

UMATILLA/MORROW RADIO & DATA DISTRICT

November 1st, 2011

Present: Mike Roxbury, Director
Ken Matlack, Director
Kathy Lieuallen, Director
Dan Coulombe, Director

Absent: Marc Rogelstad, Director

Guests: Loren Dieter, Boardman Police Department
Dave Kraal, Day Wireless
Jim Stearns, UCEM
Clyde Raymer, SRP
Doug Paine, Good Sheppard
Dave Adams, MCP/FEMA
Kay Dallman, OEM
John Wilson, OEM

Staff: Shawn Halsey, Rosanna Brown

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

II. Minutes of the Meeting from October 4th, 2011.

A motion to approve the minutes from the October 4 meeting was made by Director Matlack and seconded by Director Coulombe.

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

III. Changes/Additions to the Agenda:

Old Business A. 7. Maintenance Service Agreements
A. 8. Financial Statements and Activities for Sept
A. 9. Tribal User Agreement Update
B. User Meeting moved from November 3 to November 10
New Business A. & B. Resolution numbers changed from 1001 to 1101
Open Discussion: Director Matlack, discuss CAD

IV. Old Business

A. System Administrator's Report

1. Unit tracking sheet

The tracking sheet has been updated almost completely by Shawn. It currently shows 1025 radios, not including the spare MTS200s. The units in field are accurate. There are 46 agencies with radios but those numbers will be changing. The Depot is a current user that will be going away. Shawn is unsure about the base station in the Morrow County EOC. Umatilla County radio numbers will go down significantly when the staff is reduced to one part time emergency manager. The red cells on the spreadsheet are requested radios that have not been delivered. Shawn has a prioritized list of the agencies that will get a base station. He does not believe any additional purchases will need to be made this year.

2. Northeast Umatilla County, Echo RFPD Radio Installs, Pagers

The cost for installation of the requested radios (red cells) is approximately \$10,000. That will include 3 at East Umatilla Fire and another dual head at East Umatilla Health District. Shawn expects that the Echo install will cost \$3-5,000. Director Coulombe requested a written quote from Shawn for these amounts. Shawn explained that the written quote will be the same numbers discussed and he will not know an actual amount until it is complete because it is based on the hours worked.

Shawn requested a policy be established for the amount he is authorized to spend without board approval. He will be able to complete the install after this policy is adopted.

3. Assessment Statements

Shawn received statements from Umatilla and Morrow County.

Umatilla County funds to be received: \$703,171.39

Morrow County funds to be received: \$235,564.12

Total funds to be received: \$938,735.51

Estimated to actually be received: \$844,861.96
Total non-grant budgeted funds: \$826,500
The overage amount of \$40,000 will carry over into the budget for next year.

4. Vehicle Insurance

Shawn secured vehicle insurance Monday (10/31/11) for the truck. Director Roxbury asked Shawn how the district can go about buying the truck, instead of continuing the lease. Shawn was unsure about this possibility and will need to discuss with DAS, once the transfer is complete.

Jim Stearns pointed out that the lease is for the truck cab and chase only and that the district has ownership of the mounted box.

5. District Credit Cards

If board directors would like access to the district credit card, they must fill out and sign an agreement about its allowed uses. Shawn passed this document to the directors during the meeting.

6. Office Space and Services Agreement

Shawn has an unofficial quote of \$424 per month (.85 per square foot) for his office space and use of phone and internet. This fee does not include fax or webpage hosting.

The quote will not be official until it has been approved by the Umatilla County Board of Commissioners. At that time, Shawn will need a motion from the board to accept the fee.

7. Maintenance Service Agreements.

The maintenance agreement proposal from Day Wireless included two sections.

The first is the Voice System Infrastructure Maintenance and is a continuation of the agreement that has been in place. Shawn recommended continuing this agreement at the proposed rate of \$1500 per month.

The second section is the Microwave System Infrastructure Maintenance and is a new agreement. Shawn recommended initiating the agreement at the proposed rate of \$3000 per month.

For \$4500 per month, services will include 20 hours of labor and Shawn feels that that is adequate.

The option of "roll-over" hours was discussed but is not something that will be offered in these agreements. Director Coulombe felt that the proposal was fair to Day Wireless and the district. Director Roxbury was comfortable with the option chosen and plans to review the historical data at the end of the year to see what was utilized.

A motion to approve the Voice System Infrastructure Maintenance agreement, at \$1500 per month and the Microwave System Infrastructure Maintenance agreement, at \$3000 per month, starting December 1, 2011 was made by Director Coulombe and seconded by Director Lieuallen.

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

8. Financial Statements and Activities for Sept

Shawn provided copies of the Landmark monthly statement for September to the board. It was decided that Shawn will keep these statements and provide a one page summary to the board from now on.

9. Tribal User Agreement Update

The Tribal User Agreement has been signed by the tribal board and they have switched over to the system. They will send payment when they receive an invoice from Shawn

B. Controller Upgrade Project - Motorola

1. User Meeting Nov. 10th

Fred Simpson was unable to attend the meeting, due to a car accident.

Shawn rescheduled the Motorola engineer meeting to November 10th (from 11/03/11). He will send an email requesting best times for everyone and is considering 10am.

C. Weston Mt. Update – Mission Critical Partners

Dave reported that a final list was provided to Shawn and the State on October 12. Dave plans to meet with Shawn soon for the final okay. There will be one final update from MCP after that and then this item will be dropped from the agenda.

D. Sillusi Butte Site Update

Shawn understands that the state will not be leaving the site right away as they have existing microwave and land mobile radio equipment in the site. They will not be leaving for some months. At that time they will be moving the larger building and equipment that will stay behind will have to move into the smaller 8x10 building.

The lease on the property per year was a reasonable \$600 but may be a bit higher after a 2011 escalation. Shawn recommended maintaining the lease there and charge Good Shepherd there an amount to be determined when the time comes. There will be additional costs for utilities.

E. Narrowbanding Update

Shawn worked on the narrowbanding last week with Day Wireless, as Motorola was not available. The audio on the system was lower and that was expected but that will improve when all of the radios are programmed. Shawn responded to some reports that users could not hear dispatch; he addressed these issues and has not received additional complaints. Anyone experiencing problems should contact Shawn.

F. NWS Radio

1. Gleason Link Radio

Shawn received a call from NWS, out of Salt Lake City. They discussed the Gleason link radio at Gleason Butte. This radio will be much smaller, compared to the other radios and Shawn recommended letting them keep it there.

A motion to allow the NWS to stay at Gleason Butte was made by Director Lieuallen and seconded by Director Matlack.

Aye: Director Lieuallen, Director Coulombe, Director Roxbury, Director Matlack Nay: None

G. District Administrator's Contract

Director Roxbury noted that the only changes made to the employee contract draft were housekeeping issues and the change of contract term from two years to one year. The vacation policy must be done in the HR policy and will be a standard accrual rate.

A motion to accept the District Administrator contract, as amended, was made by Director Lieuallen and seconded by Director Coulombe.

Before the vote, Director Matlack asked for additional information on how the salary amount was determined. Shawn used figures from Benton County, Grant County, and Columbia County for positions similar to the district administrator. The low was \$60,000 and the high was \$130,000. The low was taken from the Morrow County EMS director, not a radio district. Director Roxbury confirms that this position will be the lowest paid as compared to other district administrators.

Aye: Director Lieuallen, Director Coulombe, Director Roxbury, Director Matlack Nay: None

The agreement between the district and Umatilla County for an employee transfer was provided to the board to review. It states that the county will pay the District \$2,294.40, the sum equal to 80 hours of vacation leave. Jim Stearns was not aware of any PERS unfunded liability or surplus.

A motion to accept the agreement between the district and Umatilla County, the transfer of employee, was made by Director Matlack and seconded by Director Lieuallen.

Aye: Director Lieuallen, Director Coulombe, Director Roxbury, Director Matlack Nay: None

V. New Business

A. PERS Participation

1. Resolution 110111-1 (attached to these minutes)

A motion to accept Resolution 110111-1 "Providing the district's participation in the Oregon Public Employees Retirement System (PERS)" as provided was made by Director Coulombe and seconded by Director Matlack.

Aye: Director Lieuallen, Director Coulombe, Director Roxbury, Director Matlack Nay: None

B. Check Signatories

1. Resolution 110111-2 (attached to these minutes)

A motion to accept Resolution 110111-2 “designating those who may sign warrants and checks for the purposes of disbursement of district funds” as amended (warrant spelled incorrectly) was made by Director Matlack and seconded by Director Lieuallen.

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

C. Policy Book

1. Review of Various Policies

Shawn provided the board with a District Policy book. It includes a copy of ORS and all policies for special districts. Director Roxbury’s recommendation was that the board members review and become familiar with one chapter for discussion at each meeting. It will be a long process but it will create a comprehensive set of policies that each director is familiar with and it will not include policies that do not apply to this district.

Discussions will also include the adoption of policies that Shawn writes specifically for the district.

Shawn will send out a reminder before each meeting to notify the board which chapter will be discussed. Chapter 1, Accounting will be discussed at the next meeting. He feels that the chapter regarding personnel should be addressed sooner than is listed in the book.

A motion to accept the Power and Duties of the Board Policy as provided was made by Director Lieuallen and seconded by Director Matlack.

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

A motion to accept the Equal Employment Opportunity Policy as provided was made by Director Matlack and seconded by Director Lieuallen

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

VI. Open Discussion

CAD System-Director Matlack was asked about adding the CAD system to the responsibilities of the district. Is this a discussion the board would like to have?

After some discussion, it was decided that the board is not interested in involvement and there is not room in the budget to handle this task. This topic has been discussed before and the users have already established a functioning system. They do not depend on CSEPP funding. If there is someone with enough interest to bring it to the board for discussion, they should speak with Shawn about being added to a future agenda.

Employee Payday-The board agreed to the payday for district staff as the last business day of each month. Shawn’s recommendation for obtaining signatures for these checks is for the board to fill out and sign 3 checks each quarter and keep them in Landmark’s safe until the date they are valid.

The board agreed to this recommendation as a solution until a formal policy has been adopted.

Radio Loan-Shawn received a loan request from Valerie Evelyn (Energy Northwest at Hanford) for 20 radios to use, older style, until they have their own radios next year. Director Roxbury told Shawn to bring a detailed, written request to the board for discussion.

VII. Business from Guests

Motorola is hosting an event Friday, November 11, from 9am to noon at Hermiston Fire Dispatch.

Doug Paine requested clarification regarding building subleasing. Will the State turn a building over to the district and will the district be the landlord? Shawn and John Wilson were not able to provide a date for the turn over.

Dave Adams noted that the Oregon State Police is in charge of the disposal of the building, meaning the transfer to someone else. FEMA Region X can give answers.

Shawn confirmed that it is the intent for the board to become landlord.

Jim Stearns suggested using the hospital as a conduit, as they are authorized to receive federal funds.

Kay Dallman alerted the board that the transfer letters for the microwave sites were delivered to the Board of Commissioners office 4-6 weeks ago. Shawn has the documents and plans to review them.

VIII. Adjourn

A motion to adjourn was made by Director Coulombe and seconded by Director Matlack.

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

Next meeting is scheduled for December 6th, 1:30 p.m. at Hermiston Fire Station #3.

RESOLUTION NO. 110111-2

A RESOLUTION OF THE UMATILLA MORROW RADIO AND DATA DISTRICT, UMATILLA AND MORROW COUNTIES, OREGON, DESIGNATING THOSE WHO MAY SIGN WARRANTS AND CHECKS FOR THE PURPOSE OF DISBURSEMENT OF DISTRICT FUNDS.

The Board of Directors of the District find that:

WHEREAS, the District is formed under Oregon Revised Statue 403.5-403.542,

AND WHEREAS, Oregon Revised Statutes 403.530 states that warrant or check signators other than the District President and the Administrator may be designated by a resolution,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UMATILLA MORROW RADIO AND DATA DISTRICT, AS FOLLOWS:

1. The following individuals are designated by the Board of Directors of the Umatilla Morrow Radio and Data District to sign warrants and checks for the purpose of disbursement of District funds on behalf of the District:

- Director Daniel Coulombe
- Director Kenneth Matlack
- Director Marcus Rogelstad
- Director Kathleen Lieuallen

2. This resolution shall take effect immediately upon its adoption by the District Board of Directors.

PASSED by the Board of Directors on this 1st day of November, 2011

SIGNED by the Board President on this 1st day of November, 2011

Michael A. Roxbury
Board President

ATTEST:

Shawn D. Halsey
District Administrator

RESOLUTION NO. 110111-1

A RESOLUTION OF THE UMATILLA MORROW RADIO & DATA DISTRICT, UMATILLA AND MORROW COUNTIES, OREGON, PROVIDING THE DISTRICT'S PARTICIPATION IN THE OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

The Board of Directors of the District finds that:

WHEREAS, the District is formed and organized under Oregon Revised Statutes 403.5 – 404.542,

AND WHEREAS, the District is eligible to participate in PERS under Oregon Revised Statute 238.005(17),

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UMATILLA MORROW RADIO AND DATA DISTRICT, AS FOLLOWS:

1. The District will participate in PERS in the manner outlined below:
 - a. The District Administrator will work with PERS representatives to develop a coverage agreement.
 - b. The District will participate in PERS for all employee positions.
 - c. The District will not provide the unused sick leave benefit for Chapter 238 members at this time.
 - d. The District will not participate in the State and Local Government Rate Pool for Chapter 238 members at this time.
 - e. The District will pay the six percent IAP contribution on employees' behalf.
6. This resolution shall take effect immediately upon its adoption by the District Board of Directors.

PASSED by the Board of Directors on this 1st day of November, 2011

SIGNED by the Board President on this 1st day of November, 2011

Michael A. Roxbury
Board President

ATTEST:

Shawn D. Halsey
District Administrator

