



MINUTES – September 26, 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

Matt Rasmussen <i>(In for Michael Alvarez)</i>	Benton County (2 Votes)
Stephen Bauman	Franklin County (2 Votes)
Erin Erdman	City of Kennewick (2 Votes)
Kevin Crowley <i>(In for Adam Lincoln)</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)
Thomas Grego <i>(In for Brent Gerry)</i>	City of West Richland (1 Vote)
Lonnie Click	Benton County Fire Districts (1 Vote)

Absent

Michael Alvarez	Benton County (2 Votes)
Adam Lincoln	City of Pasco (2 Votes)
Bill Reed	City of Benton City (1 Vote)
Brent Gerry	City of West Richland (1 Vote)

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

Other Attendees: Franklin County IS Director Beau Beckley; Franklin County Assistant IS Director Michael Namchek; Kennewick Deputy City Manager Dan Legard; Kennewick Finance Director Jessica Platt; Kennewick Police Chief Chris Guererro; Kennewick IT Director Cody Lewis; Kennewick Assistant IT Manager Tracy Troutman; Kennewick BiPIN Systems Analyst II Travis Amundson; Kennewick BiPIN Business Analyst, Kandy Gonsalves; Richland Assistant City Manager Drew Florence; Richland Fire Chief Tom Huntington; Richland Finance Director Brandon Allen; Connell City Administrator Cathleen Koch, Connell Police Chief Chris Lee; Motorola Attendees: Senior Account Manager Kevin Haight; Area Sales Manager Roy Kyser; Radio Technician Engineer Jeremy Gordon; Engineer Bob McDonald

Approval of Agenda

MATT RASMUSSEN MOVED AND THOMAS GREGO SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. 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 August 22, 2024.

ERIN ERDMAN MOVED AND MATT RASMUSSEN 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

One new dispatcher will start September 30. Hiring is being paused until after the first of the year to focus on radio training for current call takers. Five candidates are on the eligibility list and 16 more are in precertification steps. Twelve open positions remain.

The first Independence Task Force meeting was held on September 16. There was good conversation over the 3-hour meeting where groundwork was laid out for the first, initial steps. Focus items included ensuring quality, maintaining control, maintaining cost effectiveness, and overall efficiency of the organization. Concerns identified included employee impacts, potential inequities between users and members, political awareness, customer focus, etc. No significant changes were made to the roadmap however, some changes are expected and will be shared with the Board at the October 24 meeting.

The Red Mountain site went live September 12 and has made the impact that was anticipated, improving coverage in dead-spots, and improved coverage in areas that weren't anticipated. Weber Canyon was not expected to improve coverage however communication was achieved through mobile radio. The county will now finish the road and parking area.

Some circuit work was completed on the existing microwave which will make the transition to the new system a bit easier. A final design review is scheduled for later today after which equipment will be ordered.

Items of Business

Benton County Emergency Services (BCES)

3. Benton County Emergency Services 2025 Budget Presentation – Approval

The budget was reviewed with more detail provided on assessments and what drives those expenses. The microwave assessment is portrayed in this budget as the project has the potential to be completed in 2025. A milestone payment of \$2.5 million is likely to come due in 2025. There is also a payment due after the first of the year which is the performance bond that was established with Motorola based on City of Richland policy (approximately \$35k). The final acceptance payment will be a bit over \$1.5 million. Billing for the microwave will be held until invoices are received.

Expanded programs include CompuNet/Rubrik cyber protection (\$244,508) and Freshservice helpdesk/inventory management (\$56,176). Our current back-up system does not support advanced cyber security features that are now industry recommended. The immutable back-ups cannot be altered or changed, they are monitored to ensure they are clean and are also backed-up to the cloud. Freshservice will provide much needed support in tracking service tickets while also providing an efficient tracking process for BCES assets.

Two funding options for Project 1 (CompuNet/Rubrik) were presented. Option 1 uses SECOMM fund balance (\$176k), E911 reserves (\$61k) and jurisdiction fund balance (\$7,300). Option 2 proposes assessments to the user agencies (based on population).

Funding for Project 2 (Freshservice) also provided two funding options. Option 1 uses SECOMM fund balance (\$42k) and E911 reserves (\$14k). Funding Option 2 proposes using assessments from the Big 5 (also based on population) and only impacts SECOMM funding.

STEPHEN BAUMAN MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE THE 2025 PROPOSED BUDGET AND EXPANDED PROGRAMS AS PRESENTED USING FUND BALANCE. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Benton County Emergency Management (BCEM)

4. Hazard Mitigation Planning Grant Contract D25-013 – Approval

The Benton County Natural Hazard Mitigation Plan was last updated in 2019 and is due for update in 2024. The funds will be used to bring a contractor in to assist with the update. The grant consists of a 90% federal share and a 10% state and local share, divided with each providing 5%. The local share is \$3,275 and will be covered through salary and benefit costs within the jurisdiction budget.

MATT RASMUSSEN MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE THE HAZARD MITIGATION GRANT CONTRACT D25-013 IN THE AMOUNT OF \$65,000 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

5. Department of Energy Contract E24-118 Amendment 1 - Approval

The amendment allows us to move \$15,500 out of Salaries and Benefits into Goods and Services to be used for the purchase of equipment in preparation for the Emergency Worker Assistance Center Exercise in 2025. The savings are due to the vacant Emergency Planner position which was unfilled for 5 months.

MATT RASMUSSEN MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE FOR SIGNATURE AMENDMENT 1 TO CONTRACT E24-118 TO MOVE \$15,500 FROM SALARIES AND BENEFITS INTO GOODS AND SERVICES 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

Strategic Advisory Team (SAT)

6. Radio System Update Project

We received a preliminary quote from Motorola regarding infrastructure that included a total of 12 sites across Benton and Franklin Counties, about twice as many as expected. The sites will provide the coverage expected based on Federal Engineering's report. Of the 12 sites, the SAT has identified 9 as "must haves" to ensure a 95% coverage across both counties using a portable. Three other sites were identified and proposed to be put on top of Trios Health Southridge Hospital, the Richland Federal Building and Kennewick Police Department. These sites are intended to assist with in-building penetration. One of the 12 sites has been identified as not needed and coverage actually improves by removing it.

The proposal is to move forward with a budgetary that represents the purchase of all necessary sites for coverage including the three additional sites. Once the main sites are implemented and tested, if we find we don't need the additional three sites, Motorola will refund the difference. The project is expected to cost between \$14 to \$18 million dollars.

Richland Assistant City Manager Drew Florence provided an update on the Congressionally Directed Spending (CDS) request that was completed on behalf of the BCES Executive Board for the communications infrastructure. The initial ask was for four million. The process has been put on hold until after the election and it's likely it will be greatly reduced.

Work continues to gather final subscriber radio counts and development of a replacement strategy. Radio replacement is estimated at \$8 to \$12 million. A strategy for moving users to the 800 MHz system is under discussion. The urban fire departments could probably utilize the current Benton core without any issues, but we don't have subscribers. This is part of a continuity of operations plan that is in the works.

The interlocal agreement (ILA) was updated with new language to address capitol purchases for both the radio system and subscribers and was shared with City of Richland Attorney Heather Kintzley for review. It was requested that the Board be diligent with their respective legal counsel, urging them to provide feedback as quickly as possible in order to move the ILA forward for signatures immediately upon completion.

BCES Executive Director Jay Atwood requested an updated financing proposal from Motorola due to the recent Federal Reserve rate cut. Interest rates have gone down almost a point and a half from their last quote. He requested Motorola provide benchmarks for \$15 million, \$20 million, \$25 million and \$30 million. Options for each financed amount were discussed.

BCES/BiPIN Consolidation

Discussion Items

Adjournment

The meeting adjourned at 8:20 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 10/24/2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: 12/10/24