

UMATILLA MORROW RADIO & DATA DISTRICT
Boardman City Hall
February 4, 2014 – 1:30PM

Present:	Director Lieuallen Director Rogelstad	Director Roxbury Director Kennedy	Director Ken Matlack
Absent:	None		
Guests:	Rick Stokoe, Boardman Police Marlon Johnson, Day Wireless	Pat Lund, Day Wireless Ron Spencer, Motorola	
Staff:	Shawn Halsey, Rosanna Brown		

I. Call to Order Recognition of Guest(s): Director Rogelstad called the meeting to order at 1:34pm.

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

III. Minutes of the Meeting from January 7, 2014

A motion to approve the minutes from the January 7 meeting was made by Director Roxbury and seconded by Director Kennedy.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Lieuallen: Aye

IV. Changes/Additions to the Agenda: Shawn and Director Matlack asked to speak during Open Discussion.

V. Business from Guests: Ron Spencer asked to speak during Open Discussion.

VI. Old Business

A. Riverside High School Project Report

Shawn met with Roger from Day Wireless and did additional work on the system in the high school. They added a rack and shelf and attached the unit to the shelf. Shawn was able to verify that the in-building coverage to the repeater was strong but that talking to the trunked system was a problem. He felt that the solution is probably an antenna on the roof. He has scheduled that work to be done in a couple of weeks. Pat Lund will get a quote for the work to Shawn. Additionally, a battery will be attached to the repeater. The FCC license was approved and Boardman PD and Fire have been programmed to include the Riverside High School group. Shawn plans to program MCSO and Umatilla PD.

B. MCC 7500 Console Project Report

Fred Simpson was not present at the meeting. Shawn has been hearing about a lot of issues coming up in the project, including equipment being delivered with a more advanced version of Smart Zone that will not work with current equipment. New equipment was needed and those types of issues are holding the project up. Work is being done and re-done but Shawn expects to still make the March end date.

Ron Spencer noted that the design included the correct equipment but the wrong equipment was shipped. Ron offered a review of the schedule. The cut-over planning and review will be followed with equipment and software, system optimization, console training, and system acceptance and will be completed on time.

Director Lieuallen and Shawn noted that there are some logistical issues with the Dispatch Center and the equipment will likely have to be installed then moved. Umatilla County is aware that they will be responsible for costs associated with relocating.

Director Lieuallen will check in with Sheriff Rowan about the status of the contract and the signatures needed.

C. CAD Project Report

Shawn reported that the District received the second invoice from Sun Ridge and sent out the second round of invoices on to the participating agencies on January 23. All agencies were current with their first payments the second payments are due February 28.

Director Lieuallen reported that the project is moving along. One issue they have been dealing with is the data conversion sent from Umatilla County's computer services. "In Custody" was loaded and several of the machines have RIMS installed. Next, "Property Room" will be loaded on some machines, including Director Lieuallen's. A business process review is scheduled for March 4-6 and representatives from Sun Ridge will be there to configure work stations.

VII. New Business

A. System Administrator's Report

1. Unit Tracking Sheet: A dual head was issued to Helix fire for their new command vehicle. In response to Director

Matlack's question, Shawn reported that the Forest Service has a few District mobiles in their vehicles and they do not have portables.

2. District Income Review: The collection amount for Umatilla County so far this fiscal year is 89% (expected: \$746,123.17 received: \$667,133.37) and for Morrow County is 95% (expected: \$279,502.01 received: \$264,804.56). This year the District has also received \$14,753.55 for FY12-13 and \$9,172.79 for FY11-12.

3. District Expenditures Review: The Board reviewed the expense sheet.

4. District Bank Statement/Checks Review/LGIP: The Board reviewed the bank statements and checks. Director Rogelstad asked Shawn if the statements have been reconciling and Shawn noted that they have. Shawn reported that the District has earned \$54 in interest on the LGIP account.

B. Pilot Rock Repeater

A quote from Wheeler's was included in the packet. After review, it was noted that it listed Boardman instead of Pilot Rock. Shawn will provide a corrected quote at the next meeting. It was about \$1200.

Pilot Rock Fire spoke with Shawn a few months ago about their lack of coverage downtown. They discovered the issue during a recent house fire. Shawn plans to have one of the District's UHF repeaters installed at the Pilot Rock fire hall. The Wheeler's quote was for the installation. Shawn would also like to consider this kind of work for Cabbage Hill and south of Ukiah at Bone Point.

Director Kennedy left the meeting at 2:00pm.

C. Budget Line Transfer Resolution 14-02-04-01

Due to a harsh thunderstorm, the road to Gleason needed to be re-rocked and graded. This was an unexpected Site Maintenance expense. Additional Site Maintenance funds were also needed for HVAC maintenance.

A motion to adopt Resolution 14-02-04-01: A Resolution Adopting Changes to the 2013-2014 Budget, as presented by the District Administrator was made by Director Roxbury and seconded by Director Lieuallen.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Matlack: Aye

Director Lieuallen: Aye

VIII. Open Discussion:

Union Pacific Railroad contacted Shawn with interest in purchasing a portable and mobile from the District to use on the District system for their LEO. After discussion, it was decided to offer the Railroad an agreement of \$150/month (\$1800/year) for the use of the system and radios.

The Umatilla County Sheriff's Office asked for portables for their courthouse security staff. Shawn sought the opinion of the Board. The Board agreed that the courthouse staff should be considered part of the UCSO and be given the same services.

Director Matlack asked the Board if the District would be willing to send Steve Myren to IWCE in his place. He felt that Steve's considerable work with the radios would make him a better candidate for the convention. After discussion, the Board consensus was to sponsor Steve's participation in IWCE, with the request that he brings information back to the Board.

Director Rogelstad asked Shawn to discuss the system failure that happened on January 31. Shawn explained that he has been replacing all of the cards in the channel banks and one that was put in at the Prime Site was programmed incorrectly by the company that sold the card. It caused a lock up of about 10 minutes and eventually cleared on its own.

The Dispatch Center was able to get calls out but none came in. Radios attached to Weston Mountain continued to function. Director Roxbury asked Shawn to check with Motorola to find out if this is unheard of and Director Rogelstad asked Shawn to talk to Motorola about additional safeguards to prevent a reoccurrence.

Ron Spencer spoke to the Board about Motorola's continued interest in working with the District and what decisions will be made in 2014. He listed the following items for future discussion.

1. Continue Life Cycle and refresh of core & the IT Network (keeping software current)
2. Tailor a business meeting at IWCE for any product that the directors or staff are interested in
3. Migrating from analog to digital including discussions with their engineers.
4. Microwave Plans
5. Subscriber Units (what is being used now and how to replace it between now and migration)
6. Coordinate a meeting between the District and TriComm regarding common technology.

IX. Adjourn: Director Rogelstad recessed the meeting at 2:26pm to move into the Executive Session.

The Executive Meeting was closed at 2:45pm and the regular board meeting was reopened.

A motion to authorize Shawn to put an ad in the newspaper requesting a qualified radio technician with IP experience was made by Director Roxbury and seconded by Director Matlack. The ad will state that those interested should contact the District for a job description and application.

Director Roxbury: Aye

Director Rogelstad: Aye

Director Matlack: Aye

Director Lieuallen: Aye

Shawn will bring the job description and any applications received to the next board meeting.

The meeting was adjourned at 2:49pm.

Next meeting is scheduled for March 4, 1:30 p.m. at Boardman City Hall.