

## UMATILLA/MORROW RADIO & DATA DISTRICT

December 6<sup>th</sup>, 2011

Present:	Kathy Lieuallen, Director Marc Rogelstad, Director	Mike Roxbury, Director
Absent:	Dan Coulombe, Director	Ken Matlack, Director
Guests:	Jim Stearns, UCEM Doug Paine, Good Shepherd Shawn Connely, Dave Kraal, Day Wireless Rick Stokoe, Boardman PD Marlon Johnson, Day Wireless	Chris Brown, OEM John Wilson, OEM Ron Spencer, Loren Dieler, Boardman PD Ron Spencer, Motorola John Conley, State Radio Project
Staff:	Shawn Halsey	Rosanna Brown

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

### II. Minutes of the Meetings from November 1<sup>st</sup>, 2011.

*A motion to approve the minutes from the November 1 meeting was made by Director Lieuallen and seconded by Director Rogelstad*

*Aye: Director Lieuallen, Director Rogelstad, Director Roxbury      Nay: None*

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

Add: IV.A.6. IWCE

Remove: IV.C. Weston Mountain (Dave Adams not in attendance)

Add: IV.D.1. Good Shepherd Medical Center/Doug Paine

V.B. Budget Line Item Transfer

### IV. Old Business

#### A. System Administrator's Report

##### 1. Unit tracking sheet

Shawn updated the tracking sheet and included it in the board packet. It is a list of requested radios and portables that have been issued in north Umatilla County. All of the user agencies in that area now have portables and some still need mobile units. Echo Fire has expressed interest in the ability to talk to those around them and have requested radios. Shawn plans to do training with them next week if possible.

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

Shawn requested signatures for 4 checks.

- Endorsement stamp from Banner Bank \$15.15
- Workers Comp Insurance from Liberty Northwest \$682.00 & \$1712.00 (direct transfers)
- Line of Credit payment, in full, from Banner Bank \$7230.28
- Auto Insurance from Liberty Northwest \$731.00
- Voice System and Microwave System Maintenance \$1500.00 & 36000.00
- Bookkeeping Services from Landmark Tax and Financial Planning (omitted from packet tracking sheet) \$125.00

*A motion to approve the expenses as submitted, with the additional of a \$125.00 payment to Landmark Tax and Financial Planning, was made by Director Rogelstad and seconded by Director Lieuallen*

*Aye: Director Lieuallen, Director Rogelstad, Director Roxbury      Nay: None*

In answer to Director Roxbury's inquiry to county income, Shawn reported that he received checks from Umatilla County for public tax and vacation time. He expects to receive 2 additional payments.

Umatilla County \$422252.35

Umatilla County (transfer of vacation time) \$2294.40

Morrow County \$209389.91

Total: \$633936.66

##### 3. District Credit Cards

Shawn has received the district credit cards and they are assigned by name. He does not plan to give them out until they are needed and will keep them in a locked cabinet in his office. Director Rogelstad suggested that Shawn activate all the cards now and leave them locked up when not in use.

##### 4. Office Space and Services Agreement

Shawn has not been given an answer regarding the office space agreement. The latest information he has is that the commissioners are looking for a higher rate than originally quoted and Shawn hopes to hear from them soon regarding the issue.

## **5. Radio Installation Requests**

Shawn has taken care of the north county agencies that requested portable units. They do not have mobiles in the trucks. The packet shows new requests from Pilot Rock, UCSO Civil, and Tribal Fire. Director Rogelstad asked Shawn if these installs had been approved and Shawn said that the expense had not been approved. It was discussed at the last meeting and Shawn requested that the board give him an amount that he may spend without board approval to move forward. This limit amount will be a policy. The funding for this expense will come from the voice system maintenance this time but eventually there will be a line dedicated to new installs.

Director Rogelstad felt that, if the installs were approved by the board when forming the district and promising radios to the users, there is no need for an additional vote for the expense. That approval is implied.

## **6. IWCE**

Shawn received notice in the mail for the IWCE. The deadline for the discounted rate is this week. Shawn felt that he has too much going on to attend and would prefer to spend the money on training. Director Roxbury agreed that the money would be better spent on trainings; including those that cover special districts. Directors Rogelstad and Lieuallen agreed.

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

Shawn met with users and most items that were brought forward at that meeting have been addressed. Shawn gave Fred Simpson a list of items that he would like to discuss, but has not gotten a response yet.

Director Rogelstad would like to have a report back from Shawn/Fred about the system and then agrees this item can be dropped from the agenda.

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

The state plans to have the transfer take place in February. Modifications will have to be made to move into the smaller building, including the supporting equipment for the tower and repositioning the ice bridge.

#### **1. Good Shepherd Medical Center/Doug Paine**

Doug confirmed that FEMA considers the site transfer a part of turning CSEPP off and will pay. Director Rogelstad was given the same information. Doug forwarded an email from Cort Dokken at OSP, to Shawn and Shawn expects to receive a call from him regarding the building. It seems that the transfer may be allowed to go straight to the district instead of through GSMC. Shawn discussed the transfer paperwork with Doug Olsen and hopes to have it before February.

## **V. New Business**

### **A. Policy Book**

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

Shawn included the Financial Management Policy and Purchase Approval Policy in the board packet for review. These policies are from SDAO and he highlighted the items he felt needed discussion.

Director Roxbury addressed the second point in Internal Controls (deposits). He explained that this item always comes up with small districts and it's not always possible to double check.

Jim Stearns explained that the purpose of that item is to have a different person make receipts than the person taking care of deposits.

Shawn requested that the petty cash item be removed from the policy. Director Rogelstad warned that cash will be received occasionally and that the procedure should include documentation of receipt and deposit.

Shawn did not feel that a mandatory vacation time of 10 working days will be feasible with his schedule. It is up to the board to decide what the policy will say with regard to this item. Jim Stearns commented that this is a time most districts conduct their audits.

After discussion, it was decided that the board members (including those absent) will review the policies and suggestions made by Shawn and vote at the next meeting. Shawn also asked that a discussion regarding personnel be planned for that time.

Shawn asked for a discussion regarding his purchase approval amounts and it was decided to address the amount at the next meeting, when all board members are present. In their own districts, Directors Roxbury and Rogelstad have the authority to spend up to what is budgeted but Director Roxbury cautioned Shawn not to spend all that is in the budget if possible and encouraged him to avoid the need for another tax anticipation loan.

Shawn reported that the tax anticipation loan has been paid off but remains open. Directors Roxbury and Rogelstad agreed that it should remain open.

### **B. Budget Line Item Transfer**

Shawn reported that the Workers Comp insurance cost was considerably higher than budgeted. The budget for Workers Comp insurance was \$200 and the cost will be \$3200. This amount reflects the company's policy regarding radio towers, even though they have been given assurance that Shawn will not be climbing the towers. This is a temporary rate and will be lower when switched to SDAO. Shawn assured the board that this would not cause an issue for the Medical Insurance budget because there are not any costs associated with that budget line currently.

*A motion to transfer \$3000 from Budget Line 6. Medical Insurance to Budget Line 7. Workers Comp was made by Director Rogelstad and seconded by Director Lieuallen.*

*Aye: Director Lieuallen, Director Rogelstad, Director Roxbury                      Nay: None*

#### **VI. Open Discussion and business from guests**

Jim Stearns: There is a new ambulance district in Umatilla County and they have expressed an interest in a training regarding the roles and responsibilities of a special district board. Jim asked if the UMRDD board would be interested in attending the training as well. It was held at the Red Lion last year. Director Roxbury confirmed that this board would like to participate.

Ron Spencer: Motorola expressed appreciation for the continued business from the district this year, during the digital switch and site addition, and looks forward to working with the board next year.

They continue their plan for a case study and PR for the district regarding its formation.

They look forward to working on the migration plan for the rest of the system, console repeater sites, and full digital migration in 2012 and are eager to work on a timeline for these projects. They also plan to discuss interest in connecting with other agencies throughout the state and the district's data plan needs.

Director Rogelstad introduced the new Boardman Police Chief, Rick Stokoe. Chief Stokoe expressed his appreciation for the opportunity to attend and hopes that he and the board will work well together in interoperability.

Chris Brown expressed concern about transfer requirements, land owner consent, and whether GSMC will be included in the transfer or not. A discussion with Steve Turner is necessary to establish a time frame.

Shawn received 2 transfers from Doug Olsen today. Shawn felt a short cut from the state to the district (skipping GSMC) makes the most sense. Doug wants to move the site from the county onto the district as quickly as possible. Shawn will follow up with Doug about what else needs to be done to move the process quickly.

Weston Mountain: All of the sites that have been taken have power accounts set up and the district has taken responsibility as of December 1. Weston Mountain has not been transferred yet so the state is still paying for it. John Wilson made a call before the meeting and hopes to hear back shortly.

Director Roxbury asked Jim Stearns to discuss the new ambulance district in Milton-Freewater and what needs they may have for radios. Jim explained that the district will have three options. They can contract with the current provider, request proposals for new providers, or take on the services themselves. If they decide to use the RFP option, he would suggest that they require the proposals to address the radio/communication issue. If they decide to take over services, Jim expects them to come to the district for radios. The board will not be sworn in until January 1 so these issues have not been discussed in full.

Milton-Freewater chose to not be part of the district so this has the potential to cause funding issues. An annexation would have to be approved if they decide to request inclusion in the district. They could possibly pay a fee the way CTUIR does.

#### **VIII. Adjourn**

*A motion to adjourn the meeting at 2:16pm was made by Director Lieuallen and seconded by Director Rogelstad*

*Aye: Director Lieuallen, Director Rogelstad, Director Roxbury                      Nay: None*

**Next meeting is scheduled for January 3<sup>rd</sup>, 1:30 p.m. at Boardman City Hall.**