

UMATILLA/MORROW RADIO & DATA DISTRICT MEETING

Boardman City Hall

May 1st, 2012 – 1:30PM

Present: Mike Roxbury, Director
Ken Matlack, Director
Keith Kennedy, Director
Kathy Lieuallen, Director
Marc Rogelstad, Director

Guests: Rick Stokoe, Boardman PD
Marlon Johnson, Day Wireless

Staff: Shawn Halsey, Rosanna Brown

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

Director Roxbury called the meeting to order at 1:31pm.

II. Roll Call: All directors were present

III. Minutes of the Meeting from April 3, 2012

Director Rogelstad pointed out that the format of the motions and voting is incorrect. Each director should be listed individually with their vote.

A motion to approve the minutes, as corrected, from the April 3 meeting was made by Director Rogelstad and seconded by Director Kennedy.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Matlack: Aye

Director Kennedy: Aye

IV. Changes/Additions to the Agenda: None

V. Old Business

A. Directors Oath of Office

All directors took the Oath of Office, as read by Shawn.

B. Sillusi Butte Site Turnover Update

Shawn met with John Wilson, ODOT, and the National Weather Service at the Sillusi site on Friday, April 27. The meeting was called by ODOT. They plan to have all of the work done by May 20th.

Director Roxbury asked if Shawn expected any outages or other problems and Shawn explained that there will be some disruption with everything that is being moved and he plans to coordinate the loss of underbuild to the Stafford Hansell building. The NWS and Good Shepherd radios will be down for some time but the district should not experience any power loss because Benton County has battery backup and a generator so, even if there was an issue, it will not cause a problem.

Shawn does not plan to be on site the entire time, but will be present when the district equipment (rack of underbuild) is being moved.

C. Information Technology Support Proposal

Shawn spoke with County Counsel Doug Olson and County Manager (and IT Manager) Dan Lonai regarding the IT proposal and came up with a solution for the overtime issue. Any overtime incurred for the district by the IT person will be charged at 1.5 hours to each 1 hour worked. The district will be purchasing a block of 446 hours for the year to be used anytime.

Previously the agreement stated 520 hours, but the county realized they would be responsible for any vacation time, sick time, and scheduled holidays so they cut the hours back to account for that time. This raised the fee from around \$44/hour to \$53/hour.

Director Roxbury felt that the agreement is fair and easy.

Director Rogelstad found an error in the agreement. During the last update, 4.4 was not updated to reflect 446 hours (still reads 520). Shawn will have that line corrected.

After discussion regarding what the cost will be for extra hours, Shawn explained that he does not expect to need any additional hours and that the issue will be addressed if it comes up. He expects to pay the hourly rate if it does.

A motion to approve the agreement with Umatilla County as laid out in the Information Technology Support Proposal, with the correction of the typo in 4.4, was made by Director Rogelstad and seconded by Director Kennedy.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Matlack: Aye

Director Kennedy: Aye

D. Subscriber Unit Issue Policy Review

Shawn made the suggested changes to the Subscriber Unit Issue Policy, including the mobile data terminal language and replacing multiple “will” with “may”.

Director Roxbury asked for clarification regarding the line, “Contracted agencies will receive subscriber units in accordance with their contracts” and asked if this would supersede this policy.

Shawn explained that the Tribe has a contract and there may be one with the Navy in the future.

Director Rogelstad felt that all of the contracts should state the same conditions for each agency. They should not be treated differently and not have more or less rights than the current subscribers.

Director Matlack felt that the Subscriber Units definition should include “as approved by the board”.

As has been discussed before, agencies must bring their requests to the board to explain their need and this is not a blanket policy, agreeing to do everything for everyone without question. Requests will be heard on a case by case basis and decisions will be made based on demonstrated need and budgetary constraints. Additionally, the board will work with agencies to come up with solutions if the request is denied in whole or in part.

Director Kennedy felt that there will be less need for VHF capabilities when the patches are in and they can speak to OSP on 49.

Director Roxbury agreed and felt that there will always be a need for VHF, but the district will work with UHF as much as possible and only use VHF when absolutely necessary.

A motion to approve the Subscriber Unit Issue Policy, with the removal of the last bullet (Contracted agencies will receive subscriber units in accordance with their contracts) was made by Director Matlack and seconded by Director Rogelstad.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Matlack: Aye

Director Kennedy: Aye

VI. New Business

A. System Administrator’s Report

1. Unit Tracking Sheet

Shawn reported that he delivered portables to Echo last week. He spoke with the representative there and plans to also give them 5 pagers and 4 additional mobiles over the next couple of weeks.

Director Rogelstad asked about zones and Shawn reported that there is an Echo talk group and there is no longer a CSEPP group. Director Rogelstad reported a lot of repeats and felt less zones would be more manageable. Shawn stated that there are several talk groups that are not being used.

2. District Expenditures and Income Review & 3. Budget to Actual Report

Shawn reported that additional payments came from Umatilla County, Morrow County and a member dividend (refund) from Umatilla Electric Cooperative. He also reported that the total income is \$40,000 more than anticipated.

Director Rogelstad asked if Shawn received the recent update on public contracting and Shawn said he had and will follow up on it.

One of the bills paid was for Speer Hoyt, an attorney from Eugene that specializes in special district law and employment law. One of the Day Wireless bills was for the training Shawn attended in Texas.

With regard to the next budget, Director Rogelstad would like to see the elections budget problem fixed by adding funds to the line to cover the costs.

The budget committee meeting will be on May 17th at 1:30pm. Shawn will have a budget explanation and plans to create a special infrastructure replacement fund with some of the extra money. Director Roxbury would like to see a reduction on the amount in line items that were not utilized. Shawn agreed and would like to avoid using a flex lease until it is time for subscriber units. He felt there will be enough in the budget to cover consoles next year, when including carry over from this year.

A motion to accept the Expenditures and Income Review as presented was made by Director Rogelstad and seconded by Director Lieuallen.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Matlack: Aye

Director Kennedy: Aye

B. Resolution 12-05-01-01 Check Signing Authorization – Director Kennedy

Director Roxbury explained that this resolution would supersede the previous authorizations so it would be better to bring a resolution back to the next meeting that states all elected/sworn directors may sign checks and remove all names. Director Rogelstad also pointed out that each time a name changes, all directors must sign a new check signing card.

C. VHF Narrowbanding

1. Equipment Replacement Recommendation

Shawn explained that he will be narrowbanding units but that there are some that are not narrowbandable and will need to be replaced. There is money in this year's budget for those costs and there will be some in next year's budget as well. Shawn did not need any action from the board, but he did want to let them know that he would like to begin the narrowbanding project now and finish before the weather becomes an issue.

Addressing Director Rogelstad's complaint regarding VHF pagers and the accessibility issues they have, Shawn explained that VHF pagers will have to be used for now and the board gave him authority to purchase them so he will work with them until another solution is determined. Director Rogelstad did not feel that having VHF in each tower would fix the interference problems. Day Wireless and Wheeler's have not been able to explain his coverage issue or correct it.

If there are licenses for everyone in VHF in various places, that might cut back power but it can stay wide band if alphanumeric is used. 110 to 40 is not a significant drop.

Director Roxbury would like to look at an alphanumeric system in the future and Director Rogelstad agreed that it would be simple for dispatch. It is more useful than a paging system; it sends text messages with addresses.

Additionally, the only way for a fire department volunteer sharing system to work is with alphanumeric.

Shawn noted that it is a \$700,000 cost versus \$100,000. Shawn will find replacement costs and bring them to the board for discussion.

VII. Open Discussion & VIII. Business from Guests

Marlon Johnson, Day Wireless: Marlon requested photographs for the case study, including pictures of Shawn, sites, and users.

Director Rogelstad spoke with Rick Stokoe this morning regarding signal quality last Thursday afternoon. Shawn reported that he was tracking a problem with consoles last week and moving control channels. That may account for the issues. Shawn is still working on addressing the problem.

Director Rogelstad also reported that the signal reception in the Boardman High School is a problem. The radios are not working for the officers while in the school. Director Kennedy reported that his officers are having similar problems in their schools. Shawn will obtain quotes for BDAs.

Director Rogelstad suggested that if a stand alone repeater is to be purchased, a UCall should be considered. Director Roxbury agreed and added that it should be mobile. Director Roxbury noted that, if a VCall repeater is needed on site in the North County, one could be put up. Use UHF everywhere possible and only VHF where necessary.

Shawn reported that he has a lead on a trailer from Benton County that may be donated to the district. It comes with a generator and telescopic feature. It would help with vertical and horizontal separation. Marlon added that it was used to bring portable sirens to locations when needed. He is unsure what is currently on it.

Director Roxbury said that a triple axel trailer may be too large to get to some locations. One suggestion to consider would be to strip the equipment and put it on a smaller trailer. Shawn will find out more information about how to get the trailer and a possible second trailer, if available.

IX. Adjourn

A motion to adjourn the meeting at 2:35pm was made by Director Matlack and seconded by Director Lieuallen.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Matlack: Aye

Director Kennedy: Aye

Next meeting is scheduled for June 5th, 1:30 p.m. at Hermiston Fire Station #3.