

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

September 3, 2013 – 1:30PM

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

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

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

III. Minutes of the Meeting from August 13, 2013

A motion to approve the minutes from the August 13 meeting was made by Director Kennedy and seconded by Director Roxbury.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

IV. Changes/Additions to the Agenda: None

V. Business from Guests

Marlon Johnson introduced Caroline Kriete. She has taken over the duties of Dave Kraal as he has moved into another role at Day Wireless. Ron Spencer introduced Jim Nicholls who handles maintenance, warranty, and post warranty service for Motorola.

VI. Old Business

A. Riverside High School BDA Project

Shawn signed and submitted the frequency application. In the past it has taken 4-6 months to process but Shawn was informed by Marlon Johnson that the process has been moving faster recently and might receive it in 2-4 weeks. Day Wireless has ordered the equipment and Motorola radios and expects them in the next 2-3 weeks. Once received, they can be assembled and programmed.

Marlon noted that the term "BDA" could be removed from the agenda, as that is not the solution chosen.

B. MCC 7500 Console Project

The lease has been signed and a detail design review meeting has been scheduled for Tuesday, September 10. The project manager is Fred Simpson and he was the manager of the new site and new system core project a couple of years ago. There are 5 consoles planned for Umatilla County but Director Lieuallen requested a sixth.

In response to Director Roxbury's question, Shawn reported that the payback agreements with the dispatch centers do not have minimum payment amounts or a time limit. They are open-ended. They each are responsible for about \$70,000.

C. Board of Directors Retreat

The packet included a list of the available dates for the Port of Morrow Sand Hollow room. Shawn asked the Board to review the dates and let him know what date(s) work for everyone. Director Kennedy noted that he is not available on October 25th or 28th.

D. WESCOM Interoperability

Shawn had not heard anything from WESCOM since contacting them the previous month.

Director Roxbury was not at the last meeting so Shawn reviewed that he had spoken to Walla Walla Dispatch about putting a radio in their center so they could hear from this side. Walla Walla has 97% coverage off of Weston Mountain. Additionally, a VHF patch could be used so District users could scan WESCOM traffic. There is a lot of cross border activity.

Director Roxbury asked if now would be a good time to talk to Milton-Freewater about coming into the District. The infrastructure is there and our system would be much better than theirs. Shawn will call Doug and offer a desktop unit for them to try out and listen to.

There was some question at the last meeting about moving toward interoperability with Walla Walla when the same idea for Gilliam County had been denied. Shawn felt that a discussion should include the full Board and will put it on the next agenda. Director Kennedy expressed his support for a patch.

E. CAD Agreements & Purchasing

As of last week, all of the CAD agreements have been completed. Shawn invited Chief Stokoe to give a project update.

Chief Stokoe reported that all 10 entities have signed agreements and they requested that the District issue a PO so the system can be

ordered and put in the queue. The agency group and Sunridge have agreed that the project will not be paid for until it is complete and turned over.

Director Lieuallen asked for a contract and Chief Stokoe reported that doing a contract, with attorneys from the county and Sunridge, would take too much time and that Sunridge is willing to accept a PO instead. Director Lieuallen also questioned why the project wasn't put in the queue as soon as Sunridge's quote was accepted and why the awarding was not sufficient to begin.

Director Roxbury noted that a PO is an internal auditing document and not a binding agreement and should not be issued without a contract and scope of work, including how the work will be done, a payment schedule, and penalties. Director Lieuallen agreed and felt that a contract was necessary. Director Kennedy was originally opposed to issuing a PO, but changed his mind when told that the PO would get the project started, as long as the understanding was that there would be no payment until completion.

Director Roxbury explained to Chief Stokoe that a PO would make the District responsible but with no guarantees from the vendor. If changes or amendments are made down the line and there is no contract, there is no accountability for the vendor.

Chief Stokoe responded that the agencies provided everything that the Board asked for with regard to agreements signed by each and hold harmless verbiage. He also reported that the chiefs and sheriff's agreed on the plan to have a PO done before a contract and scope of work. He noted that they were asking the District to provide the PO but no funding until the project is completed.

Directors Roxbury and Lieuallen were not willing to commit to a \$722,000 project without a contract, unless Shawn received approval from Doug Olsen.

VII. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

Boardman Police Department received a portable and mobile for a new BENT person. The Depot has not picked up the mobiles they requested so Shawn will be using them for Round Up.

Shawn noted that the Depot borrows radios because they have communication issues when attempting to talk to our users and the state will not fund radios for them.

2. District Income Review

Small amounts of property taxes continue to come in along with monthly US Cellular lease payments.

3. District Expenditures Review

The last month's expenditures included \$250,000 to Motorola, new tires for the Tahoe, and Motorola training for Brett in Schaumburg. Brett's training will cover the core system and the server that runs it. The purchase with Public Safety Center was portable batteries. In response to Director Roxbury's question, Shawn reported that the big truck was purchased and is no longer under the lease agreement.

4. District Bank Statement/Checks Review

The Board reviewed the banks statement and checks.

B. Budget Line Transfer (Workers Comp)

The annual cost for Workers Comp insurance was higher than expected so a transfer of funds from the PERS line was made. Shawn felt comfortable moving the money from the PERS line because, based on the current charges, there is more than enough money in that line for the year. The Board did not need to make a motion, as the transfer was in the same category.

C. Local Government Investment Pool

After Director Rogelstad suggested investing some of the District's money, Shawn gathered information regarding the Local Government Investment Pool. The checking account usually holds about half a million dollars and LGIP might be a good place to keep the money for security and to earn a small amount of interest. Shawn reported that it is very easy to move the money into and out of the account and that the fees to do so are small. He suggested moving at least \$500,000 into the account and keeping \$50,000 in the checking account for normal monthly costs. Shawn was unsure if the capitol is guaranteed, but it is backed up by the state. There are many agencies in Oregon that use it. The interest rate changes every month. The paperwork requires multiple Board signatures.

A motion to allow the District Administrator to investigate investing with LGIP and, if comfortable with the details, proceed was made by Director Roxbury and seconded by Director Kennedy.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

D. MTS2000 Front Covers

Shawn has received requests for at least 10 new screens for the MTS2000s. He is only replacing those that are unreadable, but the current screens are all starting to go bad. These are the screens that have been defective from the start. Day Wireless used to replace them for free, but stopped at the end of the radio life expectancy. Marlon provided Shawn a quote for new screens from Motorola. They are rare and expensive, at \$380 each. Marlon also noted that there is not a break on quantity. Shawn reported that the USCO, North Umatilla County agencies, Pilot Rock Police and Fire use the MTS2000. Pendleton Fire and Umatilla Fire use MTS and XTS.

The Board will need to make a decision about the future radios and frequency before phasing out the MTS2000 and replacing them with

XTS2500. A large investment in subscriber units will lock the District into a bandwidth.

Director Kennedy suggested that Shawn take back the MTS2000 from Hermiston Public Works and issue them something else. Shawn noted that he informed HPW that he will not be replacing those radios when the new radios are purchased.

A motion to approve the purchase of 20 MTS2000 screens, in the amount of \$7600, was made by Director Kennedy and seconded by Director Roxbury.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

Director Roxbury suggested Shawn look on eBay for MTS2000s to use for parts, such as screens, knobs, and switches.

VIII. Open Discussion

Ron Spencer thanked the Board for the Console Migration Contract. He asked Shawn to update Bill Stancik with approved minutes, contract and invoice receipt. The detail design review meeting will last most the afternoon on the 10th. Decisions will be made on the equipment list, a timeline for the project completion, and a timeline for the Hermiston change. Shawn informed Ron that Hermiston will remain on until July 1, 2014 and that the other centers should be done by then. Ron noted that there will likely be a slight reduction on logging because of Hermiston and a decision about a 6th position in Umatilla County should be made.

Ron also offered time during the Board retreat to discuss any topics they are interested in such as grants and funding. When the Board has a date set, a conference call can be arranged. Ron also suggested that the topic of new radios and frequency decisions should be discussed at the retreat, if a 2 year or 5 year plan is being developed and that Motorola would be willing to help with that discussion.

IX. Adjourn

A motion to adjourn the meeting at 2:21pm was made by Director Roxbury and seconded by Director Kennedy.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

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