

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

March 3, 2015 – 1:30PM

Present: Director Roxbury Director Broadbent Director Matlack
Absent: Director Kennedy Director Lieuallen
Guests: Jason Jantzi, SDAO Marlon Johnson, Day Wireless
Staff: Shawn Halsey, Rosanna Brown

I. Call to Order Recognition of Guest(s): Jason Jantzi, Risk Management Consultant from SDAO

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

III. Minutes of Meeting from February 3, 2015

A motion to approve the minutes from the February 3 meeting was made by Director Broadbent and seconded by Director Matlack.

Director Matlack: Aye

Director Roxbury: Aye

Director Broadbent: Aye

IV. Changes/Additions to the Agenda: None

V. Business from Guests

Shawn asked Jason Jantzi, from SDAO, to attend the meeting, give information, and answer questions about putting lights on the District Tahoe. Jason stated that it is legal, given proper authorization from ODOT, to add lights to the District vehicle. The SDAO insurance trust will provide liability to a vehicle with lights. One concern is the person driving and if they have had proper training to drive Code. SDAO didn't have a problem if the appropriate training was completed. Shawn already has the training. During an incident, Shawn would respond in the Tahoe and Brett would follow with the big truck.

In response to Director Matlack's question, Jason said he was attempting to find out if there would be an increase to the District's insurance cost. He expected an increase but was unsure of the amount.

The Tahoe was chosen because it is the quick response vehicle.

Shawn needs to talk to ODOT about compliance with the ORS and draft a letter from the Board, requesting permission to have the lights.

The Board supported lights being added to the Tahoe, after all detail are worked out.

VI. Old Business

A. MCC 7500 Console Project Report

Shawn reported that all issues seem to have been working out with the console project and there hasn't been a trouble report for about 6 weeks. He signed the final acceptance form. Director Lieuallen asked Shawn to notify the Board that she was comfortable with him signing the acceptance.

B. District Vehicle Lighting: Discussed in Business from Guests

C. State Agreement for Cabbage Hill Construction

Shawn presented the State Agreement for Cabbage Hill. Doug Olsen and SDAO reviewed it with no comments. Shawn recommended approving the agreement as presented. The agreement stated that ODOT will put in a building and compound perimeter and the District will build the tower. ODOT will reimburse the District for any costs over \$223,000.

The benefit to the District is a site that sees Weston Mountain and the future configuration of the microwave system. Shawn will have a meeting with the state every other week during the project, starting March 16. Shawn will use information from the state to put out an RFP and he will award it and oversee the work. \$70,000 will be moved into the budget line to make the \$223,000.

A motion to approve the Cabbage Hill Intergovernmental Agreement with ODOT, as provided, was made by Director Matlack and seconded by Director Broadbent.

Director Matlack: Aye

Director Roxbury: Aye

Director Broadbent: Aye

VII. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

One new mobile was issued to the CTUIR Police Department last week. The Umatilla County Sheriff's office has requested portables for an on-call Civil employee and a water patrol deputy. Hermiston Fire will receive mobiles that they have requested soon. In response to a question about Athena and Weston, Shawn reported that there are UCSO base stations in both the Athena and Weston offices. The Board suggested that the UCSO only needed the base station in Athena and directed Shawn to find out if that is the case.

2. District Income Review: Board reviewed

3. District Expenditures Review: Board reviewed

4. District Bank Statement/Checks Review/LGIP: Board reviewed

B. Resolution 15-03-03-01: Personnel Policy

The suggested changes to the Personnel Policy were highlighted in the Board packet. They include adding a range of salary steps for staff and using the Social Security COLA standard. Shawn had not completed the step worksheet but planned to present it at the next meeting. The Social Security COLA was chosen because the numbers are easy to find and fairly conservative. This year was 1.7%

A motion to adopt Resolution 15-03-03-01: Personnel Policy was made by Director Matlack and seconded by Director Broadbent.

Director Matlack: Aye

Director Roxbury: Aye

Director Broadbent: Aye

C. Resolution 15-03-03-02: Board Code of Conduct Policy

The Code of Conduct Policy was presented at the work session. The document was obtained from a presentation at the SDAO conference. After making minor adjustments to #5 and #13, the Board approved the policy.

A motion to adopt Resolution 15-03-03-02: Board Code of Conduct Policy was made by Director Broadbent and seconded by Director Matlack.

Director Matlack: Aye

Director Roxbury: Aye

Director Broadbent: Aye

VIII. Open Discussion

Shawn asked the Board for approval to work a flex shift during the last week of July and the first week of August so he can attend a UCSO training. The training is 8am-5pm so Shawn plans to work 4 hours each evening and 8 hours Saturday. He expects to only need to use 24 hours of vacation time, instead of 80 and the training is in Pendleton so he will be available if needed.

The Board approved Shawn's request to flex the time and, after discussion, it was decided to skip the Board meeting in August, unless an issue comes up that cannot wait until September 1.

IX. Adjourn

A motion to adjourn the meeting at 2:11pm was made by Director Broadbent and seconded by Director Matlack.

Director Matlack: Aye

Director Roxbury: Aye

Director Broadbent: Aye

Next meeting is scheduled for April 7, 1:30 p.m. at Hermiston Station #3.