



Agenda
Benton County Emergency Services Executive Board
Thursday, January 23, 2025 ~ 7:30 AM
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Benton County Emergency Services (BCES) Executive Board Meeting

Call to Order

Attendance

Approval of Agenda (Approved by Motion) All voting members.

Public Comments: Public comments will be limited to 2 minutes per speaker.

Consent Calendar: Items on the Consent Calendar have been distributed to Benton County Emergency Services Executive Board members in advance for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no discussion. Board members may transfer individual Items of Business for deliberation before voting. All voting members.

1. Approval of the DRAFT December 12, 2024 Benton County Emergency Services Executive Board Special Meeting Minutes
 - Jon Amundson, City Manager

Director's Report:

2. Manager's Report
 - Jay Atwood, BCES Executive Director

Items of Business:

Benton County Emergency Services (BCES) (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each. Benton County Fire District; Cities of Benton City, Prosser and West Richland - 1 vote each.

Benton County Emergency Management (BCEM) (Approved by Motion): Voting Members: Cities of Kennewick and Richland; Benton County - 2 votes each. Cities of West Richland, Prosser and Benton City - 1 vote each.

Southeast Communications Center (SECOMM) (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each. Cities of Prosser and West Richland; Benton County Fire Districts - 1 vote each.

800MHz System (Approved by Motion): Voting Members: Cities of Kennewick, Pasco and Richland; Benton and Franklin County - 2 votes each.

Benton County Microwave System (Approved by Motion): Voting Members: Cities of Kennewick, Pasco, and Richland; and Benton and Franklin Counties - 2 votes each.

Strategic Advisory Team (SAT):

BCES/BiPIN Consolidation:

Discussion Items:**Adjournment**

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 1/23/2025

Agenda Category: Consent Calendar:

Prepared By: Jon Amundson, City Manager

Subject:

Approval of the DRAFT December 12, 2024 Benton County Emergency Services Executive Board Special Meeting Minutes

Recommended Motion:

Summary:

DRAFT minutes from the December 12, 2024 Benton County Emergency Services Executive Board special meeting are presented for the Board's consideration and approval.

Fiscal Impact:

Attachments:

- I. 012325 December 12, 2024 DRAFT BCES Meeting Minutes



MINUTES – December 12, 2024 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD
SPECIAL 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

Stephen Bauman (*arrived after roll call*)
Erin Erdman
Kevin Crowley (*In for Adam Lincoln*)
Jon Amundson
Rachel Shaw
Paul Carlyle

Franklin County (2 Votes)
City of Kennewick (2 Votes)
City of Pasco (2 Votes)
City of Richland (2 Votes)
City of Prosser (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 Administrator Doug deGraaf; Emergency Management Manager Deanna Davis; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

Other Attendees: Benton County Sheriff Commander Mat Clarke; Franklin County IS Director Beau Beckley; Franklin County Assistant IS Director Michael Namchek; Kennewick IT Director Cody Lewis; Kennewick Finance Director Jessica Platt; Richland Assistant City Manager Drew Florence; Richland Fire Chief Tom Huntington; Richland Police Chief Martin Pilcher; West Richland Police Commander Mitch Coates

Approval of Agenda

ERIN ERDMAN MOVED AND KEVIN CROWLEY SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 10-0.

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 October 24, 2024.

KEVIN CROWLEY MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 10-0.

Director's Report

2. Manager's Report – Jay Atwood

SECOMM has 13 vacancies. Two candidates will likely start mid-January. About 11 are in the process for potential hiring and another 21 applicants are staged to do CitiCall and pre-hire screenings. Many candidates did not pass their background checks.

The last task force meeting was held on November 20. The Board make-up was solidified for the new independent agency and will be made up by the Big 5. Items discussed included ownership of assets and what that may look like, what the assets are and where they're located, funding and revenue models, what costs are today and what would be needed to ensure the new organization is sustainable. Another meeting is scheduled for December 18 where work on the charter is expected to begin. Once completed, the charter will be presented to both counties for approval.

Richland City Manager Jon Amundson requested the task force make a presentation to the BCES Executive Board.

Items of Business

Benton County Emergency Services (BCES)

3. BCES Fourth Amended and Restated Interlocal Agreement - Approval

The ILA's newest amendments address ownership of the expanded 800MHz Radio System and the updated public records language. It has been vetted by each agency's legal counsel. After approval by the Board, the document will be routed through the member commissions and councils for approval and signatures.

STEPHEN BAUMAN MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE THE FOURTH AMENDED AND RESTATED BCES INTERLOCAL AGREEMENT AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 10-0.

Benton County Emergency Management (BCEM)

4. Homeland Security Grant Program (SHSP) Contract E25-192 – Approval

This annual contract from Washington Emergency Management Division (WEMD) supports local and regional efforts to prevent terrorism, threats and hazards for national security. The funding supports the VHF Engineering Project, Benton Franklin SWAT, the regional Public Alert and Warning System contract renewal and Pole Cameras for the Richland Street Crimes Unit.

ERIN ERDMAN MOVED AND RACHEL SHAW SECONDED THE MOTION TO APPROVE HOMELAND SECURITY GRANT CONTRACT E25-192 IN THE AMOUNT OF \$99,378 FROM WASHINGTON STATE EMERGENCY MILITARY DIVISION AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 5-0.

5. Washington State Emergency Military Department and the US Department of Energy Contract E25-142 – Approval

This annual contract for DOE helps support off-site planning and preparedness for emergencies occurring on the Hanford Site. It provides funding for 1.03 FTE emergency management positions at BCES, local emergency management functions and the BCES facility related to DOE activities.

ERIN ERDMAN MOVED AND RACHEL SHAW SECONDED THE MOTION TO APPROVE THE US DOE CONTRACT E25-142 WITH WASHINGTON STATE EMERGENCY MILITARY DEPARTMENT AND THE US DEPARTMENT OF ENERGY IN THE AMOUNT OF \$189,183 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 5-0.

Southeast Communications Center (SECOMM)

800MHz System

Benton County Microwave System

6. Motorola 800MHz Expansion Contract – Approval

The contract substantiates significant savings. Accepting the contract allows the project to kick off at the first of the year (2025). If everything goes well, the project is estimated to take 16 months to complete but could take up to 24 months. Given the criticality of the system, Motorola will do their best to expedite the project.

STEPHEN BAUMAN MOVED AND KEVIN CROWLEY SECONDED THE MOTION TO APPROVE THE MOTOROLA 800MHz SYSTEM EXPANSION CONTRACT AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 8-0.

7. Motorola Financing Agreement – Informational

Tax included, a little over \$32 million dollars will be financed for 10 years at 4.497%. The bills will come in January of every year beginning January 2026 with payments due in 30 days. The City of Richland will bill the partners who will have 30 days to pay. Each agency's share (annually) will be about \$825,000. The contract is \$29.9 million today, it may be reduced if the urban sites are deemed unnecessary and/or if the number of radios needed are less than what was included in the quote. There are no prepayment penalties, and the loan is transferable should BCES become an independent agency.

Richland Assistant City Manager Drew Florence noted that there are two regional federal grants the fire chiefs are working on for subscriber radios. He noted that there are some limitations for infrastructure funding requests so any additional grant requests (state and federal) will be associated with subscriber units.

Franklin County Commissioner Stephen Bauman shared his gratitude for getting the project underway.

Strategic Advisory Team (SAT)

A SAT meeting was held December 5. Information Systems Administrator Doug deGraaf will be in Texas next week for the microwave equipment staging at Microwave Networks Inc. (MNI's) factory. Some components will arrive in January, but the Microwave equipment is expected to arrive in March.

BCES/BiPIN Consolidation

Discussion Items

The next meeting will be January 23, 2025.

Richland City Manager Jon Amundson appreciated everyone's hard work in accomplishing major milestones since the last meeting.

Adjournment

The meeting adjourned at 7:56 a.m.

APPROVED:

ATTEST:

Jon Amundson, BCES Executive Board Chair

Carole Cimrhakl, BCES Board Secretary

Date Approved: _____

Date Published: _____



BENTON COUNTY EMERGENCY SERVICES AGENDA ITEM COVERSHEET

Meeting Date: 1/23/2025

Agenda Category: Director's Report

Prepared By: Jay Atwood, BCES Executive Director

Subject:
Manager's Report

Recommended Motion:

Summary:
Monthly updates from Benton County Emergency Services Management

Fiscal Impact:

Attachments:

1. 012325 Management Report
2. 012325 BCES Microwave Project_Status Report_1-9-25



BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD MANAGER'S REPORT – Thursday, January 23, 2025

Southeast Communications (SECOMM) – Kim Lettrick/Gwen Stanley/Aimee Fournier-Plante

Training

Two employees completed radio training in December and January. Another employee is scheduled to begin radio training March 1.

Three SECOMM employees completed CTO (Certified Training Officer) training.

One new call taker trainee will begin January 13. They will have 4 weeks of classroom training before beginning floor training in February.

Benton County Emergency Management (BCEM) – Deanna Davis

Planning

A meeting to kick-off the update of the Hazard Mitigation Plan was held on January 15, 2025, with contractor Integrated Solutions Consulting and representatives from Benton County and all municipal jurisdictions. The timeline for completion of the plan update is fall of 2025.

Response

On December 20, 2024, the Department of Energy Hanford Site declared an Alert level emergency due to higher than acceptable levels of Anhydrous Ammonia detected outside at the Waste Treatment Plant. There were no impacts to any areas off the Hanford Site and no cause for public concern. Updates were sent by the EM Manager to County Commissioners and all Benton County jurisdictions for situational awareness during the event.

Exercise

February 11, 2025, is the date for the non-evaluated Columbia Generating Station Exercise. This exercise provides a perfect training opportunity for anyone in your organization to come to the Emergency Operations Center (EOC) and review procedures, ask questions, review EOC processes, etc. Perhaps you have new people who have never had the opportunity to participate in or observe an exercise, this would be a great time to include them as this exercise is a no fault, stress free, non-evaluated exercise.

If you are interested in participating or observing please reach out to Deanna Davis d.davis@bces.wa.gov or Carli Luppold c.luppold@bces.wa.gov

Project Status Report

Overall Status: **ON TRACK**

Project Name: Benton County Microwave and MPLS System

January 9, 2025

Status Code Legend

- On Track: Project is on schedule
- High Risk: At risk, with a high risk of going off track
- At Risk: Milestones missed but date intact
- Off Track: Date will be missed if action not taken

The project is ON TRACK	● Microwave Equipment Order Complete ● MPLS Equipment Order Complete
Issues:	● None at this time
Milestones completed the month of December:	● Staging of Microwave Equipment at Microwave Networks ● Antenna systems shipped for Benton County microwave system
Milestones planned for next week:	● Change Order #002 – Design Review ● Order DC Power Systems for Franklin County Sites (Kahlotus, Connell, Starbuck, Joe Butte & Courthouse) ● Shipping of Microwave equipment from Microwave Networks ● Shipping of MPLS equipment from Microwave Networks ● Shipping of antenna systems for Franklin County microwave system
Milestones planned for next month:	● Change Order #002 – Design Review ● Order DC Power Systems for Franklin County Sites (Kahlotus, Connell, Starbuck, Joe Butte & Courthouse) ● Develop Installation and Cutover Plans ● Validate Project Schedule and provide to BCES
Areas/questions for discussion:	Status of Franklin County Site Improvements (R56) Approvals of site/tower changes at Rattlesnake and Starbuck
Last week's issues forwarded to this week:	None identified

Contact Information

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Jay Atwood

Executive Director

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Project Abstract

Benton County Microwave replacement for (9) total links

Benton County MPLS architecture & design, network integration and T1 migration services

Franklin County Microwave replacement for (6) total links

Franklin County MPLS architecture & design, network integration and T1 migration services

Franklin County DC Power Systems with Battery Back-up at its (5) sites