

## UMATILLA MORROW RADIO & DATA DISTRICT

### Hermiston Station #3

February 5, 2013 – 1:30PM

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

Absent: None

Guests: Dave Kraal, Day Wireless      Jason Edmiston, Hermiston Police  
Rick Stokoe, Boardman Police      Doug Paine, Good Shepherd  
Larry Young, Motorola      Marlon Johnson, Day Wireless  
Tom Borden, Day Wireless

Staff: Shawn Halsey, Rosanna Brown

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

**II. Roll Call:** All directors present.

### **III. Minutes of the Meeting from January 8<sup>th</sup>, 2013**

*A motion to approve the minutes from the January 8<sup>th</sup> meeting was made by Director Rogelstad and seconded by Director Lieuallen.*

*Director Lieuallen: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

**IV. Changes/Additions to the Agenda:** None

### **V. Old Business**

#### **A. Riverside High School (Boardman) In Building Coverage**

Shawn will meet with Boardman Police, Boardman Fire, and Day Wireless on Friday, February 15 at Riverside High School to finish the coverage study. The study will help determine what needs to be done to install an antenna system. Director Roxbury asked if this same solution could be used in other places with the same coverage issues. Shawn confirmed that, if it works, it could be used in any building but it would not be appropriate to use it in every building. There are some rooms that would not be worth the cost to obtain coverage.

#### **B. Rental Agreement (Good Shepherd/National Weather Service)**

Shawn drafted the agreement with Good Shepherd and Doug Paine signed it. Shawn asked the board for their thoughts. The board approved the agreement as written.

#### **C. Audit Review**

The District's audit was positive. One point made was the need for a debt service line in the budget so Shawn added that.

Another note made was that it took a long time for the signature card for checks to be updated when Director Kennedy replaced Dan Coulombe. The minutes did reflect that change but it took a long time to obtain all 5 signatures on the new card, as the directors are geographically spread apart.

The last note on the audit called for bank statements to be reviewed by the board. Shawn and Kathy have started reviewing and initialing the bank statements when they are received from the bookkeeper.

Director Rogelstad asked that they are included in the meeting packets so they can be reviewed by the entire board.

Shawn asked the board to review the documents and email any comments to him.

#### **D. Milton-Freewater Ambulance District Radio Request (chairperson)**

No representative from the Milton-Freewater Ambulance District was present. Item tabled

### **VI. New Business**

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

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

The tracking sheet reflected the radios give to the Forest Service last month, too late to appear on the previous sheet. Two additional MTS2000s were given to Morrow County. Steve Myren asked for radios with the same program as BENT radios and access to the same TAC channels.

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

The district has received \$50,000 more than budgeted. The total on the review sheet is the total received, not total on hand.

##### **3. Payroll Tax Explanation**

During the last meeting, the board expressed concern that the payroll tax amounts varied widely each month. Rosanna worked with the bookkeeper to create an explanation sheet that shows how each month's fees average out equally but are sometimes taken out in the previous or next month. This causes the expenditures to look unbalanced on that budget line month to month. The average is about \$3000 per month, unless overtime is paid out.

#### **B. 2013 Election**

There are 4 director positions open this year. Usually they would be staggered with 2 one election and 3 at the next election but Director Kennedy must run this time since he was appointed in place of Dan Coulombe. He will also have to run again in 2 years.

The only director that does not need to run this time is Director Rogelstad. Each other director needs to speak with the Umatilla County Elections office between February 9 and February 21 to file.

#### **C. Board Member Responsibilities Policy & D. Board Officer Duties Policy**

Shawn presented a guidance document and 2 policies related to Board responsibilities and duties for review. These documents came directly from SDAO.

The directors will review the policies and provide comments and changes to Shawn at the next meeting.

#### **E. Tri-County Communications**

Based on a request from the board, Shawn spoke with a couple of representatives in Arlington/Bend about the status of their VHF use and future plans. They plan to keep VHF running for interoperability.

They recently switched to 700 and have a Motorola fully built out Phase 2 P25 digital system that uses 700MHz radios and dispatch consoles. They are using APX radios.

Shawn assumes they received a large grant, as the system is expensive. The Day Wireless office in Bend is running the system for them. Shawn asked them about buying a radio to put on their system and was told that they are not ready to discuss that yet. They are planning a fee structure. Shawn hoped that they didn't mean to charge the district for interoperability. Director Roxbury agreed that the district will not pay a fee for interoperability.

#### **F. eDispatches**

Director Rogelstad asked Shawn to research eDispatch and give a report. Shawn included this report in the packet:

The eDispatches system allows information from fire tone alerts to be recorded and/or translated into text message and retransmitted to a cell phone.

The service works one of three ways: 1. Installation of a small computer with an internet connection and an attached scanner within VHF paging coverage. 2. A direct connection to the dispatch console system. 3. An email from a CAD system.

Pros:

Ability to receive fire alerts anywhere cell phone coverage exists.

Priority Blast' feature allows a voice message to be called in to the eDispatches system and then redistributed

to every user on an account (for small additional fee).

Android/iPhone application that makes their smart phone act like a voice pager.

If a user misses a recorded voice alert it will be played into voice mail.

Multiple geographically diverse back up servers.

Automatic notification of equipment failure – 10 minute check-in interval, notification in <20 minutes.

Customized messages to predetermined groups for notice of training, meetings, ect.

Ability to stream alert audio to a website (for a small additional fee).

Cost of service appears to be low, ~\$500/month for all District agencies (not including internet access and cell phone charges).

Cons:

Service is internet and cell phone carrier dependent. Expect a total of one week/year/carrier down time.

10-15 second delay from original alert to delivery to cell phone (5-10 seconds with CAD Relay).

Additional cost in addition to conventional tone-alert paging. Not designed or recommended for primary alerting.

Question of ability to function with MCC7500 dispatch consoles or CAD.

Costs:

There is an initial set up expense that will vary depending upon the method of access (the three options above).

Option 1: (Scanner) would be the most expense, as it requires an installation for every agency (\$279 each). Option 2: (Console Connection) allows for one computer to handle multiple agency alerting traffic and is therefore less expensive.

Option 3: (CAD email) doesn't appear to require installed equipment, however, there is a separate 'CAD Relay' charge. This option requires a CAD system that can send emails – which has its own cost.

As noted above the service will cost ~\$500 per month plus internet and cell phone charges.

Additionally, Shawn noted that if the phone is not answered, a message is stored in the voicemail. He is curious to see how that will work with regard to converting voice.

The following items will be needed; scanner, CPU, internet connection, functional cell account.

Internet connections and changes with cell phone company software will cause minor outages. Cell phone company software updates average a block in the system for a about a week, per carrier, per year.

This should not be considered as a primary alerting system, but it would help extend the alert range.

The \$500 monthly fee is based on the number of agencies, users, and calls. There is a free 30 day demo available. Shawn would like to utilize this option in a couple of the agencies. CPUs cost \$250 per unit and that is on top of the monthly fee, but that is still less than the cost of 1 pager.

Director Rogelstad liked the idea of using the service system-wide. It could be used for paging notifications to specific groups. Director Roxbury also noted that it would not be another piece of equipment to carry as everyone has a cell phone and he supports the idea in place of alpha numeric paging.

Director Rogelstad reported that he is beginning to see a lot of issues since narrowbanding and its limitations. He agreed that a few agencies should take advantage of the demo. Director Roxbury agreed.

Shawn warned that once the option is out there, users will want to retain it. He will talk to Pendleton Fire and Boardman Fire.

## **G. District Administrator Annual Review**

The board asked Shawn to schedule his annual review in March so it would be finished before the new budget year begins. Directors Roxbury and Kennedy will conduct Shawn's review in February and it will be sent to the board. Any director that has input should speak with them.

Rosanna's hire date anniversary is in April and salary consideration was included in the current budget so it does not need to be discussed before the budget committee meets.

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

Shawn reported that Larry Young from Motorola has started an audit on the console system. The purpose of the audit is to see what is being used now and to ensure the same functions and abilities are retained after the change. Larry visited Pendleton and Heppner and planned to also see Heppner, Hermiston, and CTUIR. He took notes, pictures, and talked to staff.

Shawn's timeline for the project is after Round-Up and before the snow.

Director Rogelstad noted that there is a misnomer regarding tones or alerts over the radio. Some users still think about the way it was 35 years ago when they had tones. When going digital, they will sound different.

Doug Paine asked to discuss the hospital ambulances after he read minutes from the last meeting. The state has given permission to do away with an old mandate and sub-audible tone. Currently the tone opens the squelch and a nurse turns it off when the run is finished.

Doug did the research on about 25 hospitals and decided to use tone at 103.5. This will happen in the next 3-4 week in ambulances.

His radios are narrowbanded.

Director Rogelstad asked how this change will impact the responders and the district and Doug said all VHF radios must be reprogrammed. Shawn noted he would work on reprogramming the ambulances.

Rick Stokoe mentioned, with regard to alpha numeric paging, that the option is there and he did not believe there is a monthly fee. He could not speak for all law enforcement agencies, but he felt that having the ability to send alerts by phone would be beneficial when dealing with a shooting or homicide.

In response to Director Roxbury's questions, Rick confirmed that any cell carrier will work and any cell phone. Shawn reported that emails can also be used, as long as CAD can email.

Director Rogelstad believed that CAD would automatically generate the email and it would be sent through the system, rather than relying on a call taker to type out the message.

## **VIII. Adjourn**

*A motion to adjourn the meeting at 2:10pm was made by Director Rogelstad and seconded by Director Matlack.*

*Director Lieuallen: Aye*

*Director Rogelstad: Aye*

*Director Roxbury: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

**Next meeting is scheduled for March 5, 1:30 p.m. at Boardman City Hall.**