



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 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 Special 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:



Drew Florence for Jon Amundson,
BCES Executive Board Chair

Date Approved: January 23, 2025

ATTEST:



Carole Cimrhakl, BCES Board Secretary

Date Published: January 29, 2025