch are still pending. Meetings will likely be scheduled once a month for a couple of hours initially. The group will utilize Stuart Consulting Group (SCGI) to further the process and help keep the process on track.

STEPHEN BAUMAN MOVED AND ADAM LINCOLN SECONDED THE MOTION TO APPROVE MOVING FORWARD WITH BCES INDEPENDENCE UTILIZING AN INDEPENDENCE TASK FORCE TO FURTHER DEVELOP TIMELINE AND ROADMAP OBJECTIVES. ALL WERE IN FAVOR. MOTION CARRIED 12-0.

4. Benton County Emergency Services 2025 Budget Presentation – Approval
The proposed baseline budget was presented with assessments for the Big Five increasing due in part to the Microwave/MPLS replacement project (\$4.9 million including tax is the remaining balance due after grants and awards were applied). Additional expenses include labor increases due to renegotiated Teamsters contract and Consumer Price Index (CPI) increase of 3%, increased costs for recurring maintenance renewals and the addition of the Red Mountain site, lifecycle replacements (UPS Battery replacements and SecureSync Clock replacement), insurance costs, software license fees, increased calls for service, and population growth.

There are two proposed projects for 2025: CompuNet/Rubrik Backup (\$244,508) and Freshservice/Helpdesk (\$56,176). CompuNet/Rubrik provides immutable cyber protection and a strong backup mechanism for all BCES systems. Pricing is for a 3-year contract. Freshservice is a helpdesk and inventory management suite that will provide much needed support in tracking the user agencies service requests (service tickets) while also providing a robust and streamlined way to track BCES assets. Pricing is the initial cost of doing business with an annual recurring cost of \$31,176.

A more detailed budget will be presented at the September 26 regular meeting.

Benton County Emergency Management (BCEM)

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

Strategic Advisory Team

(SAT) BCES/BiPIN

Consolidation

Discussion Items Adjournment

The meeting adjourned at 8:06 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: September 26, 2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: October 1, 2024