

UMATILLA/MORROW RADIO & DATA DISTRICT MEETING

September 6th, 2011

Present:	Mike Roxbury Marc Rogelstad	Kathy Lieuallen Ken Matlack
Guests:	Loren Dickey, Boardman Police Department Ron Spencer, Motorola Jim Krebs, Mission Critical Partners/FEMA John Wilson, OEM/State CSEPP Marlon Johnson, Day Wireless Dave Adams, MCP/FEMA	Fred Simpson, Motorola Doug Paine, Good Shepherd Chris Brown, OEM/State CSEPP Ray Denny, CTUIR Dave Kraal, Day Wireless
Staff:	Shawn Halsey, Rosanna Brown	

I. Call to Order and Recognition of Guest(s): Meeting called to order at 1:33pm.

II. Minutes of the Meetings from August 2nd, 2011.

*A motion to approve the minutes from the August 2 meeting was made by Director Rogelstad and seconded by Director Lieuallen. Aye: Director Roxbury, Director Rogelstad, Director Lieuallen Nay: None
Director Matlack arrived post-vote.*

III. Changes/Additions to the Agenda: no changes/additions

Old Business

A. System Administrator's Report

1. Expense Report – Check Signatures

Now that the district has a checking account, Shawn Halsey created the first expense report and would like feedback from the board. There are currently three debts in long standing, all relating to the May 17, 2011 and November 10, 2010 elections. *A motion to approve the payment, with a total cost of \$6379.06, to the Morrow County clerk's office (\$717.57) and the Umatilla County elections office (\$1403.94 & 4257.55) was made by Director Rogelstad and seconded by Director Matlack. Aye: Director Roxbury, Director Rogelstad, Director Lieuallen, Director Matlack Nay: None*

2. Subscriber Unit Purchase Update

Shawn reported that 38 new portables and 6 new dual band radios were purchased after approval was given at the last board meeting. Additional mobiles will not be purchased as the end of CSEPP is too close to ensure installation in time. There is \$80,000 remaining on the maintenance budget line and Shawn feels this will cover any other expenses that may arise.

B. Controller Upgrade Project – Motorola, presented by Fred Simpson

Fred Simpson reported that the controller upgrade/ cutover to SmartX on August 23 (5:15am) went very smoothly. The issues that they encountered were normal and are being worked through with the different agencies and individuals. They would like all issues to be tracked as they come up so they can be addressed.

There is a meeting scheduled for Thursday, September 8 at 11:00am at Fire Station #1 in Hermiston. This meeting is for all the users to express concerns or issues if there are any. Fred encourages the user group to come as well as representatives from dispatch centers. The meeting will be used to gather all the information needed to move forward to final system acceptance.

The Weston Mountain turn on could happen as early as today and definitely by Friday.

Director Rogelstad, speaking as a board member and user, reported to Fred that he has experienced many issues with coverage and being busied out. His portable would not pick up a conversation at 9:45pm and trucks couldn't get into the system to respond to a fire. He finds that evenings are worse than days and he gets a weak signal and garbled traffic.

Fred responded that that is the information he is looking for and to continue to document as much as possible and include times and places so the corrections can be made. Dave Adams has an issues log form that he will forward to Shawn.

C. Weston Mt. Update – Mission Critical Partners, presented by Dave Adams

Walk through process on the power point presentation with dates and pictures. July 14 digging trenches, July 15 stopped work, resumed on August 8, started putting towers together, same foundation. 16 Aug, had tower in the air, power, overall view of site photo, working on floor plan. 17 August finalized floor plan, wave guide for microwave, LMR antennas in place. 23 August wave guide for microwave coming in. Microwave radios in place, getting ready for propane tank. Generators inspected and fully

functioning. Tremendous amount of work done. Key people-state radio project delivered when pressure was on. Motorola delivered, continued to have weekly project calls so work began and delay allowed to put Weston site in Pendleton. SmartX migrations went so well because they had a site to use that wasn't on the air. Dave Kraal of Day Wireless, participated in calls, had people and resources available. Worked with us extremely well. Worked with Alcatel to keep project on schedule.

Output-Friday but pushing for today. 83k below budget. And only two days past schedule.

FCC licensing – Sillusi butte, CTUIR, State approved for Weston Mountain. 60-90 days will see the actual license. Some language changes from Dave and Doug Olsen. Coordination with Day Wireless for Sillusi move and oversight on the move, originally agreed upon amount, finishing agreement with Benton County. Only other thing to add, program approaches closeout FEMA asked if any other items you want help with as approach new phase of work, renewing licenses, complete during closeout. Let Shawn know and he will pass it onto Dave.

D. Sillusi Butte Site Move Update

Shawn Halsey reported the narrowbanding will take place the 19th and 20th of September and the move on the 21st. He is in coordination with Steve Myren to reserve and use a comm vehicle during the outage. He plans to have Steve drive with him to review the hill for difficulty navigating.

Shawn asked Dave Adams to clarify the moving of licenses without being narrowbanded and Dave responded that it is just a modification, not new channels, so although the legal answer is “no” it should not be a problem. The only license that must go through a coordinator is Sillusi. Day Wireless is comfortable with that timeframe.

E. Narrowbanding Update

Shawn Halsey has been working on the narrowbanding/flash upgrading of subscriber units since the last board meeting. Over 7 days, 500 radios were done and the process went fairly well. Four radios lost power during flash and that was due to bad batteries and one radio bricked as a result of flash. These radios are easily replaced. Shawn plans to continue to work on the radios that have not been done yet. There are 900 radios total and he plans to do as many as 50 before the narrowbanding project.

F. NWS Radio Update

Shawn Halsey's recommendation (included in the board member's packet) is that the District support the NWS radio installation at the Wilkinson Site.

If the NWS would like to move into the Benton County Emergency Services (BCES) building and use that tower, they should enter into a discussion with BCES as the District cannot sublease.

Additionally, there are other entities that currently have equipment at the site that the District will be vacating soon. Good Shepherd Medical Center (GSMD) and the local ARES group both have radio equipment installed and operating at the OSP site on Sillusi Butte. The ability of the BCES tower to support all of those agencies, as well as the future BCES needs, the District, and the State Radio Project is in question. A recent discussion with a GSMC representative brought up the possibility of GSMC taking over the lease of the OSP site. IF this were to take place it would be the best possible outcome for all concerned. As discussed at the August board meeting, the cost of power consumption for a NWS radio is about \$25 per month.

Feedback from local emergency management indicates they would like NWS to remain as a service to the community.

Doug Paine reported that GSMC does not have a problem with the NWS and AREAS there.

Directory Roxbury questioned who will take over the site lease. John Wilson explained that it would be a transfer to the hospital if the state decides not to take the building, as it is a better facility than some they are currently using.

A motion to allow NWS to stay in the Wilkinson site, free of charge, was made by Director Rogelstad and seconded by Director Lieuallen. Aye: Director Roxbury, Director Rogelstad, Director Lieuallen, Director Matlack Nay: None

G. CTUIR User Agreement Review

The user agreement was provided to the board for review. Changes were made to reflect that CTUIR has dispatch consoles now. These changes can be found at 3.2 and 2.7. The line regarding the state's involvement (2.2) was deleted. Dave Adams asked if the agreement included a lease for rack space on Weston Mountain and Shawn responded that it wasn't and it could be included at the request of Ray Denny.

The agreement has been reviewed and approved by the tribal council and Umatilla County's counsel and goes into effect on November 1. Ray reported that the tribes are happy with the agreement.

Director Roxbury suggested having a similar agreement with all other user agencies and Shawn agreed that it would be beneficial. The agreement should be standard for all other users. They agreed that the issue of 2.7 will be one that is tested the most.

A motion to approve the CTUIR User Agreement was made by Director Rogelstad and seconded by Director Matlack. Aye: Director Roxbury, Director Rogelstad, Director Lieuallen, Director Matlack Nay: None

Director Roxbury signed the agreement and Shawn gave it to Ray to have the executive director sign it.

New Business

A. District Administrator's Contract Review

Director Roxbury clarified that he was not looking for a decision on the contract, but wanted the board to review it before the next meeting. Chris Brown assured the board that they have that much time left before the end of agent to make the decision. Shawn

told the board that they should feel free to make changes or additions to the contract. It is based on a Canadian golf course contract that he modified for the district.

Director Roxbury noted that the board will review the contract and discuss it at the next board meeting.

B. Book Keeping Services Proposals

Included in the board's packet are the 3 proposals Shawn received from bookkeeping agencies after interviewing them. Shawn's recommendation is to use Landmark Tax & Financial Planning Services. They are local and less expensive and they have experience working with a special district, Helix Fire. Landmark would be used for bookkeeping only; audits would be done by another agency.

The bookkeeping budget line is \$25,000 and the auditing budget line is \$10,000, and the quarterly book review quote was for \$2500.

A motion to accept the proposal from Landmark Tax & Financial Planning Services to provide bookkeeping services was made by Director Matlack and seconded by Director Lieuallen. Aye: Director Roxbury, Director Rogelstad, Director Lieuallen, Director Matlack Nay: None

IV. Open Discussion & V. Business from Guests

Doug Paine asked for additional discussion regarding GSMC's ambulance service radios. Shawn Halsey reiterated that the District cannot tell BCES who will move into their building, however he will lend support. John Wilson explained that the final disposition plan for the existing state police facility will be helpful with this planning process. If allowed, GSMC will only need transfer paperwork, there will not be any physical moving. Doug asserted that GSMC would have no problem sharing the space with the other two agencies.

Dave Adams believes that Clyde and John (Connely) can help with this situation to some degree but they will not be available until the first of next week and, even the state decides to move it would not be right away; a solution can be found in the interim.

Chris Brown indicated he will work with John and Dave and make a special effort on behalf of GSMC and report at the next meeting.

Ron Spencer asked that the 2 Apex demos be returned. Director Matlack has not seen a demo yet.

Additionally, Ron asked in the board would be willing to have the Motorola corporate PR department conduct a case study on the District. They feel it could help other agencies that are dealing with a loss of federal funding and are trying to find ways to fund themselves. The case study would be done by a professional team with lots of research and only with board approval. The board members expressed interest.

Director Rogelstad introduced Loren Dieter of the Boardman Police Department. Loren indicated that he has spoken with Shawn and Motorola and that service has been great. Director Rogelstad and Loren expressed concern about issues with channels 6 and 7 regarding interference and telemetry. A deputy could be heard but not dispatch.

Shawn reported that a study was done years ago to put use filters, but the cost was \$40,000. That could be an option to look at if the interference continues to be a problem at the Boardman site

VI. Adjourn

A motion to adjourn was made at 2:36pm by Director Rogelstad and seconded by Director Matlack. Aye: Director Roxbury, Director Rogelstad, Director Matlack, Director Lieuallen Nay: None

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