



MINUTES – October 24, 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 *(In for Michael Alvarez)*

Stephen Bauman

Erin Erdman

Kevin Crowley *(In for Adam Lincoln)*

Jon Amundson

Rachel Shaw *(Remote; Arrived after Roll Call)*

Thomas Grego *(In for Brent Gerry)*

Lonnie Click *(Remote)*

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)

Benton County Fire Districts (1 Vote)

Absent

Michael Alvarez

Adam Lincoln

Bill Reed

Brent Gerry

Benton County (2 Votes)

City of Pasco (2 Votes)

City of Benton City (1 Vote)

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 Assistant IT Manager Tracy Troutman; Kennewick BiPIN Systems Analyst II Travis Amundson; Prosser Police Chief John Markus; Richland Assistant City Manager Drew Florence; Richland Finance Director Brandon Allen; Richland Fire Chief Tom Huntington; Richland Accountant Nicole Peters

Approval of Agenda

ERIN ERDMAN MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE THE AGENDA. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

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 September 26, 2024.

MATT RASMUSSEN MOVED AND STEPHEN BAUMAN SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 13-0.

Director's Report

2. Manager's Report – Jay Atwood

SECOMM has 12 vacancies. Seven are well into the hiring process. We hope to have several candidates for an academy in January. Nine are in pre-certification stages.

The data channel will continue to operate intermittently due to multiple staff members out sick. This is not expected to be an ongoing issue.

SECOMM Training and Employee Development Manager Aimee Fournier-Plante was acknowledged for taking the lead in overhauling SECOMM's criteria-based dispatch system. This is what dispatch uses to provide pre-arrival instructions during medical emergencies. An oversight committee assisted in the revamp of the program and the first class with these changes was very successful.

An evacuation drill was conducted this morning to ensure dispatch could continue services should the BCES building need to be evacuated. It went very well. To better that process, staff looked at using a space at Kennewick Police Department to establish a more robust location until we can come to a conclusion on a fully redundant back-up center.

Some issues were identified at the Prosser Butte radio site during Red Mountain testing. Water from a leaking roof substantially damaged some of our radio equipment. We are working with WCIA (Washington Cities Insurance Authority) to file a claim to get the damaged equipment replaced or repaired.

Items of Business

Benton County Emergency Services (BCES)

Benton County Emergency Management (BCEM)

3. Emergency Management Performance Grant E25-094 – Approval

The annual contract from Washington Emergency Management Division (WEMD) in support of local comprehensive emergency management. The funding supports up to .56 FTE positions at Benton County Emergency Services and funds to help support local emergency management functions at the BCES facility as related to EMPG activities.

ERIN ERDMAN MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE EMERGENCY MANAGEMENT PERFORMANCE GRANT CONTRACT E25-094 IN THE AMOUNT OF \$101,165 FROM WASHINGTON STATE EMERGENCY MANAGEMENT DIVISION 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)

BCES/BiPIN Consolidation

Discussion Items

4. Radio System Project Overview

Motorola promised to have the final proposal for the infrastructure piece to us next Thursday. This will provide a better idea of what the top-end of the infrastructure costs look like, with and without the 3 downtown sites.

Richland Assistant City Manager Drew Florence talked about the radio project and how it was going to be funded. Initially we were looking at financing through Motorola. With the project estimated at \$25 - \$30 million, it's too much for Richland to solely sign off on. Richland worked with a bond counselor to draft a finance supplement that identifies the Big 5 as having an equal obligation of the financing through Motorola. The draft should be completed in the next couple of weeks. Agency attorneys are also working on revising the ILA for the radio project as well as addressing language specific to public records as previously noted by Richland City Attorney Heather Kintzley.

5. November/December Meeting Dates

As these regular meetings fall on the holidays, there is a need to choose new meeting date(s). The Board decided to schedule a single special meeting on December 12, 2024. Cancellations and a new appointment will be forthcoming.

6. Legislature Invitation

Franklin County Commissioner Stephen Bauman asked regional legislators to come together this afternoon for an overview of the microwave project, BCES as a standalone agency and the radio system in an effort to secure some help with these projects. The meeting is today at 4 p.m. at BCES and Board members were encouraged to attend if possible.

Adjournment

The meeting adjourned at 8:00 a.m.

APPROVED:



Jon Amundson, BCES Executive Board Chair

Date Approved: 12/12/2024

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: 01/07/2025