

UMATILLA MORROW RADIO & DATA DISTRICT
Umatilla Rural Fire Protection District Station #2
April 2, 2013 – 1:30PM

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| Present: | Kathy Lieuallen, Director Marc Rogelstad, Director | Mike Roxbury, Director Ken Matlack, Director |
| Absent: | Keith Kennedy, Director | Mike Roxbury, Director |
| Guests: | Chief Stokoe, Boardman Police Dave Kraal, Day Wireless | Marlon Johnson, Day Wireless Ron Spencer, Motorola |
| Staff: | Shawn Halsey, Rosanna Brown | |

I. Call to Order and Recognition of Guest(s): meeting called to order at 1:40 by Director Matlack.

II. Roll Call: Directors Rogelstad, Lieuallen, and Matlack were present. Director Roxbury arrived at 1:55pm. Director Kennedy was absent.

III. Minutes of the Meeting from March 5th, 2013

A motion to approve the minutes from the March 5th meeting was made by Director Lieuallen and seconded by Director Rogelstad.

Director Lieuallen: Aye

Director Matlack: Aye

Director Rogelstad: Aye

IV. Changes/Additions to the Agenda: None

V. Old Business

A. Riverside High School BDA Project

After approval was given last month, Day Wireless engaged engineering per Marlon Johnson. Roger was the lead technician in the studies and he is needed to review a unidirectional option but has been on vacation and will address it when he returns. With regard to a unidirectional amplifier, as opposed to a bidirectional amplifier, Shawn wondered if it will fix the problem when it only sends signals out. He knew there were a couple of areas where the incoming signal was a problem. The cost of a unidirectional amplifier would be significantly lower, but if it does not work it cannot be used in the next solution. All new equipment would be required. Shawn needs the information as soon as possible, as he is working on next year's budget. Marlon Johnson and Dave Kraal assured the Board that Shawn will have Rogers' report and a quote before the next meeting. Director Rogelstad reported that a new code states that any new building over 50,000 square feet must have a system in place to connect to the District's system.

B. User Policy, Resolution 13-04-02-02

The Board asked Shawn to create a User Policy for new users that are governmental agencies. No private agencies will be allowed. Shawn presented an updated Subscriber Unit Issue Policy to include use of the system for a fee. If Shawn feels that an agency will be a problem, they will not be allowed on the system. Each contract will be year to year so, if they are causing problems, their contract may not be renewed.

Director Rogelstad expressed concern about entities not knowing or using proper radio etiquette. Shawn plans to monitor their traffic and send notification of inappropriate use.

A motion to adopt Resolution 13-04-02-02 Policy, with the stipulation that Shawn will include another bullet point addressing radio etiquette was made by Director Rogelstad and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Matlack: Aye

Director Rogelstad: Aye

C. District Administrator Annual Review

Shawn was not contacted to schedule his review by Directors Roxbury and Kennedy. He offered his opinion that he would be comfortable with no pay raise or an increase of 1%.

Director Rogelstad said that a salary decision would be made based on the review.

D. CAD RFP

Shawn reported that the RFP went out and he has received a few letters from companies that will not offer bids (Motorola, New World, Spillman) and a few questions. Bids will be opened Friday, April 12. Doug Olsen is working on the agreement between the District and the local entities that will contribute funds and this is the most important task to be completed quickly.

(Director Roxbury arrived)

Director Matlack noted that his email has not been working.

The contract is scheduled to be awarded May 8, the day after the next Board meeting, and Doug understands the timeline and feels confident he can meet it. Additionally he is looking for an agreement for who will own the CAD after it is purchased. Shawn said the District does not have any interest in owning or maintaining it and was open to ideas from the Board.

Chief Stokoe was waiting for the agreement from the attorney so an LEA meeting can be called to review and distribute the agreement for supervisor review.

Director Rogelstad asked if the CAD will have multiple owners. The situation is similar to when the radio system was owned by Umatilla County. Director Roxbury said that will be left to the LEA to work out. Director Lieuallen noted that a project manager will be needed.

Chief Stokoe was under the impression that the District would maintain ownership and that the LEA is not asking the District to take on any expenditures. They believe having one owner, instead of 10, is better. He answered Director Matlack's question about Umatilla County being the owner by saying that takes them back to where they have been. The LEA wants representation from both counties to oversee everything.

Director Roxbury felt that, if the District owns the CAD, it would have to be managed by the District and the District would be financially responsible if someone could not pay their part.

Director Lieuallen explained that Umatilla County owns the current system and that it is more than equipment sitting in a room. Right now she is responsible for responding to issues. Chief Stokoe said the LEA will decide how to handle those situations, they are not asking the District to do it.

An ongoing subject of discussion has been whether the District will contribute any amount to the project if the Hermiston Dispatch Center is consolidated. Chief Stokoe reported that a figure of about \$100,000 was obtained by taking the total price of updating the consoles at the Hermiston Dispatch Center. They are not asking for anything more than what was already planned for upgrades. Additionally, Chief Stokoe said they are not asking the District to provide funding for data related to MDTs in vehicles. Director Roxbury pointed out that, when the District was formed, they included the term "data" to include future scenarios that may necessitate data. The District is responsible for putting a terminal in a car but not what comes across it. CAD can be accessed that way, but it is not District business. Shawn explained that radios capable of transmitting data to subscribers would require radios in towers and microwave connections to support it and is not at all possible until the system goes digital.

Director Roxbury asked that the agreement between LEA and the District include information on the day to day management of the system and the cost. He does not want Shawn or Rosanna spending their time dealing with it.

Shawn will work with Doug on both agreements.

E. Retreat

Shawn and Rosanna did some research on retreat locations. Shawn offered a hotel/conference center in Richland, Washington and asked for feedback. He felt that leaving the District would be beneficial to ensure full participation.

Director Rogelstad asked that the retreat be called a Work Session where no business will be discussed. Everyone may speak freely, as there is not usually public attendance. He also felt that it may be judged as a splurge by the public if it was held in Richland. He preferred to stay in the District.

Director Matlack stated that the benefit to these types of session is partnering better and getting to a different role with each other in a different way than during a regular meeting. He also felt that it should be held in the District and be called a Work Session for goal setting. He suggested using the Riverlodge and including the user group to a joint discussion.

Chief Stokoe offered The Port of Morrow as a suggestion and noted that outside food allowed. Shawn will research the location, catering, and dates after the election on May 21.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

Shawn provided a portable to UCSO today and reported that a new XTL1500 is at Pendleton Fire, waiting to be installed in the new airport foam truck.

2. District Expenditures and Income Review

The expenditures were about \$25,000 and included the IWCE Las Vegas trip and some of the expenses from the SDAO conference. Shawn asked the Board to look at the revenue page, as he is using it to plan next year's budget. He also noted that he will need to add more money to the Subscriber Unit Maintenance line.

The Board reviewed the bank statements, reconciliation statement, and checks in the packet. The reconciliation statement is provided by the bookkeeper and tracks spending.

B. Investment Policy, Resolution 13-04-02-01

The Investment Policy came directly from SDAO's best practices for special Districts. Currently the District only uses Banner Bank, but has a large amount of money to save and earn interest on. Director Roxbury suggested a local government investor (LGIP) because the money is managed by the people that own the funds and they are less likely to make risky choices. Director Matlack asked Shawn how much he saved for the console project. Shawn told him it would be discussed in the next topics.

Director Matlack reported that the purchase of a new data system cost Morrow County a lot of money and has put other projects on hold.

A motion to adopt Resolution 13-04-02-01 Policy was made by Director Roxbury and seconded by Director Rogelstad.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Matlack: Aye

Director Rogelstad: Aye

C. MCC 7500 Console Project

Shawn reported that he received prices from Motorola. They were broken out by center (Umatilla, Morrow, Tribe) and equal about \$1.2m. The logging solution that Ron planned to discuss in the next section equaled \$360,000 for Umatilla and Morrow Counties.

The breakout cost for Hermiston was provided to see what the savings would total if that Dispatch Center was not upgraded. Dividing the cost between 10 positions shows about \$566 per console, but Ron Spencer explained that that formula is not entirely accurate. Backroom equipment will be needed and the cost for that is split between all of the consoles. \$50,000 is the fee to put equipment in, whether one console or 3. If Hermiston is consolidated, Umatilla County will add one position.

Shawn noted that the infrastructure currently at Hermiston probably will not be reused and may be kept as spare parts. There will be a cost to close down Hermiston and remove all of the equipment. The eventual replacement of microwave equipment will also show a savings if not done at Hermiston.

Shawn agreed that \$100,000 of savings sounded about right.

Chief Stokoe asked for a firm number to provide users for their budget.

a. Logging Recorder

The Board's position regarding logging equipment has been that it is not the financial responsibility of the District.

Director Lieuallen felt that the change of the logging equipment is being directed by the District so it is a cost she would not have had to budget otherwise, as her logging record is currently working correctly.

Director Roxbury said that a cost share between the Dispatch Centers and the District would be appropriate. Shawn reported that currently, the Tribe does not record talk groups and they do not have the funding to start.

Ron Spencer has explained to Shawn that the logging equipment that Motorola offered is the only one that they will recognize. CSEPP purchased the Higher Ground recorders and Higher Ground assured Director Lieuallen and Shawn that their recorders work with Motorola.

Ron asked the Board to review the full document of project design for a turn-key integrated system. Ron further explained that Motorola only has certified logging equipment with one vendor. The proposal provided assumes inclusion of a logging recorder but does not insist. Higher Ground can be used but there are risks attached. Accepting the full proposal will come with Motorola's guarantee certification and maintenance.

The proposal did not include a warranty past the first year.

Shawn asked the Board if the dispatch centers could afford their portion if the District paid half and Director Lieuallen responded that they couldn't this budget year. The dispatch centers would have to pay their portion of \$360,000, minus \$75,000 incentive from Motorola, minus half from the District and that figure would not include maintenance.

Director Rogelstad asked if that was about \$1.4m for the project and \$300,000 per year, for the next 6 years.

Ron pointed to pages with an interop starter package (option) and life cycle services and discussed the meeting he had with Director Lieuallen and Shawn. It included a move from the 7.9 system the District is using now and an upgrade every 2 years. The system will work for 6 years, but would be in the red zone for components, software, and security services. They are currently shipping 7.13.

Shawn felt that the upgrade every 2 years was expensive and was not ready to recommend that agreement. He knows an upgrade will be necessary to 7.17 when SmartX will not be used anymore. Ron asked the Board to discuss the options at the retreat and to also discuss grant funding and leasing options. Director Matlack asked what the Board thought about grants and Director Roxbury suggested a Fire Act grant, like what was considered for Alpha Numeric Paging in the past. He was unsure if they fund

communications, but they do prefer working with agencies promoting interoperability. Ron suggested using the Motorola case study for a grant template and Director Matlack thought that a good discussion could be done at the retreat.

Ron made the following points;

- The Astro network is integrated IP with superior audio quality and covers everything on the system.
- Higher Ground could buy Motorola API. Existing hardware would have to stay in place, including legacy equipment and Motorola could not monitor it or be responsible for it.
- Their offer is a Motorola guaranteed solution.
- WISKA pricing could be used through Motorola
- Motorola offered a \$45,000 trade in allowance on Gold Elite consoles-Shawn has some issue with this point as the consoles were purchased with federal money and if sold, the money must go back to the government. Ron amended the point to say that Motorola will take the equipment or the District can keep it but the \$45,000 allowance will be given either way.
- The current timeline is a contract in July with shipping in September and 6 months to completion from the ship date, probably March or April.
- 5 year lease, no pre-pay penalty. Options to buy consoles and lease loggers. 2% lease rate

Shawn has reviewed next year's budget and believed there will be about \$1m saved. Director Matlack thought the lease purchase option was a good way to go. Director Roxbury also supported a lease and reminded the Board that they cannot encumber future Boards with debt. If they do, the future Board is not obligated to repay those debts. Ron will confer with his leasing expert about that rule and inform the Board at the next meeting. The Board agreed with the solution to go with Motorola certified logging equipment because it will be cleaner and the old equipment will be gone.

Ron will attend the May meeting and bring his manager to give more information and answer more questions. When asked, he will provide hard copy binders of the project for each director. He also offered to talk to Steve Myren and Denise Williams and invited Director Matlack to join also.

Chief Stokoe reported that the LEA and Hermiston PD will make a decision after getting a financial commitment from the District. Jason Edmiston's decision to close the center or not will be based on the District's contribution.

Shawn has considered putting the console project on hold until after the decisions regarding the Hermiston Dispatch Center and logging recorder have been made. He believes \$100,000 is a reasonable amount that the LEA can count on from the District and it will be available after July 1, 2013.

Director Lieuallen asked how the District contribution will be split and Chief Stokoe assumed it will be equally.

Ron noted that Hermiston can operate Gold Elites into January, then switch. Shipping will be in September, staging at the Umatilla County facility, cutting over after the holidays and completion in March. The changeover will not impact operations.

VII. Open Discussion & Business from Guests

Chief Stokoe asked the Board if they knew about funding through URA (Urban Renewal Authority). Director Rogelstad noted that the issue was Urban Enterprise Zone, not URA and the error was taken into account for the figures. Amazon was the company that didn't file.

VIII. Adjourn

A motion to adjourn the meeting at 3:32pm was made by Director Rogelstad and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Matlack: Aye

Director Rogelstad: Aye

Next meeting is scheduled for May 7, 1:30 p.m. at Boardman City Hall.