



**MINUTES – April 24, 2025 - 7:30 AM**  
**BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD**  
**REGULAR MEETING**  
**Richland City Council Chambers ~ 625 Swift Blvd**  
**Richland, WA 99352**

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**Call to Order**

The meeting was called to order at 7:30 a.m. by Chair Jon Amundson.

**Attendance**

**Members**

|                                                       |                                       |
|-------------------------------------------------------|---------------------------------------|
| Stephen Bauman                                        | Franklin County (2 Votes)             |
| Matt Rasmussen <i>Remote (In for Michael Alvarez)</i> | Benton County (2 Votes)               |
| Erin Erdman                                           | City of Kennewick (2 Votes)           |
| Kevin Crowley                                         | City of Pasco (2 Votes)               |
| Jon Amundson                                          | City of Richland (2 Votes)            |
| Rachel Shaw                                           | City of Prosser (1 Vote)              |
| Steven Crown (in for Brent Gerry)                     | City of West Richland (1 Vote)        |
| Paul Carlyle <i>Remote</i>                            | Benton County Fire Districts (1 Vote) |

**Absent**

|                 |                                |
|-----------------|--------------------------------|
| Michael Alvarez | Benton County (2 Votes)        |
| Brent Gerry     | City of West Richland (1 Vote) |
| Bill Reed       | City of Benton City (1 Vote)   |

**Also Present:** BCES Executive Director Jay Atwood; SECOMM Manager Kim Lettrick; Emergency Management Manager Deanna Davis; Richland IT Operations & Services Supervisor Blayne Smith; Accounting Specialist Jordan George; Administrative Assistant/Board Secretary Carole Cimrhakl

**Other Attendees:** Franklin County Administrator Brian Dansel; Benton County Sheriff Commander Mat Clarke; Connell Police Chief Chris Lee; Kennewick Finance Director Jessica Platt; Kennewick IT Director Cody Lewis; Kennewick Assistant IT Manager Tracy Troutman; Kennewick BiPIN Software Analyst II Travis Amundson; BiPIN Business Analyst Kandy Gonsalves; Prosser Police Chief John Markus; Richland Fire Chief Tom Huntington

**Approval of Agenda**

**STEPHEN BAUMAN MOVED AND ERIN ERDMAN SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 13-0.**

**Public Comments**

There were no public comments.

**Approval of the Consent Calendar**

1. Approval of the DRAFT March 27, 2025, Benton County Emergency Services Executive Board regular meeting minutes – Drew Florence

**ERIN ERDMAN MOVED AND STEPHEN BAUMAN SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR. ALL WERE IN FAVOR. MOTION CARRIED 13-0.**

## **Director's Report**

2. Manager's Report – Jay Atwood

### Staffing

Recruitment was paused during the implementation of Workday and has since been resumed. Several candidates are in the process with one (1) in background and one (1) ready for integrity interview. Moving forward, the newly streamlined process will begin which should move applicants through the process much faster. Interviews for the BCES IT Manager position have been completed with an offer to be made soon. The Systems Analyst position will be posted soon.

### Microwave

The project is moving along very quickly. Motorola is ahead of schedule. A majority of the installations are expected to be completed in August. For this reason, Motorola has requested the payment schedule be split into two (2) payments with the first due in June and the second due in the third quarter. If the payment were split, each of the Big 5 would pay \$271,750 for each installment. The final payment of \$425,681.81 will remain due in the first quarter of 2026. BCES Executive Director Jay Atwood reminded Motorola that payment terms have already been agreed to.

### Radio System

With microwave work ahead of schedule, we are set up to accelerate the radio project. Motorola is projecting that all users could be migrated to the new radio system as early as June 2026.

A couple of no-cost change orders are being explored to include radio management and site acquisitions. This will ensure the project's success and will help fill the personnel deficits at BCES.

The Day Wireless contract will be routed through Purchasing with today's approval of the minutes. This allows Day Wireless to begin the census of fire apparatus radios. Once completed, a quote to install the radios will be forthcoming with the mobile radio order to follow.

Benton County Fire District I has offered workspace to Motorola for staging and installations. Motorola is working to establish a lease agreement. Equipment is currently projected to arrive between January and February with installations tentative for March.

## **Items of Business**

### Benton County Emergency Services (BCES)

None

Benton County Emergency Management (BCEM)

3. Energy Facility Site Evaluation Council (EFSEC) Contract E25-044 Amendment I – Approval

The amendment is a result of a gap funding request by BCEM for the pre-approved purchase of ten (10) UltraRadiac Plus dosimeters.

**ERIN ERDMAN MOVED AND JON AMUNDSON SECONDED THE MOTION TO APPROVE FOR SIGNATURE AMENDMENT I TO EFSEC CONTRACT E25-044 TO INCREASE THE GOODS AND SERVICES LINE ITEM BY \$18,197 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.**

4. Carry-over of Grant Funds from Year Ending 2024 – Approval

The carry-over amount approved in March did not include \$2,570 of unexpended funds for the Homeland Security grant.

**ERIN ERDMAN MOVED AND MATT RASMUSSEN SECONDED THE MOTION TO APPROVE THE CARRY-OVER OF EXISTING BCES GRANT FUNDS TO INCREASE THE 2025 APPROVED BCES BUDGET AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 8-0.**

Southeast Communications Center (SECOMM)

None

800MHz System

None

Benton County Microwave System

5. Department of Commerce Grant 25-96647-052 – Approval

Although this grant was awarded in 2024, it was not finalized or received until this month (April). These funds will be used to replace the existing telecommunication system with a modernized Ethernet Microwave Solution for the Microwave/MPLS Replacement Project.

**ERIN ERDMAN MOVED AND STEPHEN BAUMAN SECONDED THE MOTION TO APPROVE THE DEPARTMENT OF COMMERCE GRANT 25-96647-052 IN THE AMOUNT OF \$227,950 TO INCREASE THE MICROWAVE GOODS AND SERVICES CAPITAL LINE ITEM AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. ALL WERE IN FAVOR. MOTION CARRIED 10-0.**

**Strategic Advisory Team (SAT)**

No significant updates. The next meeting is scheduled for Thursday, May 1 at 2:00 p.m. in Richland's Council Chambers.

### **BCES/BiPIN Consolidation**

None

### **Discussion Items**

#### **6. Independence Task Force - Update**

No meeting was held in April as a workshop is scheduled for May 5 at the Richland Public Library. Different funding models for the SECOMM portion of the budget, what a first-year operating budget might look like, and an overall budget that includes potential staff changes and costs related to the use of the radio system will be presented.

### **Adjournment**

The meeting adjourned at 8:01 a.m.

APPROVED:



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Jon Amundson, BCES Executive Board Chair

Date Approved: May 22, 2025

ATTEST:



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Carole Cimrhakl, BCES Board Secretary

Date Published: May 27, 2025