

## UMATILLA/MORROW RADIO & DATA DISTRICT

January 3<sup>rd</sup>, 2012

Present: Kathy Lieuallen, Director  
Dan Coulombe, Director  
Marc Rogelstad, Director  
Ken Matlack, Director

Absent: Mike Roxbury, Director

Guests: Chris Brown, OEM  
John Wilson, OEM  
Rick Stokoe, Boardman PD  
Marlon Johnson, Day Wireless  
Doug Paine, Good Shepherd  
Dave Kraal, Day Wireless  
Ron Spencer, Motorola  
Steve Myren, Morrow County

Staff: Shawn Halsey  
Rosanna Brown

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

Director Coulombe called the meeting to order and noted that Director Roxbury was absent.

### II. Minutes of the Meetings from December 6<sup>th</sup>, 2011.

*A motion to approve the minutes from the December 6 meeting was made by Director Rogelstad and seconded by Director Lieuallen  
Aye: Director Lieuallen, Director Rogelstad, Director Coulombe, and Director Matlack Nay: None*

### III. Changes/Additions to the Agenda:

VI. Open Discussion: Director Matlack-talking points

IV. D. 2. Personnel Policies: removed from the agenda

Director Rogelstad felt that a 4 hour work session should be held to discuss these policies and the board agreed. After the policies have been reviewed in the work session, they will be presented during a public meeting for approval. Shawn will schedule the work session.

### IV. Old Business

#### A. System Administrator's Report

##### 1. Unit tracking sheet

Shawn reported that a few radios went out last month, including 10 portables to BENT, the Tribal Police Department unit, and one to the Weston Police Department. He has been trying to spend one to two days a week putting new programming into system radios and will continue to do so until all agencies are updated. Shawn hopes to fill the requests from the new North county agencies next week.

##### 2. District Expenditures and Income Review

The total expenditures for November were \$10,878.41. There were not many large expenses. Shawn provided two Day Wireless checks for board signatures. The bookkeeper (Landmark Tax Service) has begun paying taxes on salary type expenses but there was an issue that Shawn will have to discuss with them and he expects a reimbursement for the error.

Director Rogelstad would like to see a print out of the monthly check register for the checking account to help keep track of spending. Shawn will provide this document to the board.

Shawn reported that, since the last board meeting, three additional payments have come in from Umatilla County make the total revenue received \$812,889.76 (Umatilla County-\$603,499.85 and Morrow County \$209,389.91)

Director Rogelstad noted that checks usually come in weekly during November then monthly in Morrow County and expects that to be similar with Umatilla County. There may be a significant amount come in during February and May when quarterly payments are due.

*A motion to approve the November expenditures, in the amount of \$10,787.41, was made by Director Rogelstad and seconded by Director Matlack  
Aye: Director Lieuallen, Director Rogelstad, Director Coulombe, and Director Matlack Nay: None*

##### 3. Office Space and Services Agreement

Shawn still has not heard back from the county regarding the office space rental agreement. He initially spoke to the Umatilla County Board of Commissioners and asked for proposal that would "trade" underbuild maintenance on the system for the space. He asked them for a figure and has not hear back. Director Matlack reported that he has been waiting to hear back regarding a jail contract since July and it seems that Umatilla County is responding slowly to requests.

System related phone lines are being switched over to the district. These lines were to be part of the office space agreement but Shawn made the switch so they would not be turned off. Shawn will work to be put on the Board agenda if he is unable to get the information.

#### **4. VHF Radio and Pager Requests**

Shawn asked the board for guidance regarding VHF radio installs to those agencies that have radios (Pilot Rock) that need service in places without the system. Will the district pay for installs, pagers, and radios?

Director Matlack and Director Roxbury have previously discussed this issue and, according to Director Matlack, it was Director Roxbury's plan to get rid of all VHF radios and only work with 450 as a way to save the 450 system.

Director Lieuallen noted that VHF is needed to tone out fire departments. Director Coulombe agreed with Director Matlack that this is an equality issue. If the district starts buying components, more requests will come in.

Shawn noted that VHF will be cheaper and easier than 450 and narrowbanding VHF radios is easy. There is money in the budget for new pagers or radios so Shawn needs to know how to handle the requests. Most requests are from north Umatilla County non-CSEPP agencies and what they have is old.

The board decided to take each request on a case-by-case basis and asked that the requests be made in person at board meetings. They would like to opportunity to have a discussion with the user making the request before a decision is made.

Heppner Fire doesn't have narrowband capable mobiles. Director Rogelstad - narrow banding for paging will hurt Morrow County. His costs cover ambulance and fire, his narrowbanding expenses aren't as much as he thought. The only pagers that are narrowbandable are Minitor 5s and most everyone has 2s, 3s, 4s, with a sprinkling of 5s.

#### **5. Microwave Training**

Day Wireless discussed a maintenance training with Shawn at Alcatel in Dallas, Texas in February. Shawn does not have the costs or particulars yet but is interested in attending. He assumes that the cost for the course will be less \$1500.

#### **6. Wheelers Console Maintenance Agreement**

The Wheelers agreement includes Hermiston Police Department at \$400/month and Tribal Police Department at \$300/month and is for the calendar year 2012. It covers labor only, no broken equipment and the response is 24/7. The agreement does not include a guaranteed response time but Shawn expects it to be an average of 4 hours. Shawn recommended approving the agreement.

Director Coulombe felt that the response time language should be explored. Director Matlack agreed that a time requirement (possibly within 12 hours) should be included with a note that that requirement could be waived in a non emergency situation if the tech is working on another call at the time. Shawn will take the agreement back to Wheelers.

### **B. Controller Upgrade Project – Motorola**

#### **1. Motorola Feedback**

Shawn sent out the memo he received from Fred Simpson, addressing concerns from the November meeting.

1. Delay – Half a second or less delay on push to talk
2. Dispatcher related question
3. Illegal carrier timing mechanism – taken care of, down to smaller time to cut off inference on the system
4. Interference not a Motorola deliverable on this or any past project -“Not Us” was the reply

### **C. Sillusi Butte Site Update**

Shawn had a conference with various state entities a few weeks ago and, as part of closeout, the remaining building will be configured for ARES/RACES, Good Shepherd and used as an underbuild link site. That was confirmed and they will be out in April so the move to the smaller building must be before that. They plan to have the old Golgotha site moved by February.

There are no cables on the ground so there will not be any cow interference.

The district will take over the small building lease on the Sillusi site and Shawn will work on the GHMC agreement with Doug Paine.

### **D. Policy Book**

#### **1. Accounting Policies**

There was some discussion at the last meeting regarding account policies but no resolution was reached because 2 of the directors were absent and the present directors did not feel comfortable making the decision without the full board.

Shawn suggested a \$15,000 ceiling for direct purchases, as that is a relatively small amount for these purchases. This does not follow the county policy of approval needed for purchases over \$1,500. This approval would not include moving funds from one line item to another; it would only be for dedicated funds to a specific purchase in the approved budget. Director Rogelstad felt that this amount is too high for the present. He would feel more comfortable starting at a lower amount and relaxing the regulation as the board and Shawn gain more experience about operating the budget. Major purchases should come before the board for the time being. If there is a time sensitive purchase needed, the approval can be gained by email from the directors then formally approved at the next board meeting. Director Rogelstad was not comfortable naming a spending limit and felt it needed to be discussed in the work session. After prompt from Director Lieuallen regarding contract bids, Director Rogelstad agreed to get more information regarding regulation and limitations in the SDAO best practices. The board may consider a district contract review board to avoid the bid process for contracts. Director Matlack expressed a different perspective regarding an adopted budget. In their experience, he and Steve Myren feel that what is in the budget on each line can be spent as long as the lines of communication are open with the board regarding past and future expenses. It would be frustrating to follow Umatilla County's way of approval at such a small number. Director Lieuallen agreed that the county policy is frustrating.

Director Coulombe agreed that the matter needs further discussion to ensure the policy is done correctly the first time and that the discussion is not a reflection of the board's trust in Shawn.

## **2. Personnel Policies-scratch – discuss in work session**

### **V. New Business**

#### **A. SDAO Annual Conference – Sun River**

Shawn sent out information on the SDAO conference last month and brought forms and information to the meeting to address additional questions. Directors Roxbury and Lieuallen would like to attend. Director Rogelstad will attend. Director Matlack is interested but is not ready to commit to going yet as he has a possible conflict. The conference dates are February 10-12 and Shawn would like everyone to attend the session for people new to special districts, held the day before. It includes information on board duties, responsibilities, and liabilities. Director Rogelstad encouraged everyone to stay for the Sunday morning speaker as they are usually very good.

### **VI. Open Discussion & VII. Business from Guests**

Director Matlack asked Shawn for clarification regarding the next version dispatch console VoIP and when it will happen. Shawn reported that he hopes that there will be enough money left over this year for an upgrade of the consoles. This will be for the next fiscal year with carryover money.

Director Matlack also asked Shawn to report on the user board meeting. Shawn said he has not called a meeting because he has been busy and Director Matlack felt that the group not meeting is unacceptable. There are seven board members and Denise Williams in the chairperson. Shawn hopes to schedule a meeting this month, in about two weeks. Director Rogelstad agreed with the need for a meeting but felt that the chairperson should be responsible for its scheduling and it should not all fall to Shawn. Director Coulombe suggested Shawn tell his users to take their issues to the user board and that would be a push to maintain the group.

The members are not elected so the issue of attendance can be dealt with if it becomes a problem.

Director Matlack also brought up the topic of agreements with other entities including Public Works. If PW is involved in the mission, there should be discussion about agreements, trucks, and radios. If they are part of the labor pool, what is the district's responsibility? Will other entities want to be included and what are the expectations in that regard? Director Matlack added this to the work session topics for discussion. Director Lieuallen reported that Pendleton is also interested in bringing in their Public Works. Director Rogelstad noted that, without CSEPP, this type of issue comes back to the county and city emergency managers and those agencies need to know that they will be expected to respond if they are called out for resources.

Shawn owes the board a strategic plan and intends to include the console replacement in the 5 year plan. Director Coulombe feels that the user group and the board should be involved in the creation of the strategic plan and that it will evolve and change as goals are reached. Shawn will contact the directors to establish a date for the work session.

Marlon Johnson offered help with VHF issues. He can be contacted with user questions, instead of them all going to Shawn.

Doug Paine expressed his appreciation for the all the board has done for the GSMC ambulance service.

Chris Brown noted that John Wilson was unable to be at the meeting. Chris and John had previously discussed participating in the microwave training. Chris cannot fund John attending in Dallas but would like him to have a sit down session with Shawn to get parameters laid out. There is a stakeholders meeting schedule for Wednesday, January 11 at 9am at Hermiston Fire Station 3.

Chris received the note regarding the Bi-State technical meeting and John agreed that the only issues left are timing.

John Connelly will meet Shawn tomorrow on Weston Mountain. Shawn reported that Jim Stearns will not be able to make it but Bill Howard will go as a county representative.

Steve Myren brought up his concern regarding the need for an eligibility requirement for radios. Pre-negotiated lines need to be drawn for who is eligible and there should be a district policy outlining the requirements.

The board agreed and will add the topic to the work session.

### **VIII. Adjourn**

*A motion to adjourn the meeting at 2:36pm was made by Director Rogelstad and seconded by Director Lieuallen  
Aye: Director Lieuallen, Director Rogelstad, Director Coulombe, and Director Matlack Nay: None*

**Next meeting is scheduled for February 7th, 1:30 p.m. at Hermiston Fire Station #3.**