

# UMATILLA MORROW RADIO & DATA DISTRICT

## Boardman City Hall

November 6, 2012 – 1:30PM

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

Absent: Kathy Lieuallen, Director

Guests: John Wilson, ODOT                         Ron Spencer, Motorola  
          Rick Stokoe, Boardman Police             Marlon Johnson, Day Wireless  
          Brad Steiner, Motorola

Staff: Shawn Halsey, Rosanna Brown

**I. Call to Order and Recognition of Guest(s):** Director Roxbury called the meeting to order at 1:30pm.

**II. Roll Call:** Directors Matlack, Rogelstad, Roxbury and Kennedy were present. Director Lieuallen was absent.

### **III. Minutes of the Meeting from September 4<sup>th</sup>, 2012**

*A motion to approve the minutes from the October 9<sup>th</sup> meeting was made by Director Matlack and seconded by Director Rogelstad.*

*Director Matlack: Aye*

*Director Rogelstad: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

**IV. Changes/Additions to the Agenda:** Strike V.B. Meeting Times/Places.

Director Rogelstad declared, for the record, that three board members were involved in a work session at an earlier meeting, but no district business was discussed. A similar meeting occurred last week at the LEA meeting and again, no district business was discussed.

### **V. Old Business**

#### **A. Personnel Policy Review – Resolution #12-11-06-01**

The personnel policy has been discussed at prior meetings and the entire policy was included in the packet for review and adoption. The only issue that was left undecided was overtime; everything else was approved. The BOLI law regarding overtime was included in the policy, along with several forms (Dispute Resolution, Separation, Checklist, Exit Interview, Receipt of Property, Time off Request) taken directly from the SDAO handbook, and the requirement of an attorney consultation before termination.

Shawn's recommendation was to follow the BOLI law for overtime.

Director Rogelstad reported that his agency is dealing with an issue of personal conduct and code of ethics that he would like to discuss with Shawn after the meeting and add to the district personnel policy.

The personnel policy was tabled until the next meeting.

#### **B. Meeting Times/Places: Stricken**

#### **C. Boardman Schools Signal Testing**

The packet included the Day Wireless report regarding the signal testing in the Boardman schools. The testing included participation from the Boardman Police Department. Shawn had not reviewed the entire report because he was there during the testing.

The only strength issues found were at Riverside High School. Shawn presented a few ways to address the problem. The least expensive solution is microphones with antennas and those are about \$130 each. Boardman currently uses wireless mics so Shawn was not sure how they would feel about using the new mics. Director Rogelstad, based on his own experience with a large antenna on his portable, did not feel that having an antenna on the mic will help enough. He opposed spending money on new mics that he felt would not fix the problem. Shawn suggested using a device similar to what is used for interop field set up and having the agencies use a talk around channel and through a radio in the building. This option would cost about \$5,000. Another option is a bi-directional amplifier. That would be expensive and may not be possible. Director Roxbury suggested talking to the school district and finding out if they are willing to pay for this option. Shawn felt that they would not be able to. Director Rogelstad expressed puzzlement with regard to an external antenna to lead outside. He thought it would be less expensive than Shawn's estimate. He also expressed the concern that the responding officers would not change radio channels during an emergency, even if a schools channel was created just for that purpose. He felt a solution must be found that does not require the officers to adjust their control knobs as they are not comfortable making those changes. Shawn will work on other options.

#### **D. Narrowbanding Update**

##### **1. VHF Radio Purchase**

The board asked Shawn to provide a list of radios that will need to be replaced because they are not narrowbandable. Hermiston and Pendleton have radios that are in vehicles that don't leave the system and they have agreed to replace them on their own. Pendleton has another vehicle that does not have VHF and they do not plan to put it in.

Director Roxbury asked Shawn about the budget for these replacements and Shawn reported that there is about \$60,000 in the budget.

Shawn also reported that Kenwood radios can be upgraded, but he does not have the software. He will arrange it.

*A motion to approve the narrowbanding radio replacements was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Kennedy: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

*Director Matlack: (temporarily left the meeting, did not vote)*

#### **VI. New Business**

##### **A. System Administrator's Report**

###### **1. Unit Tracking Sheet**

The only addition to the Unit Tracking Sheet is a mobile request from Medic400 for a newly acquired vehicle. Shawn has the radio.

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

The district has started to receive 2012-2013 tax revenue. A check from Morrow County for about \$17,000 was deposited recently.

The expenditures list included the payoff of the Ford F450 and the Chevy Tahoe, the microwave radio system contract, and the ESD storage fee for July through October. Everything has been moved out of the warehouse so there will not be any additional payments to ESD for storage.

After discussion regarding the requirement of line item transfers within one budget category, it was decided that Shawn will contact Barnett and Moro to clarify the process for balancing the overspending of line items when there is available money in other lines. These changes were approved in the last meeting, but no formal change to the budget was made.

With regard to spending most of the vehicle line, Shawn pointed out that the only expected expenses for the rest of the budget year are fuel and oil changes.

Director Rogelstad noted that this year's budget is a good start to tweak and tune for the next budget meeting. The board also agreed that the expenditure sheet does not need to be approved, but the form will still be signed by the directors to acknowledge review. No approval was needed for the payoff of the Tahoe, as the board decided that would be done when the lease option was discussed and decided.

### **B. Election Policy – Resolution #12-11-06-02**

The election policy presented was straight from the SDAO policy book. In May, 4 board positions will be on the ballot.

*A motion to approve the Election Policy was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

### **C. MCM Upgrade Purchase**

MCM is the system management software company. This is the software Shawn uses to track all of the system assets (portables, mobiles, sites, etc.) and was purchased for \$90,000 a few years ago. The add-on software would help with the tracking of the assets and improve the process for assigning ID numbers. Assigning duplicate ID numbers has been a problem in the past and is with the Hermiston police department right now. The \$6500 software add-on would be a time saver and prevent mistakes. It is the equivalent cost of 2 portables to help track 1000.

Director Roxbury felt that it was a lot of money for an add-on that he viewed as unnecessary. Director Kennedy asked about a yearly fee and Shawn said the quote did include support and maintenance, but that those were not required and he does not have support and maintenance with the system right now.

Director Matlack made a motion to approve the purchase of the software upgrade but there was no second.

### **D. Workers Comp Resolution #12-11-06-03**

Shawn recommended moving the workers comp policy from Liberty Northwest to SDAO because the SDAO rate is much lower.

*A motion to approve the transfer of the workers comp policy from Liberty Northwest to SDAO and pass the resolution was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

### **E. Group Console Project Meeting review (Ron Spencer, Motorola)**

Ron was grateful for the opportunity to meet with the users at Station #3 to discuss the console project and migration to MCC7500, planned for 2013. He felt that the meeting was very interactive and there was a lot of good discussion between dispatch, fire, police, and administrators.

There are many points that still need to be finalized, such as the number of dispatch centers and dispatch positions. Motorola expects a 9-12 month timeline and that will include a feature-by-feature discussion. Ron, Shawn, and a Motorola engineer planned to meet after the board meeting.

The entire project proposal should be about \$1million and, at the previous meeting, Ron discussed leasing and grant options. Motorola would like to help point the board in the right direction to help fund a digital migration that the district cannot afford on its own. Ron suggested having a grant person prepared to apply for grants on short notice.

Ron would like to come back to the board in December or January to present a timeline for implementation of the migration process. He will continue to work with Shawn and plans to put an offer on the table soon with financing options for the board's review.

Director Roxbury asked to move forward to open discussion so he could bring up the subject of CIS vs. RMS. His opinion was that, if the district has to spend \$100,000 to upgrade the Hermiston consoles, the same money could be put toward the CAD issue to help consolidate dispatch centers instead. This decision should be made quickly though, because the proposal from Motorola should include (or not include) new consoles for Hermiston. Director Matlack noted that Hermiston would like to keep RMS. Director Rogelstad noted that eliminating three consoles from Hermiston would be a benefit to the district because it would cut down on maintenance and equipment costs.

Director Roxbury stressed that his point was that he does not want someone coming to the meeting to explain the difference between CIS, RMS, and Spillman. The district does not have a preference about which is used and will put the money where it will best serve everyone.

In response to Director Kennedy's question, Shawn explained that the two microwave radios in Hermiston would go back in to inventory as spares, but that equipment will be swapped out soon. Shawn also noted that, if Hermiston consolidates with Umatilla County dispatch, another position would be added in Pendleton. There are currently five positions in Pendleton, two at CTUIR dispatch, four in Hermiston, and four in Morrow County. He felt that three in Hermiston would be sufficient, as the one on the fire side is not used. Umatilla County only uses four of their five and Morrow County may be able to get by with only three. Director Matlack pointed out that Morrow County receives more calls for service than Pendleton and is growing. Shawn noted that the new system is flexible for adding consoles.

#### **F. F450 Purchase**

*A motion to approve the Ford F450 truck purchase, in the amount of \$17041.00, was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

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

John Wilson reported that he has not heard any complaints with regard to the OSP 49 patch. Shawn explained that the patch streamlined the coordination of OSP and 450 agencies.

Director Rogelstad asked Shawn for a report regarding the Weather Service and Good Shepherd shared space and Shawn noted that all of the physical work is done, but a rental agreement still needs to be established.

Director Rogelstad directed Shawn to take care of it.

Ron Spencer suggested to the board to begin thinking about everything they would like included in the new consoles so the engineers have all of the important features, specifically with regard to talking to neighboring systems.

#### **VIII. Adjourn**

*A motion to adjourn the meeting at 2:28pm was made by Director Matlack and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

**Next meeting is scheduled for December 4, 1:30 p.m. at Hermiston Station #3.**