

UMATILLA MORROW RADIO & DATA DISTRICT

Hermiston Fire Station #3

April 1, 2014 – 1:30PM

Present:	Director Roxbury Director Kennedy	Director Rogelstad
Absent:	Director Lieuallen	Director Matlack
Guests:	Pat Lund, Day Wireless Rick Stokoe, Boardman PD Ron Spencer, Motorola	Loren Dieter, Boardman PD Fred Simpson, Motorola
Staff:	Shawn Halsey, Rosanna Brown, Brett Mueller	

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

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

III. Minutes of the Meeting from March 4, 2014

A motion to approve the minutes from the March 4 meeting was made by Director Roxbury and seconded by Director Kennedy.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

IV. Changes/Additions to the Agenda: Add VI. Old Business-D. System Outage Update

V. Business from Guests: None

VI. Old Business

A. MCC 7500 Console Project Report

Fred Simpson reported that the project was in pretty good shape, with a couple of technical difficulties that caused a slight delay. NICE was working on the install and attempting to get information on ANI ALI. Shawn said that NICE needed to speak to the phone company. Pat Lund offered Roger to help if needed.

The NICE training was being held and Director Lieuallen was attending. The tech will be in town Wednesday night and working Thursday. Shawn planned to attend some of the training. He also plans to send Brett to a MCC7500 class.

B. CAD Project Report

Shawn reported that the District has not received another invoice yet. The District has received all of the payments from the second round of invoices. Chief Stokoe told Shawn he could expect the next invoice mid-May. The current plan is to go live on May 21st. The entire change will happen then; it will not be staggered.

Chief Stokoe hoped that Brett will continue to be a help when moving forward, even though he is a District employee now. He also confirmed that Hermiston must be ready for the transition on July 1. There will be training for the next two months. His major concern is all of the work that must be done on the Umatilla County side and who will be taking care of it. Director Rogelstad asked Shawn if Umatilla County plans to buy some of Brett's service from the District and Shawn reported that it has been discussed but not confirmed.

The District needs to be invoiced as soon as possible or the payments from the participating agencies will change the budget.

C. Budget Committee Appointments

Pat Hart and Stuart Roberts agreed to be on the Budget Committee.

A motion to appoint Stuart Roberts and Pat Hart to the Budget Committee was made by Director Kennedy and seconded by Director Roxbury.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

D. System Outage Update

Shawn reported that he has been exploring options for fixing the problem that caused the recent system outage. He believed a newer version of the software in the channel banks will correct the issue but there will be some expense associated with that. He found the channel bank vendor at IWCE and plans to have him fix the problem.

VII. New Business

A. System Administrator's Report

1. **Unit Tracking Sheet:** There have been multiple requests for portables. East Umatilla Health District requested 5 MTS2000s and potentially more in the future if they win the bid that have put in for the Milton-Freewater service area. The

Department of Forestry requested an MTS2000 and the Bureau of Indians Affairs requested two. Shawn felt that he will probably have to buy more radios to fill the requests unless he can have broken radios repaired. One solution would be to trim down the 20 radio cache, but that might cause some issues during large events like the Pendleton Round-Up and Hermiston's Family Day. Another solution would be to buy less expensive radios with less capability to give to agencies that don't need as many zones and give their MTSS to the requesting agencies.

2. District Income Review

The District has received 95% of expected income from Umatilla County and 101% of expected income from Morrow County this fiscal year. Director Rogelstad pointed out that this will increase in May, when another set of tax payments are due. He also reported that Morrow County's income estimate was substantially low. Morrow County is regulated by the Department of Revenue and numbers are not available until October so budget planning is difficult.

3. District Expenditures Review: The only item of note was an erroneous charge to the District from Amazon due to the District credit card being used for a personal expense. A check was written to the District for the amount of the charge and will be deposited next week.

4. District Bank Statement/Checks Review: The Board reviewed the checks and bank statement.

B. SDIS Best Practices

Shawn received a packet from SDIS. They have changed the procedure to obtain credit for board and staff training. Credit will now be received when online trainings are completed, conference trainings are attended, or by watching training DVDs. Shawn suggested watching the DVDs as a group at a meeting, but Director Rogelstad noted that in his District, they send the DVDs around to each member until they all have watched it. Shawn will work on the training over the next few months.

C. Sale of Boardman Site Property

Shawn was notified recently that the City of Boardman will be selling the property that the Boardman site is on to Umatilla Electric. Shawn asked the Boardman City Manager to sell the land to the District instead. Since the deal is almost complete, she recommended attempting to buy the land from Umatilla Electric. The State is currently paying the lease on the land, but eventually it will be the District's responsibility so purchasing the land would save money eventually. Director Rogelstad and Director Roxbury agreed that owning the land would be good for the District and directed Shawn to work with the electric company to make the sale. Director Rogelstad also suggested speaking directly with Mr. Eldridge at UEC.

D. Future Microwave System

Shawn provided the Board with a map of the current microwave system configuration and his recommended future configuration. The proposed configuration does not include Hermiston and does include a new Cabbage site and an undetermined site in the North. To choose the spot, Shawn will have to check the availability of the area and do testing. The new site would replace the site at Exit 198, which has a very high lease, and it would also put Weston Mountain in the loop.

Director Roxbury suggested ensuring good coverage in Milton-Freewater when determining a new site location and system configuration to encourage their participation in the District.

The new Cabbage location would be uphill from its current location and Shawn wants to include ODOT. He met with their contractors and they are very interested in partnering with the District for Cabbage Hill improvements, possibly as soon as this summer.

Director Rogelstad directed Shawn to put together a plan for the system and show how to marry it with the State.

E. Resolution 14-04-01-01: Budget Line Transfer

Resolution 14-04-01-01 moved \$1450 into the Bookkeeping line and \$6050 into the Voice System Maintenance line from the Professional Services line. The bookkeeping budget needed to be increased because Landmark Tax Service raised their rates. They did this because the District is requiring more work than was originally anticipated. Director Roxbury directed Shawn to sign a contract with Landmark to ensure that the increase in rates is more regulated and can be renewed and negotiated annually.

A motion to approve Resolution 14-04-01-01:2013-2014 Budget Line Transfer was made by Director Roxbury and seconded by Director Kennedy.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

VIII. Open Discussion

Shawn reported on the IWCE show. He looked at many products and services that will be desirable or necessary when the District goes digital. Much of the show centered on the use of new technology like iPads and smartphones. Shawn spoke with the microwave vendors and has a pretty good idea of the direction he wants to take with Aviat.

IX. Adjourn:

The meeting was adjourned at 2:19pm.

Next meeting is scheduled for May 6, 1:30 p.m. at Boardman City Hall.