

MINUTES OF THE UMATILLA/MORROW RADIO & DATA DISTRICT

January 4th, 2011

I. Call to Order and Recognition of Guest(s)

Present: Dan Coulombe
Marc Rogelstad
Kathy Lieuallen
Ken Matlack

Absent: Mike Roxbury

Staff: Shawn Halsey
BJ Workman

Guests: Dave Magnenat, Adcomm Engineering
John Wilson, OR Emerg. Mgmt
Tom Manley, Adcomm Engineering
Ron Spencer, Motorola
Marlon Johnson, Day Wireless

Meeting was called to order at 1:36 p.m. by Dan Coulombe.

II. Minutes of the Meeting from December 7, 2010.

Motion to approve minutes of the December 7, 2010 meeting was made by Marc Rogelstad, seconded by Kathy Lieuallen, and unanimously approved.

III. Changes/Additions to the Agenda:

New Business: C – Equipment for Athena

Old Business

IV. System Administrator's Report

A. Budget Update – Shawn spoke with Paul Chalmers at the Assessor's Office and he said to plan \$915,000 budget between Umatilla and Morrow Counties.

Need to run ads for Budget Committee members – asking for at least 10 people that show an interest and then we'd need to choose 4-5 from that pool.

Marc Rogelstad asked if Shawn needed forms, Shawn will run by Marc's office and pick them up.

B. MTS2000 Screens – Finally got the replacement displays that we ordered last fall. Those should hold us for a while. Ron Spencer helped us get some priority with Motorola in Schaumburg.

C. MCS2000 Control Head and MTS2000 Battery Purchase – They are first come first serve, Shawn needs about 10 more at a cost of \$4,300.50. A quote from Day Wireless for 100 more batteries for the MTS2000 at a cost of \$5,800.

Motion to approve batteries and control head made by Marc Rogelstad, seconded by Ken Matlack, and unanimously approved.

D. Motorola Training Purchase

The total plan for Shawn's training travel to Schaumburg for 2011. The estimated cost of training, travel, and costs for Motorola training. This comes out of Shawn's maintenance line item. See attached.

Motion to approve made by Kathy Lieuallen, seconded by Ken Matlack, and unanimously approved.

V. System Upgrade Project Update

A. Adcomm Engineering

Dave Magnenat gave an update. We have achieved substantial completion on the Boardman site as of December 30. There were two outstanding items, telephone conduit was not in place, yet and the generator needing plumbed.

Jordan Butte had a bit of a delay because of shelter issues, the foundation has finally set to the proper strength, weather has now become an issue up there, the foundation is in place and ready for shelter placement. A tentative date is for this Friday (1/7/11) to get the shelter up and set. Weather impacts the road conditions, which impact access with heavy equipment.

Retaining wall questions have now been resolved; right now the projected completion is January 22, 2011, pending no drastic weather or access road changes.

Utility work is done at Jordan Butte, there won't be any phone lines to run, they'll be putting the pre-fab structure in. Tower is up, fencing is all up, grounding is all in, otherwise the 6" of snow has stopped progress for now. The road has been improved dramatically over its former condition.

General Dynamics latest schedule was submitted to OWIN and it was approved as projected completion on January 22nd. This date will not have an impact on the final end date of the project.

There will be plenty of time between shelter set and DC power being put in to install the remainder. At this point we're still on schedule to be done by end of May.

County is buying some DC power at Wilkinson site. John Wilson has been working on rack placement and diagrams for new shelters.

Sillusi, Golgotha, will be documented by Adcomm later this week to show equipment movement, etc.

Motorola radio install is due to start on February 28th.

Microwave:

Equipment rates received, manufacture pending frequency confirmation. Very complex coordination scheme for public noticed of frequency of coordination. The \$85,000 is well within our budget and is equipment only. Installation start is projected to be February 28th, also.

On schedule for optimizations to begin Feb 28- March 31 with optimization and testing to follow through April, with projected online being in late May.

As soon as they receive the information from the frequency coordinator, they can start programming the radios. Marc would like to make sure that any gaps in planning aren't just left idle time. He doesn't want the crew doing nothing for a week because the Gaant chart shows the next step date a few days off.

Discussion between Dave and John Wilson on the things John will be working on in conjunction with the planned activities to be prepared to move forward in as large of steps as we possibly can.

VI. Controller Upgrade Project

A. Shelter Work Update

The prime site shelter has not been put in place as we originally thought it would be by December 31st. Commissioner Hansell will be signing the adjusted paperwork tomorrow and the equipment will be shipped to the ESD warehouse in Pendleton, Shawn hasn't heard any other adjustments beyond January 14th for shelter delivery.

B. Staging Inspection Report

Marc, Steve Myren, and Shawn went to Motorola's Schaumburg, IL facility to do the staging inspection. The equipment worked as it was supposed to as far as he could tell. Shawn attempted to break it and that brought up a few things that were of interest to the group. Shawn will figure out how to fix a couple of dispatch related issues that will work differently with the new system. If this new box failed the system will keep on working but the dispatch centers will have to use back-up radios to access the system.

We will be in this condition until all of the new dispatch consoles are upgraded. There were 3 large pieces of equipment that will disappear, it would be in our best interest to look at getting these upgrades done sooner rather than later.

VII. Alpha Numeric Paging Update

Shawn has been hearing that there's less expensive ways to go about the alpha-numeric pager update and Shawn will have more information on that next week. The \$850,000 amount quoted by Adcomm was too steep.

New Business

A. Oregon Special Districts Association Conference Attendance

We don't have the money to do that and didn't think that CSEPP would pay for it; FEMA has agreed that Shawn could attend that conference. The SDAO registration has ended up being free. Jim Stearns will be covering a room, Feb. 10-13th, Shawn will drive a county vehicle so he'll have gas covered. Marc Rogelstad said he'd be going also from his Special District.

B. Cabbage Hill Site

1. 450MHz vs. 700MHz – Dave Adams from Mission Critical Partners is working on getting CTUIR system coverage using a pre-existing site on Cabbage Hill. Some work will need to be done to get that site up to spec and it would add some coverage to the Umatilla County area. We're tasked with finding out what we want on that hill top. What could be installed, possible frequencies, future of what we want to do. Do we want to start migration now or do we want to wait. There are pros and cons to both scenarios. With the upgrade we're getting this spring we'll be able to add more simulcast sites to our system's access. This is less expensive, it allows you to talk to the system and would probably work for the tribe, but it's not a simulcast site. Do we want to do a cookie cutter or a different type (IntelliRepeater) of site.

Before Motorola can work through this, they need some feedback from the Board. Ron will get that contact information to Shawn.

There's definite informal interest in going with Cabbage Hill site, but there's issues to be weighed out. Marc asked if down the road which way would be most beneficial to go. How does an IR site marry with the system in the future? IR would be something you'd have to change to on the radio. It would require reprogramming the subscribers to have the frequency on their radio. Even though the IR site could eliminate equipment down the road, it would always be the oddball out. You have to get a license, coordinate the power and other factors, and the requirements of a simulcast site would be that they can continue to work with our MTC3600 controllers for another two years (drop dead date for decision by Board is March 31, 2011).

700 MHz phase II TMA was \$14.2 to 15.7 million. That figure means replacing all of the equipment at all of the sites and the State is doing a lot of those already. The biggest expense will be to tribal. If the tribe is successful to get the site on Cabbage, they'll come onto the system.

What is Shawn's recommendation? If it messes up our current coverage in other places he'd go IR. If the site can be put in without doing that he'd want a full site.

We need to look at the coverages for both systems on UHF so Ron will work toward that.

C. Equipment for Athena

Shawn received a call from Don Jackson, East Umatilla Rural Fire. They they are getting a new snorkel apparatus and selling there older one to Athena Fire. This unit has a System mobile installed for its CSEPP mission to backfill Pendleton Fire during a CSEPP event. Athena wants the radio in that piece of equipment and they'll need a CSEPP mission to be able to keep that radio.

When we start to do the switchover to the District, we'll have to be issuing radios to entities that don't have CSEPP missions and supporting them, so this could be our first entity. They will probably have questions about mobile radios, too.

Board feels that it's a good idea to go ahead and make that request happen for them.

VIII. Open Discussion

Shawn would like some suggestions for a meeting date for the off-site meeting. January 15th, 5:00 p.m.

IX. Business from Guests

Shawn, Marc, and Steve asked Ron Spencer for budgetary numbers for new dispatch consoles, so Ron has his team working on him. For five positions at Morrow County and 11 at Umatilla County.

Motorola is not in the paging system business so the bundling system on their options would be to go to their local contractors. So Ron encourages us to seek paging options from other resources.

Where are we coming from in terms of Shawn's position? There's been no more discussion, yet. Shawn said that as far as the county is concerned they are fine with keeping him in their system until the end of CSEPP. They receive financial benefits for having CSEPP employees.

Prime site equipment is located in Pendleton and the office is also located there. The old quote from Umatilla County for his office space was \$500/mo. At one point there was talk about building an additional building that would house the truck, equipment, and could have an office space for Shawn as well.

X. Adjourn

Motion to adjourn made by Marc Rogelstad, seconded by Kathy Lieuallen, and unanimously approved. Meeting was adjourned at 2:40 p.m.

Next meeting is scheduled for February 4th, 1:30 p.m. at Fire Station #3.