Docusign Envelope ID: 82AFACBE-880E-4ED4-B261-AB0F5E737AB5

MINUTES – June 26, 2025 - 7:30 AM
BENTON COUNTY EMERGENCY SERVICES EXECUTIVE BOARD REGULAR MEETING
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Call to Order

Chair Jon Amundson called the meeting to order at 7:33 a.m.

Attendance

Michael Alvarez	Benton County (2 Votes)
Brian Dansel *(in for Stephen Bauman)*	Franklin County (2 Votes)
Erin Erdman	City of Kennewick (2 Votes)
Jon Amundson	City of Richland (2 Votes)
Rachel Shaw	City of Prosser (1 Vote)
Paul Carlyle (*Remote)*	Benton County Fire Districts (1 Vote)

Absent

Stephen Bauman	Franklin County (2 Votes)
Kevin Crowley	City of Pasco (2 Votes)
Brent Gerry	City of West Richland (1 Vote)
Bill Reed	City of Benton City (1 Vote)

Also Present: BCES Executive Director Atwood; SECOMM Manager Lettrick; Emergency Management Manager Davis; Accounting Specialist George; Administrative Assistant/Board Secretary Cimrhakl

Other Attendees: Benton County Deputy Administrator Matt Rasmussen; Franklin County IS Director Beckley; Franklin County IS Kennewick Finance Director Platt; Kennewick IT Manager Troutman; Kennewick BiPIN Software Analyst II Amundson; Richland Chief of Police Martin Pilcher; Richland Assistant City Manager Drew Florence

Approval of Agenda

ERIN ERDMAN MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 10-0.

Public Comments

None.

Approval of the Consent Calendar

1. Approval of the May 22, 2025, Benton County Emergency Services Executive Board Regular Meeting Minutes

ERIN ERDMAN MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE THE CONSENT CALENDAR AS PRESENTED. MOTION CARRIED 10-0.

Director's Report

2. Manager's Report – Jay Atwood

Staffing
SECOMM has a new hire that will start this coming Monday (June 30). There are 32 new applicants in the screening process. Twenty-three (23) of 38 applicants have completed typing tests; 16 of those have passed and are moving on to CritiCall. Eight (8) that were previously in the CritiCall process have passed. Thirteen others who had previously passed the suitability assessment are moving on to background and fingerprinting.

The candidate for the IS Manager position declined to move forward during the background process. A new, broader search is pending.

Training
Executive Director Atwood and GIS Analyst Mendez recently attended the Hexagon Conference. It was a very insightful conference with a lot of great information in addition to hands-on training sessions. The public safety piece of Hexagon is going to separate and become a new organization called Octave.

Executive Director Atwood spent time looking at OnCall Records and spoke with others who are on 9.4 CAD and using OnCall. They all seemed to be happy with the product as it stands or in the transition, with the one piece of information being don't try to migrate the records. Make a clean cut and start fresh.

Microwave
The project remains on track. Classroom training on the Microwave System and the new equipment is now tentatively to take place in August.

Radio System
All of the portable radios have been ordered. Some have been received. Dave Feeney (Motorola) is on site and is working on the 800MHz audit. He's creating an inventory of the radios that have come in.

Day Wireless has approximately one-third (1/3) of the equipment census completed. They anticipate their work will wrap up within the next two weeks. Getting bids for installation will follow.

The order for mountain top gear is estimated to be placed in July with a potential staging event in Schaumburg, IL at the end of August or September.

Docusign Envelope ID: 82AFACBE-880E-4ED4-B261-AB0F5E737AB5

Items of Business

Benton County Emergency Services (BCES)
None.

Benton County Emergency Management (BCEM)

3. Energy Facility Site Evaluation Council (EFSEC) Grant #25-044 Amendment 2 – Approval

The amendment reallocates unexpended grant funds in the amount of $63,250 into Goods and Services from Salaries, Benefits and Travel. The unexpended grant funds are due to cost savings from a vacant planner position.

ERIN ERDMAN MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE FOR SIGNATURE AMENDMENT 2 TO EFSEC CONTRACT E25-044 TO MOVE UNEXPENDED SALARIES, BENEFITS AND TRAVEL FUNDS INTO THE GOODS AND SERVICES LINE ITEM IN THE AMOUNT OF $63,250 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. MOTION CARRIED 7-0.

4. Energy Facility Site Evaluation Council (EFSEC) Contract E26-002 – Approval

This is the annual contract for off-site emergency planning and preparedness in support of the continued operation of the Columbia Generating Station commercial nuclear power reactor on the Hanford Site.

ERIN ERDMAN MOVED AND MICHAEL ALVAREZ SECONDED THE MOTION TO APPROVE FOR SIGNATURE THE EFSEC CONTRACT E26-002 IN THE AMOUNT OF $441,880 AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. MOTION CARRIED 7-0.

Southeast Communications Center (SECOMM)

5. Hexagon CAD 9.4 Maintenance Upgrade – Approval

Windows 10 will officially be end of life October 14, 2025. All environments, including those hosting CAD will have to be updated with Windows 11 to maintain security compliance, system support and functionality within the new operating system.

ERIN ERDMAN MOVED AND BRIAN DANSEL SECONDED THE MOTION TO APPROVE THE PROPOSAL BY HEXAGON TO UPGRADE THE COMPUTER AIDED DISPATCH SYSTEM WITH THE 9.4 MAINTENANCE RELEASE UPDATE IN THE AMOUNT OF $314,718 USING SECOMM FUND BALANCE AND E911 RESERVES AND AUTHORIZE STAFF TO MAKE THE NECESSARY BUDGET ADJUSTMENTS. MOTION CARRIED 10-0.

<u>800MHz System</u>
None.

<u>Benton County Microwave System</u>
None.

Strategic Advisory Team (SAT)
None.

BCES/BiPIN Consolidation
None.

Discussion Items

6. <u>Independence Task Force - Update</u>

The team last met on June 11, 2025. Focus of the discussion was on the path forward, including potential naming conventions for the new organization, timing for a potential tax initiative (one tenth percent or two-tenths percent) and what each percentage would fund. Executive Director Atwood has engaged with the attorney regarding the charters, hoping to have a draft ready for the next BCES Executive Board Meeting (July 24, 2025). The next Task Force meeting is scheduled mid-July.

Adjournment

The meeting adjourned at 7:58 a.m.

APPROVED:

Jon Amundson, BCES Executive Board Chair

ATTEST:

Jordan George

Carole Cimrhakl, BCES Board Secretary (Signing on behalf of Carole Cimrhakl)

Date Approved: July 25, 2025

Date Published: July 25, 2025