

UMATILLA MORROW RADIO & DATA DISTRICT
Boardman City Hall
March 5, 2013 – 1:30PM

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

Absent: Marc Rogelstad, Director

Guests: Rick Stokoe, Boardman Police Jim Stearns, West Umatilla Mosquito Control
Marlon Johnson, Day Wireless Janie, West Umatilla Mosquito Control
Steve Myren, Morrow County SO Jason Edmiston, Hermiston Police

Staff: Shawn Halsey, Rosanna Brown

I. Call to Order and Recognition of Guest(s): Director Roxbury called the meeting to order at 1:33pm.

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

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

A motion to approve the minutes from the February 5th meeting was made by Director Kennedy and seconded by Director Matlack.

Director Lieuallen: 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 included a quote for engineering in the packet from Day Wireless for the project. The quote is \$2500. Marlon Johnson reported that the quote included a lot of engineering. The plan will have an equipment list and review of the building to check antenna drops for installation.

Shawn noted that the project will be very large and probably need to go to bid for the equipment.

In response to Director Roxbury's questions, Shawn reported that there are some areas in the school that do not have any coverage, no signal in or out.

A motion to approve the quote from Day Wireless for BDA Engineering and Design for Boardman High School, in the amount of \$2500.00, was made by Director Lieuallen and seconded by Director Matlack.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Kennedy: Aye

Director Matlack: Aye

B. Resolution 13-03-05-01 Board Member Responsibilities and Board Officer Duties Policies

The Board Member Responsibilities policy and Board Officer Duties policy were initiated at the last meeting and Director Rogelstad asked for time to review them. Shawn did not receive comments from the directors. After discussion for clarification, it was agreed that the resolution indicated that 3 board members must agree to pass anything. If only 3 members are present, there is a quorum, but all three must agree on any topics up for debate and vote.

A motion to adopt Resolution 13-03-05-01 Board Member Responsibilities and Board Officer Duties Policies was made by Director Matlack and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Kennedy: Aye

Director Matlack: Aye

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

The tracking sheet did not show any new entries, but Shawn noted that Pendleton Fire did receive a new XTL1500 that had not been installed yet. That was the only correction to the form.

2. District Expenditures and Income Review

Any items in blue were modified from the original budget.

3. Fund transfer within Categories

1. Personnel Service

Transfer of \$120 from Line 7 – Workers Comp (New Total \$2280)
To Line 8 – Life Insurance (New Total \$260)

2. Materials and Services

- a. Transfer of \$3750 from Line 16 – Quarterly Bookkeeping Review (New Total \$1250)
- b. Transfer of \$1000 from Line 22 – Legal Expenses (New Total \$4000)
- c. Transfer of \$100 from Line 15 – Annual Audit (New Total \$5900)
To Line 6 - Subscriber Unit Maintenance (New Total \$14850)

Director Roxbury asked about the Subscriber Unit Maintenance line being increased 33% without a supplemental resolution to change the budget and Shawn explained that, as long as the transfers are within the same category, a resolution is not needed. Auditors do not review the line items, just the categories. Director Matlack noted that the checks printed in the bank statements are very small and difficult to read. Shawn noted that this packet was the first to include the bank statements and that he and Director Lieuallen have been reviewing the statements monthly.

B. District Administrator Annual Review

Director Roxbury distributed a form that he and Director Kennedy worked on together for Shawn's employee review. They would like feedback from the other directors. When they have that input, they will schedule a meeting with Shawn.

C. CAD Project

Chief Rick Stokoe, Boardman Police Department, approached the District about the possibility of the District issuing the CAD/RMS RFP and purchasing the equipment with funds from the users. The reasoning was that the users need one entity that represents both counties and has board policies and decision making procedures in place to administer a contract. At least 3 directors have received the RFP by email. Shawn and Director Roxbury agreed that it seemed like the best option for the users. Director Roxbury noted that the users should be charged an administrative fee for the District's time and expenses and there must be an agreement that shows that the users, not the District, are financially responsible for all the purchases made.

Chief Stokoe commented that control of the RFP would be maintained by LEA, representing the 10 agencies, and they are not asking the District to do a lot of work up front. Each entity will pay the district their portion and the District will send a check to whichever company is awarded the contract. They have an implementation date of 01/01/14 and a very tight timeline.

Director Roxbury explained that the District must be able to show the money coming in and going out in the budget so this must be discussed before the budget is decided. Shawn noted that he would like the budget to be complete by the end of April and adopted at the June meeting and the CAD/RMS timeline matches that.

Director Lieuallen expressed concern about some of the wording in the RFP giving the District more ownership and decision making than intended and would like to see those changes made.

Chief Stokoe agreed and was willing to take all of the technical issues on and make the corrections. He also noted that the District will not be contacted or responsible for system updates. The users will provide a system administrator to take care of all of the updates. Shawn will work with Chief Stokoe to correct any other terms that indicated responsibility by the District.

Shawn informed Chief Stokoe that the RFP will be sent to SDAO and an attorney for review before the District will issue the RFP.

Director Roxbury asked for wording to explain that the District is not liable (create a procedure) for costs that users are unable to pay.

The board agreed to give a verbal approval for Shawn to work with LEA and come up with an agreement. There will be a resolution to sign at the next meeting, but isn't required to start the process. The agreement must state that the District is not financially responsible for the CAD/RMS system.

A motion to approve the Umatilla Morrow Radio & Data District as the responsible agency for the issuance of the RFP for CAD and RMS as provided with changes noted was made by Director Matlack and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Kennedy: Aye

Director Matlack: Aye

A resolution and modified amended document will be provided at the next meeting.

D. Vector Control User Agreement

Jim Stearns attended the meeting, representing the board of the Mosquito Control District with Janie. Theirs is a special district covering Umatilla, Hermiston, and Echo and most of their business is done during the summer months. During those 4-5 month, they employ 10 more people than their usual 3. They run 10 mobiles and one base radio and have a contract with a service provider that is about to expire. They would like the board to consider taking them on as users and would like to know what the cost would be.

Shawn indicated that this group would not be the same kind of user as the Navy potentially was because the Navy was an independent entity, not part of the local government, and not collecting taxes directly from the local area. He felt that the fee for the Mosquito Control District would be lower than the proposed fee for the Navy.

Jim explained that his District would buy their own radios and pay a fee to use the system. They have to buy new radios because the radios they use now are not narrowbandable. They are currently using Motorola Max Tracks, but are open to Shawn's suggestion about what to buy if they are going to become users.

Director Matlack questioned why the District would want to bring on additional users that are not emergency service providers and Shawn answered that it would be income for the District without a cost. He proposed \$10 per radio per month (\$1200 per year) as a subscriber unit fee and an addition system user fee.

Director Matlack felt that there may be an issue and may create a slope to slide down on and asked about private companies that are local. Shawn felt that no private businesses should be on the system.

Steve Myren echoed Director Matlack's concern and added that putting more non-emergency users on the system could create problems for current users. He also asked what the rationale would be for denying other districts like cemetery or park.

Director Roxbury stated that Shawn must draw a line, based on the system capacity and allow on a first come, first served basis. When there isn't room left, those agencies will be denied.

Shawn stated that the system has never had a busy signal. The system could support up to about 20,000 users. Shawn thought to cap it at 2500 users. The District is only using about 5% of the system now. The FCC requires at least 100 users per channel or they will take the channel away and the users are barely above that right now.

In response to Director Roxbury's question, Jim reported that they are currently paying \$285 per quarter so the fee Shawn suggested is not out of their range. He did not feel that the Mosquito District's advantage wouldn't be a cost saving issue, but access to a robust system. He wanted to open the conversation to this group to market their system and generate income.

Shawn could not see any reason to say no. Director Matlack objected. Director Kennedy approved with the stipulation that if for some reason emergency service agencies took on more users, non-emergency users would be the first to be removed from the system. Shawn also noted that the system is designed with that in mind and has the capability to put all non-emergency users on one channel and leave the others for emergency responders. Director Lieuallen asked if the District's written goals included bringing in other users and Shawn replied that they do not. Director Roxbury did not want to contract with private companies and compete with private providers but had no problem with other governmental agencies. He felt that it was in the best interest of the citizens of the counties to receive the best service possible. For example, a school district would be allowed, but Mid-Columbia Bus Company would not. It is a chance to make revenue. Director Lieuallen also approved governmental agencies and noted that she would like to see the board set and define some goals.

Steve Myren expressed his concern that these rules have not been identified and outlined in advance. Director Roxbury agreed that Shawn has work to do as far as a policy and assured Jim that the Mosquito District could plan on the system access.

Shawn will create the agreement to take on additional entities, update the Subscriber Unit Policy and contact Jim.

E. Public Outreach

1. Annual Mailer

Shawn proposed the annual mailer based on ideas from the SDAO conference. His idea is a letter to voting land owners with a report on what the tax money was spent on and explanation of what is planned. There is not a line item in the budget for public outreach.

Director Roxbury felt that a mailer would be very expensive to send to all land owners and voters. That would be a very large group and could cost up to \$25,000. He suggested using email instead.

Director Lieuallen felt that farmers receiving the mailer would ask how much of the tax money went to printing it and may be annoyed. Director Roxbury felt that mailer are usually discarded and do not reach people.

2. Link to Website on Meeting Notice & 3. Website Content

Shawn suggested that any document from the District will have the website address on it, including the press notification of meetings. The website is almost ready to be launched.

Director Roxbury stated that a website is important to have, but the content must always be up to date including changes to meeting dates/times and contact hours. Director Matlack would like to see meeting minutes, dates, past agendas, past actions.

Shawn asked for input on the information available in the Members Only sections (users with passwords) besides agency radio inventory and trainings slides. He also suggested an advertisement for the website, possibly on Google. Director Roxbury suggested Day Wireless pay to advertise on the site. Shawn would like the directors to provide photos and biographies. Director Roxbury asked Shawn to create a quick form for the biography data and to arrange for a photographer to come to a meeting.

F. Board of Directors Retreat

Based on prompting from a presentation at the SDAO conference, Shawn suggested that the Board plan a one day (8 hours) retreat. Possible topics included longer range goals and what the district is doing.

In answer to Director Roxbury's question, Shawn agreed that it would be a public meeting, however he did not expect attendance. The directors felt that they would not be able to speak candidly at a public meeting, but possibly an executive session or work session would be appropriate. Director Kennedy felt that it would be a good opportunity to discuss employee reviews and contracting and would be good back-and-forth discussions that take more than an hour meeting to resolve.

Director Lieuallen noted that a Planning session that she attended was open to the public, but none came. Director Roxbury felt that the meeting should not be held at a regular meeting place and Shawn suggested the Oxford Suites in Hermiston. That idea was rejected so he will look for other locations and find out about refreshments.

The Board directed Shawn to set it up and he asked that any topic ideas be sent to him. Also, it will be held at a point after the webpage is complete, so it can be reviewed.

G. Resolution 13-03-05-02-Per Diem Rates (update to Personnel Policy)

The Personnel Policy suggested change will include an update to the Per Diem rates, to reflect the federal standard. The policy will not have to be updated annually because it directs staff to check the US General Services Administration website for current rates.

A motion to adopt Resolution 13-03-05-02 Personnel Policy, was made by Director Matlack and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Kennedy: Aye

Director Matlack: Aye

H. East Umatilla Rural Fire VHF Mobile Request

Shawn reported that EUFD had 4 non-narrowbandable radios that needed to be replaced. He replaced 2 of them with Motorola CDM1550s that cost about \$600 each. EUFD has requested that other 2 radios be replaced with Bendix King radios that cost about \$1200. These radios would enable them to talk with the Forest Service.

Director Roxbury stated that the purchase of more expensive radios to enable communications outside of the District brought up the same question that has been asked several times. How much is the District willing to spend on interoperability outside its area? This question will continue to come up until a policy is written. This issue should be addressed and solved soon, possibly at the Board retreat. This board and future boards need guidance.

The Board decided that the District will pay up to \$600 per radio for EUFD and EUFD they can decide to take the CDMs or pay the difference for the BKs.

VII. Open Discussion & Business from Guests

Steve Myren reported that he has made arrangements to purchase a 700 radio for communication with Gilliam County. He asked that the district fund the upgrade to digital radios in the command vehicle since it is available to all agencies in the Bi-County area. Director Roxbury agreed that upgrading the command vehicle is a resource that the district should support because it serves everyone in the district.

Director Kennedy noted that the After Action report from the bus wreck included a comment regarding Shawn being there with the Search and Rescue team and not working on communications.

Director Roxbury felt that Shawn would have had more impact on the situation if he was there in a communications capacity. Steve Myren noted that that option was offered. Director Roxbury advised Shawn to report to the Command Post next time and offer communications support.

Chief Edmiston joined the meeting. He asked the board to consider a blanket Hold Harmless Agreement or Memorandum of Agreement with regard to the CAD/RMS RFP so the process can move forward quickly, without the delay of attorneys. Director Roxbury agreed that a MOA, approved by an attorney, would be acceptable as long as the District is indemnified. He was not concerned that the users will take advantage of the District and the agreement does not have to be ironclad, but it must cover everything. Shawn will have SDAO review an amended RFP that does not include the technical pages. Chief Edmiston would like to propose the idea to the LEA group at the meeting being planned for 03/07/13. Director Roxbury suggested using LEA instead of UMRDD in some of the sections that cover responsibility of equipment selection and purchases. The LEA will be asked to cover legal fees and cost for time that the District incurs but Shawn noted that Umatilla County counsel does some legal work for the District for free.

Director Roxbury directed Shawn to continue the discussion with Chief Edmiston and Chief Stokoe.

VIII. Adjourn

A motion to adjourn the meeting at 2:58pm was made by Director Matlack and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Kennedy: Aye

Director Matlack: Aye

Next meeting is scheduled for April 2, 1:30 p.m. at Hermiston Station #3.