

MINUTES OF THE UMATILLA/MORROW RADIO & DATA DISTRICT

Hermiston Fire Station #3

February 7th, 2012

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

Absent: Marc Rogelstad, Director

Guests: John Wilson, OEM
Marlon Johnson, Day Wireless
Pat Hart, Hermiston Fire
John Reitz, Athena Fire/Athena Police
Dave Kraal, Day Wireless
Donald Jackson, East Uma Co Rural Fire Protection District
Brandon Schmidtgall, East Uma Co Rural Fire Protection District
Matthew Benedict, Helix Fire/Pendleton Fire

Staff: Shawn Halsey
Rosanna Brown

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

Director Roxbury called the meeting to order at 212:pm. Director Rogelstad was absent.

II. Minutes of the Meetings from January 3rd, 2012.

A motion to approve the minutes from the January 3 meeting was made by Director Lieuallen and seconded by Director Matlack
Aye: Director Lieuallen, Director Matlack, Director Roxbury Nay: None

III. Changes/Additions to the Agenda: none

IV. Old Business

A. System Administrator's Report

1. Unit tracking sheet

Shawn reported that most of the north Umatilla County agencies have had mobiles installed and have portables. There are two installs that had to be put off until tomorrow, due to weather issues. Shawn still has base stations but he does not plan to give them all out because there are not enough for all 7 requests and he doesn't want to run out.

Director Roxbury asked if board approval is needed. Shawn said the funding is the same as the pagers and has been approved and additional costs would be funded from the same line. He hopes that the agencies are able to wait until the next budget year (July).

Clarification was given regarding rollover funding. Rollover funds in a separate reserve must be put into that separate fund and not into the general fund.

2. District Expenditures and Income Review

Shawn reported that many bills have come in recently, including 2 bills from some agencies.

The gas bill for the truck has been delayed, due to flooded offices, but that bill should be sent early next week. The SDAO insurance bill was significantly under budget. There were 12 labor hours over contract billed by Day Wireless and Shawn intends to watch those numbers to see if the contract should be changed in the future.

Regarding income, Shawn guessed that the \$819,819.07 collected is at least 90% of what is expected. Taxes will continue to come in but on a smaller scale.

3. Office Space and Services Agreement

The Umatilla County Board of Commissioners provided a signed contract for Shawn's work space at the Justice Center. The contract states \$750 per month (\$1.70 per square foot) for the office space, utilities, server access, etc. The amount is more than Shawn budgeted, but is not an issue because the rent will not be for a full year. Shawn will increase next year's budget line to \$9,000.

A motion to accept the Use of Space Agreement with the Umatilla County Board of Commissioner, in the amount of \$750 per month, was made by Director Lieuallen and seconded by Director Matlack.

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

4. VHF Radio and Pager Requests

Most of the guests at the meeting came to discuss pager requests. In addition to those requests listed on page 27 of the meeting packet, Athena Fire requested 17 and Hermiston Fire requested 8.

Marlon Johnson quoted \$342 per unit. Based on the 62 requests, the amount is about \$25,000. Shawn reported that there is \$70,000 in that budget line and he expects more requests to come in. Marlon will provide a bulk price quote based on the numbers Shawn will collect. Additionally, Shawn will discuss amplified bases with the users.

A motion to approve the purchase of VHF narrowbandable pagers, as requested by agencies, within the line item budget was made by Director Matlack and seconded by Director Lieuallen.

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

5. Microwave Training

Dave Kraal confirmed that the contract with Alcatel was signed this morning and Day Wireless is now able to schedule the microwave training. They plan to do so by week's end and will open it to Shawn at the Day Wireless rate. The one week training will be held in Texas and will be hands on with a qualification test for certification.

According to the new district purchasing policy, Shawn will not need board authorization to attend.

6. Wheelers Console Maintenance Agreement

The changes to the Umatilla Tribal (\$300/month) and Hermiston Safety Center (\$400/month) agreement include the addition of a 4 hour response time requirement.

Director Roxbury asked for clarification regarding "normal wear and usage" found in paragraph 3 of the agreement. Shawn confirmed that this will be based on discussions between him and the Wheelers representative.

Director Roxbury questioned what is included in the agreement, as parts are specifically excluded and Shawn explained the agreement is mainly for repair and quick availability of service. Without the agreement, response times could be very slow. Shawn also reported that he sent the agreement to SDAO and they did not see any issues.

Directors Lieuallen and Matlack expressed appreciation for quick responses when radios are down.

A motion to approve the console maintenance agreement between UMRDD and Wheelers for Umatilla Tribal dispatch consoles, at \$300 per month, and Hermiston Safety Center dispatch consoles, at \$400 per month, was made by Director Matlack and seconded by Director Lieuallen.

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

7. User Advisory Committee

At the last board meeting there was discussion regarding the User Advisory Committee's purpose and responsibilities to the board, if any. Shawn spoke with Directors Rogelstad and Roxbury and researched the laws relating to requirements and characteristics of a committee. If the User Advisory group intends to make recommendations to the board, a more formal relationship must be established with board appointed members and board director attendance.

Director Matlack felt, and was supported by Director Roxbury and Pat Hart, that the user group should be and is interested in being an informal group of users that may discuss user specific issues, without public input or invitation, and have the ability to attend board meetings if needed. Pat agreed that the users are not interested in an official status as a sub-committee. A future use for the user group will be to give historical and technical information to a board that may not consist of users, as the board does now.

Shawn will discuss these ideas at the SDAO conference.

B. Sillusi Butte Site Update

1. SRP Cost Sharing Request

Shawn received an email from the State Radio Project looking to defer the Sillusi Butte power costs. They received an invoice from Benton PUD and expected or hoped that Shawn would pay it. Shawn explained that he cannot, as there is no agreement in place for him to do so. There was no action needed from the board.

Shawn listed three power consumers at the site: Good Shepherd radios, ARES RACES (off most of the time), 2 link downs and underbuild links to cameras from Umatilla water tower and data to and from Stafford Hansel and Hermiston Safety Center. City of Hermiston will be keeping some cameras operating. John Wilson was unsure how much traffic will be carried by the Underbuild links post CSEPP. The Stafford Hansel link will not be carrying camera traffic. All equipment can live in the smaller Sillusi building when the State moves the larger building. The district will own and maintain the surviving building and 60ft tower, the Underbuild links will stay on the 60ft tower and move into the smaller building. John reminded Shawn that the NOAA weather radio uses several hundred watts and is the largest power user.

C. Policy Book

1. Purchasing Policy Review and Adoption

A motion to adopt the Purchasing Policy as read by Director Roxbury was made by Director Lieuallen and seconded by Director Matlack.

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

2. Finance Policy Review and Adoption

A motion to adopt the Finance Policy as read by Directory Roxbury was made by Director Matlack and seconded by Director Lieuallen.

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

3. Personnel Policy Review and Adoption

A motion to adopt the Personnel Policy as read by Directory Roxbury was made by Director Lieuallen and seconded by Director Matlack.

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

D. Public Works Radio Issue Discussion & E. Additional Agency Eligibility Requirements

The idea of Public Works using radios and the district's responsibility to them was brought up at the last meeting and was on the work session agenda but was not discussed because not all interested board directors were present.

Shawn reported that there are some agencies that have been issued radios that do not use them and those radios are still with those agencies. Director Lieuallen stressed that the agencies that may have been issued radios should be contacted and those radios accounted for so they can be collected if not in use and redistributed to those agencies that will use them. The board does see value in certain members of Public Works having radios, such as road crews during an emergency. The question is how many radios should they have and who will be using them.

Discussion included Public Works having a bank of radios to be used when needed and not given out to people specifically.

When the district was voted on, it was stated that it would serve public safety. It is somewhat of a stretch to include Public Works and it was suggested that the radios be left with police and fire and up to those agencies to dispense radios to Public Works as needed.

If private agencies are interested in being part of the district, they will be required to purchase their own radios and pay a user fee for the system.

Radios distributed under CSEPP will not provide a precedent to obligate the district to provide additional radios and services.

Director Roxbury asked that Shawn write a policy to address these requests that is appropriate for the budget and bring it to the next meeting for adoption. With the policy in place, the board will deal with requests as they come in.

Shawn currently has a surplus of radios that can be distributed but that will not always be the case so the policy must address the confines of the budget.

V. New Business

A. Director Coulombe's Resignation

1. Director Appointment Procedure & Timeline

Director Coulombe resigned from the board by letter to Director Roxbury. His term is less than half complete, so there is a question of how long the incumbent will be a director. The consensus was that the incumbent will serve until the next election. If the term were more than half over, they would serve out the term.

Director Roxbury approached Chief Huxel as a possible replacement and she referred him to a lieutenant, who has since provided a letter of interest.

Shawn will send out word that the board is accepting letters of interest and the board will make a decision based on the response.

B. Administrative Assistant/Technical Assistant Position

1. Salary

Now that a personnel policy has been adopted, Shawn would like to hire an administrative assistant/technical assistant. The budget line is \$147,000 and that includes Shawn's salary, and administrative assistant salary and all benefits, taxes, and PERS.

The budget includes \$36,000 for an administrative assistant salary and Shawn would like to add some technical duties and increase the salary by \$5,000. Shawn would like the assistant to attend training in Schaumburg so they are able to help users that come into the office with radio issues when Shawn is not available, in addition to the administrative duties. He is anxious to have someone in the position so he can spend more time in the field and less in the office, working on administrative duties.

Directors Roxbury and Matlack agreed that it would be beneficial for Shawn to have an assistant that can help with radio programming and diagnostics.

Shawn will create a job description with the responsibilities, put together a wage and benefits page and contact PERS.

2. Hiring Process & 3. Interview Committee

The hiring process includes posting the position, obtaining resumes, and developing a list of candidates to interview. The hiring committee should include the administrator, two board members, and an unaffiliated third party.

Shawn will contact SDAO for regulations regarding staff selection. He knows of a few interested parties that could possibly be transfers from the county, if that is allowable.

C. Contracting Review Board Info

1. Local Government Law Group Agreement & 2. Contracting Review Board Resolution

From Director Rogelstad's suggestion, Shawn contacted the Local Government Law Group to obtain information regarding public contracting so the board may be its own contracting review board. The letter and documents provided explain the agency and the rules for a contracting review board.

If the board uses this information, there will be a bill of \$600 for the service.

Shawn feels confident with this firm, as they are knowledgeable about public contracting rules.

Shawn will bring a resolution for adoption to the next board meeting.

VI. Open Discussion & VII. Business from Guests: none

VIII. Adjourn

A motion to adjourn the meeting at pm was made by Director Lieuallen and seconded by Director Matlack

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

Next meeting is scheduled for March 6th, 1:30 p.m. at Boardman City Hall.

Purchase Approval Policy
BEFORE THE DISTRICT BOARD OF DIRECTORS OF UMATILLA MORROW RADIO & DATA DISTRICT
RESOLUTION 12-02-07-01
A RESOLUTION ADOPTING EMPLOYEE POLICIES FOR THE DISTRICT

WHEREAS, it is in the best interests of the citizens of the Umatilla Morrow Radio & Data District that certain policies relating to purchase approval be clearly set forth; and

WHEREAS, the Board of Directors has reviewed this manual of purchase approval policies; and

WHEREAS, the adoption of these policies appears to be in the best interest of the District;

NOW, BE IT RESOLVED that the Board of Directors of the Umatilla Morrow Radio & Data District resolves that the policies attached hereto are approved and adopted as the purchase approval policies for the District and shall be made a part of the Policy and Procedure manual of the District.

Signed in authentication of the Board's majority approval this 7th Day of February, 2012.

Board Chair, Michael Roxbury

ATTEST:

District Administrator, Shawn Halsey

Financial Management Policy
BEFORE THE DISTRICT BOARD OF DIRECTORS OF UMATILLA MORROW RADIO & DATA DISTRICT
RESOLUTION 12-02-07-02
A RESOLUTION ADOPTING EMPLOYEE POLICIES FOR THE DISTRICT

WHEREAS, it is in the best interests of the citizens of the Umatilla Morrow Radio & Data District that certain policies relating to financial management be clearly set forth; and

WHEREAS, the Board of Directors has reviewed this manual of financial management policies; and

WHEREAS, the adoption of these policies appears to be in the best interest of the District;

NOW, BE IT RESOLVED that the Board of Directors of the Umatilla Morrow Radio & Data District resolves that the policies attached hereto are approved and adopted as the financial management policies for the District and shall be made a part of the Policy and Procedure manual of the District.

Signed in authentication of the Board's majority approval this 7th Day of February, 2012.

Board Chair, Michael Roxbury

ATTEST:

District Administrator, Shawn Halsey

Personnel Policy
BEFORE THE DISTRICT BOARD OF DIRECTORS OF UMATILLA MORROW RADIO & DATA DISTRICT
RESOLUTION 12-02-07-03
A RESOLUTION ADOPTING EMPLOYEE POLICIES FOR THE DISTRICT

WHEREAS, it is in the best interests of the citizens of the Umatilla Morrow Radio & Data District and the employees of the District that certain policies relating to employee service be clearly set forth; and

WHEREAS, the Board of Directors has reviewed this manual of personnel policies for employees; and

WHEREAS, the adoption of these policies appears to be in the best interest of the District and its employees;

NOW, BE IT RESOLVED that the Board of Directors of the Umatilla Morrow Radio & Data District resolves that the policies attached hereto are approved and adopted as the personnel policies for all employees of the District and shall be made a part of the Policy and Procedure manual of the District.

Signed in authentication of the Board's majority approval this 7th Day of February, 2012.

Board Chair, Michael Roxbury

ATTEST:

District Administrator, Shawn Halsey