

UMATILLA/MORROW RADIO & DATA DISTRICT MEETING

October 4th, 2011

Present: Mike Roxbury, Director
Marc Rogelstad, Director
Dan Coulombe, Director

Kathy Lieuallen, Director
Ken Matlack, Director

Guests: Loren Dieter, Boardman Police Department
Doug Paine, Good Sheppard
Jim Krebs, Mission Critical Partners/FEMA
Marlon Johnson, Day Wireless
Dave Adams, MCP/FEMA
Rodney Boast, FEMA
Kevin Dallman, OEM

Fred Simpson, Motorola
Brett Mueller, UCEM
Chris Brown, OEM/State CSEPP
Dave Kraal, Day Wireless
Jim Stearns, UCEM
Kay Dallman, OEM
Clyde Raymer, SRP

Staff: Shawn Halsey, Christy McMillen

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

II. Minutes of the Meetings from September 6th, 2011.

*A motion to approve the minutes from the September 6 meeting was made by Director Roxbury and seconded by Director Lieuallen. Aye: Director Rogelstad, Director Lieuallen, Director Coulombe. Nay: None
Director Matlack arrived post vote*

III. Changes/Additions to the Agenda: Expense report to review

Old Business

A. System Administrator's Report, presented by Shawn Halsey

1. Subscriber Unit Installation Update

Director Roxbury informed the group that Umatilla Fire would like to put radios from the decom trailer into his foam truck. The board agreed that this would be a reasonable option. Shawn Halsey reported that Pendleton Police Department radios would be completed today and the Pendleton Fire Departments radios done tomorrow (Hermiston Fire Department already done). There are still units yet to be issued to Umatilla County Sheriff's Office and Morrow County Sheriff's Office. He has yet to total up all remaining radios. Stated approximated 70 units will be put out. He has yet to go to each agency and get a number total of radios out in circulation. Report sheet is reflecting 900 units total, yet some are listed twice on this list. Report listing all radio units will be available next meeting for review.

2. Expense Report – Check Signatures

Shawn Halsey brought a check from Umatilla Rural Fire Protection District bookkeeping for service from East Oregon Publishing Company in the amount of \$431.95 to pay for Notice of Budget Hearing advertisement from earlier this spring. Board approved the check for disbursement. Shawn asked the board for two directors' signatures on the check at the closing of the meeting.

*A motion to approve check was made by Director Coulombe and seconded by Director Lieuallen. Aye: Director Rogelstad, Director Roxbury. Nay: None
Director Matlack arrived post vote*

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

Fred Simpson reported that the controller upgrade is done. Users are having issues after SmartX got over with and Fred is requesting another meeting in near future to look at the different issues being reported. He asked Shawn to get him some information in regards to this matter and that he would contact him next week for follow-up.

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

Last Thursday, Dave reported that Russ Gates told him Weston Mt. Upgrade was the fastest thing FEMA has done. He has looked at Motorola acceptance; is currently closed out. He informed the board that they have received additional funding for up till November 2011. Opportunity exists for funding from FEMA clean close-out process. Dave has been working with Doug on contact for Washington insurance agencies to close out Sillusi Butte move. Will resend email to Director Roxbury for follow-up; Sillusi Butte with Good Sheppard Medical Group and ACU2000 and radio project with Benton County.

D. Sillusi Butte Site Move Update

1. Possible use of OSP site for 'underbuild' connections

Shawn Halsey reported to board that Sillusi Butte Site move had been completed last month and everything appears to have gone well. None of the equipment failed during the move. The GPS was the only thing that acted up. A patch that Morrow County put in seemed to work fine. Umatilla Police Department reported that everything seemed to work well for them. Equipment is in the site and in compliance with the verbal agreement. Shawn is still working up the details that allow them to be there and is pretty sure it will all work okay. There is currently attorney's working on rules holding up the agreement. It was noted that Oregon's Tort liability is different than Washington's. Hopefully by next meeting they will have a resolved solution. Site has been working fine. No coverage complaints. Antennas have a better view of what they need to cover. All equipment from that site has been moved except "underbuild" connections for Umatilla, Stanford Hansell Building, and Hermiston safety building. Would like to keep all those going after CSEPP. One of them is related to cameras for Umatilla Police Department. Shawn is not excited about putting equipment out at BECS building. Does not believe it is a really good use of tower space. He suggested the board looking into acquiring a partnership at Oregon State Police site to store "underbuild" equipment. There still is a use for the wireless site and connection. Shawn did not think there would be a huge expense with use on OSP site. Will be talking with Good Sheppard, the state, and land owner on what it will cost and involvement in partnership. Good Sheppard has no problem with being a sub-leasee. Doug Paine and Shawn Halsey will need to sit down and talk about it.

Board addressed concerns about the timeline. They would like to see it done by November of this year. Shawn is currently working on that. Board requested that Shawn keep them updated on his progress.

"Underbuild" loop will be completed next week.

E. Narrowbanding Update

1. Motorola Troubleshooting Contract - \$25,000

When Shawn attempted to narrowband the system couple weeks ago he found out it did not work properly. One could essentially talk on the radio, but could not hear but bits and pieces on the receiving end. He is looking at what exactly happened and has discovered that low speed data was not being relayed by the system to keep it on squelch and has established that to be the reason why one could only hear pieces. Immediately put system back into wideband mode. Shawn found out from a Motorola ST what the problem was. Shawn believed their usefulness was over and told ADCOMM to stop working on it. The district should go directly with Motorola from here on out to see why system is not working. Shawn reported that there are some funds that can be re-tasked through CSEPP to see why system is not coming through like it should be. Day Wireless tech will be coming to look at system with a representative from Motorola. Fred Simpson reported that he had a meeting last night with other Motorola administrative to make sure system issues were being resolved and would take the risk to get someone out here immediately to see what was going on. He would get the ST to look at it this afternoon and have proposal put together. Day Wireless is supporting their effort. Director Rogelstad addressed the concern about payment already having been made to ADCOMM. Shawn confirmed that payment has not been made yet. There was a \$170,000 contract through ADCOMM which expired in 2010. They had not done any work till July 2011 and did not have contract at that time to do so. There was \$65,000 paid to ADCOMM back in 2009. ADCOMM had sent in an invoice for another \$105,000 on contract for work they have not done. Shawn would rather get more involved; too many people working on it right now. Informed the board that ADCOMM claims they did the work, just did not come out like it was supposed to. Not sure if they have any more to add. According to ADCOMM's figures they've spent more into the contract than the original amount. Shawn addressed concerns regarding contractual issues. ADCOMM could come back and say they did all the coordination work on it; technically not do what they needed to do. Billing went through Umatilla County. Director Rogelstad did not feel comfortable authorizing funds on it; recommend table issue till later time. Chris Brown has just looked at the contract and informed the board that the state will not obligate on funds past 2009, which would be past contract date. He has gone through the contract and feels it is a county issue. Director Roxbury is concerned it could eventually be a district liability. Shawn had been under the assumption all along that contract was still open, although it was not. ADCOMM failed to fill contract and wants to see if there are liabilities because of this. Jim Stearns says there is a county contract and it has been handed over to county legal.

No agreement with narrowbanding yet; Motorola has recommended ticket to find out cause. From that they could develop a scope of work to get it done right. Fred Simpson believes it is in the best interest of the board to have Motorola look into this. Rodney Boast commented on funding issues and to try to work to a resolvable solution. Chris Brown worked with Umatilla County and reported money has been moved back so they can do this. Unsure of cost yet until Motorola comes in and looks around. There may be other costs involved; yet do not know at this time what those will be. FEMA supports \$25,000 payment to Motorola. Shawn Halsey commented that problem may be between settings in the equipment. If Motorola can find out the problem, then Day Wireless can finish the job. If system needs to be optimized at \$25,000 it is an expense that is budgeted once a year. Jim Stearns made a recommendation that the board take it as information and allow the county and the state to move forward. The \$25,000 amount is a "not to exceed" amount stated by Motorola.

A motion of funds not to exceed more than \$25,000 support from FEMA and County was approved by Director Matlack.

Aye: Director Rogelstad, Director Coulombe, Director Roxbury, Director Lieuallen. Nay: None.

New Business

A. District Administrator's Contract

1. Effective Date

Looked through the contract and recommend that two board directors meet with Shawn Halsey and get it hammered out. The effective date looked at by Umatilla County was November 1, 2011, and was given to Human Resources. If Shawn's contract can be put out till a later date, then Jim Stearns would need to talk with county commissioners about this. He thought that he may be able to

get Shawn extended on his contract with the county through November, however no later than that. Board felt they could come to an agreement to deal with December 1st as start date. Jim made sure board was aware that county is expecting to issue Shawn's final check on October 31, 2011.

Director Rogelstad recommended approval on Shawn Halsey's contract change. Director Roxbury would like to address ratifying it at Nov. 1st meeting.

B. Use of Space Agreement – Umatilla County Justice Center

Shawn Halsey had a rough outline of use of office space from Umatilla County. He stated that an agreement with radio district and county has been made extending internet service and phone line. He would have access to servers and use of office equipment. There are fees and different costs associated with it. Suggested dealing with county and trade with them in regards to office space; staying on county property at a low lease rates. Board suggests putting all the numbers together so they can compare. They also requested something beyond a blank contract, wanting to know what it all entails. Shawn would like to retain databases that are on servers; keep and add to existing agreement and have access to copy machine, etc. He can collect prices and bring back to the board at November 1st meeting.

Board agrees that the Justice Center is a good location to stay and would like to address dollar amounts with county commissioners.

C. Washington County ISSI Link

Recently purchased Motorola switch 7.9; Washington County is a 7.11. Link between different Motorola systems; could essentially pass audio between master sites. The only other trunked 450 site in the state is in Lane County. Find out if a different master site could back up to another; take up operation to keep system going. Shawn Halsey very interested in and currently talking with Benton County about it. In order to do this, he would need to update to 7.13 systems (software upgrade). He would like to also see updates done for dispatch consoles in the future. Washington County has purchased licenses to connect with our site. Shawn to go to Portland to talk about it; will inform board what he finds out. He has been talking with Washington County for the last 6 months regarding this matter. ISSI link connections are around \$200,000; developed yet not completely ratified so nothing to compare its readiness to.

Director Roxbury told Shawn to make sure this matter did not conflict with his other duties at this time.

VI. Open Discussion & VII. Business from Guests

Chris Brown mentioned that the depot had 143 containers left and was set for completion by Oct. 20th. There is a small ceremony scheduled on that day, with another larger ceremony to be on March 15, 2012. Project estimated to be completed by Oct. 28. The depot would then have to flush out the line (additional 7 days projection). November 22 is the tentative date for issue of surety letter. If that happens, FEMA supports CSEPP to operate till end of November 2011. Close-out to begin right after. FEMA is okay with transfer of microwave to Umatilla County. Letter for transfer is coming soon. Called Doug about Sillusi Butte; looking at Good Sheppard partnership with John to take care of Hermiston.

Fred Simpson noted that they would finish up the punch list at end of November for Weston Mtn.

Steve Myren had questions regarding existing camera system. He stated to the board that it had been a valuable system for Morrow County's Communication Center. He had recently been presented with a plan showing it will cost \$25,000 to keep all the cameras (\$2400 per camera). At close-out all bills would come to Morrow County, however he believes the existing amount expected is too excessive. Steve will be looking at other options and pay a vendor for repairs on cameras as needed. Morrow County is fully intending on maintaining their existing cameras and Steve is looking to the board for assistance. He commented that the county is running into budgetary problems and cannot commit to the \$25,000 contract. Has spoken to Boardman and they are okay coming up with \$2,400 for their camera. Hermiston believes they can go forward with contract. Situational awareness is the issue. Computer program with ESD to run in house; may cause a few ripples.

VIII. Adjourn

A motion to adjourn was made at 2:47 p.m. by Director Coulombe and seconded by Director Matlack. Aye: Director Roxbury, Director Rogelstad, Director Lieuallen. Nay: None

Next meeting is scheduled for November 1st, 1:30 p.m. at Boardman City Hall.