

# UMATILLA/MORROW RADIO & DATA DISTRICT MINUTES

February 1, 2011

## I. Call to Order and Recognition of Guest(s)

**Present:** Marc Rogelstad  
Mike Roxbury  
Kathy Lieuallen

**Absent:** Dan Coulombe  
Ken Matlack

**Staff:** Shawn Halsey  
BJ Workman

**Guests:** Ron Spencer, Motorola  
Marlon Johnson, Day Wireless  
Dave Magnenat, Adcomm  
John Wilson, OR State CSEPP

Dave Kraal, Day Wireless  
Adam Gregory, CTUIR PD  
Ray Denny, CTUIR

Meeting called to order by Mike Roxbury at 1:30 p.m.

## II. Minutes of the Meeting from January 4, 2011.

Minutes were approved as written, motion made by Marc Rogelstad, seconded by Kathy Lieuallen, and unanimously passed.

**III. Changes/Additions to the Agenda:** The agenda order was switched around to accommodate the fact that Director Lieuallen would be needing to leave part-way through the meeting, so all items needing a quorum were handled prior to her departure, making all motions legal according to state statutes.

## IV. Old Business

## V. System Administrator's Report

**A. Budget Committee Update** – Shawn has received 5 inquiries for positions and one actual letter of interest from Pete Wells. Most of those inquiries have been from Pendleton residents and 1 from Hermiston. We should have more applications than positions and should look at distributing the committee membership as much as those applications will allow us to do so. Shawn will bring all applications to the next meeting to have the Board look them over. The Board requested that Shawn bring the applications labeled and present them in the order he received them.

**B. CTUIR User Agreement** – Shawn and Ray have been passing a draft agreement between CTUIR and the Board back and forth for the past couple of weeks. All of the microwave system is owned by OSP and by the end of CSEPP those will transfer to the Board as part of the inventory. Shawn needs to outline which portions will be owned by OSP or ODOT, or whoever, and which ones will be owned by the District. Mike would like to provide policies and procedures along with the user agreement to be signed off by user agencies. So we all have the same understanding.

The meat of the CTUIR agreement is how it affects the Tribes, Shawn asked for suggestions on changes – Marc asked who provides the radio themselves? Who is responsible for that cost? Shawn said the tribe has offered to buy the additional equipment they need right now. Suggested rewording of 2.8 “with notification of lost or stolen equipment to allow Shawn to shut it off” and he’ll need to be able to control it through the system. Mike has asked for Shawn’s recommendation. Shawn is fine with issuing them their needed additions right now because we have a significant stockpile. He’d like to program the new radios he has with narrowband capability and swap them out for the old radios. Mike feels we should give them the radios rather than asking them to buy what we already have an abundance of. Ray Denny mentioned that the tribe has money in their Umatilla/Morrow Radio & Data District Minutes 2/1/11

CSEPP budget to buy radios. The agreement is being done as a blanket of all users. If CTUIR wants to go buy those radios they need before they sign the agreement then they are welcome to do that. Once the agreement is signed, then the radio need fulfillment is on the District. Shawn says when it comes to federal agencies, BIA has expressed an interest in some subscriber units (US Fish & Wildlife has 8 radios they purchased themselves and are running on the system). Could we adopt a policy that says that non-tax base agencies would need to agree to a per user fee and a system access fee? The figure we've used before is \$10 per radio per month and Shawn thinks that is a fair fee. Marc feels that this needs to be worked out because of mutual aid agreement agencies, too.

Ray feels mutual police or fire will still keep their VHF radios for mutual aid with BIA. CTUIR police want to go with our system already. Ray feels BIA should have to buy their own radios and pay for their access. The tribe MIGHT be willing to pick up the subscription fee, but Ray doesn't know for sure. Our group has inter-tribal fisheries and BIA that we connect with occasionally, we could continue to let them buy their own equipment and access our system for a fee. Marc mentioned that if we sponsored them and programmed them into our talk groups they'd pay for access. If they're using it only for interface with other agencies that use it daily, they'll have to provide their own equipment and pay an access fee of roughly \$10 per radio per month. If we're providing them access to our talk groups then Marc and Mike feel we should host them, but if we're providing them with all of those things they should pay a user fee.

OSP, ODOT, ODF are also mutual aid agencies. Maybe a reciprocal agreement with OSP because we operate the system for their benefit and they operate the microwave system for our benefit, so it becomes an unfair balance, but it's a no-cost to either one.

Change section 2.2 to reflect the annual fee we just talked about. And section 2.8 has the annual fee at a set amount for this year, and then next year's is based on their tax assessment rate, so the verbiage should reflect the fluctuating tax base. This next year it is \$16,500, but it could go up or down after that. The "Board will notify the user if the fees **will change** for the next year" Ray would look to the Board and Tax Assessor's office for a feel of where this is going to land and get that figure to Ray by May so he can figure out his budget. Paul Chalmers can get the figure most accurately and Shawn can get that information from him and forward it to the Board and CTUIR.

CTUIR also has dispatch consoles and are trying to figure out how those fit in. CTUIR's IT is setting up wireless through the Justice Center, too.

**Shawn is to get the details hammered out and get it to the Board for approval.** Ray would be ready to sign as soon as we're done with it, he has a process it goes through from there and then the CTUIR director can sign it. If Shawn can get a revised draft out via e-mail then the Board and CTUIR can review and get back to the Board so they will be ready to move on it at the March 1<sup>st</sup> Board meeting. **One paragraph about the taxation would be unique to CTUIR, but the rest should be as boilerplate as possible.**

### C. May Elections – Positions 3 and 5

Umatilla County elections has notified Shawn that positions 3 and 5 will be up for election in May. These positions are Marc Rogelstad and Dan Coulombe's. Dan has said he'd be willing to continue on the Board.

Shawn will make sure how the staggering of positions on the Board works out with elections and report back to the Board.

## VI. System Upgrade Project Update

### A. Adcomm Engineering

Dave Magnenat gave an update – **see attached.** Have issued the schedule, it went out on the 25<sup>th</sup>. The schedule is scheduled to go live May 18<sup>th</sup>. Mid- to late-May is our timeline. The transition plan deals mostly with how the microwave stuff will change from one location to another, how the 450 stuff will move from Golgotha, etc. Both sites are done, had completion with Jordan Butte on January 20<sup>th</sup>. Still have a punch list of items on both locations for General Dynamics and OWIN to go through. Day Wireless can begin their work any day. They can start even before the DC plants are installed, due by Feb. 28<sup>th</sup>. Buying a DC plant for Wilkinson and it should arrive in a couple of days. Adcomm has ordered the county-owned microwave on the

19<sup>th</sup>, and should have a ship date in the next few days. Dave has continued to stress the importance of this equipment being on site and ready to go by March 30<sup>th</sup>. OWIN and OEM are working through the schedule and OWIN is reviewing their agreement so they don't over- or under-commit themselves due to the new budget issues the State has brought up. Dave expects a commitment from OWIN by next week. OWIN is supplying some microwave dishes and installation of microwave dishes and those have to be installed for Motorola to do the installation of the system and bring it up. The state and Day Wireless are negotiating on an installation package of the microwave equipment. Day Wireless will also be the installer for the county-owned microwave equipment. The state is doing that negotiation and Adcomm is helping with negotiating any addendum stuff.

Dave has not been told where the microwave dishes would come from because he's been told they have them in stock. A new shelter is expected to be put in at Sillusi. The coordination of the microwave piece has been the most challenging.

We are receiving significant pressure from OEM and now that the project is under scrutiny by OEM, project delays are extremely unwelcome.

## **VII. Controller Upgrade Project**

**A. Shelter Work Update** – Just before Shawn left the office for this meeting he received a schedule for the prime site building project that the new controller would live in, projected to be completed by March 3<sup>rd</sup>. That sets the project back a bit, we originally had 6 weeks of extra time and due to missing the December 31<sup>st</sup> date, but we are now running 2 weeks late. If Motorola can get it done sooner, it would be great, but the money goes away by July 1<sup>st</sup>. Ron Spencer said the 60 day delay put a huge stress on their timelines. A July 1<sup>st</sup> deadline would have Motorola starting install as of February 1<sup>st</sup>. The building is currently located in Hermiston behind the OSP office on Elm Street and will be transferred to the county. Ron would request that we use all of our pull to get that moving because it takes 30 days to get a building in.

**Director Lieuallen had to leave for a prior engagement at 14:30 hours and no formal actions requiring a quorum will be made from this point forward for the remainder of the meeting, but the meeting will continue for the informational aspects.**

## **VIII. Alpha Numeric Paging Update**

Shawn had a discussion with Day Wireless about a proposal, we are probably looking at around \$600,000 for all 8 sites with an alpha numeric paging system and the necessary equipment installed. Adcomm gave Shawn a quote this morning.

Discussion between Marc and Mike about whether or not the Fire Districts should go together to apply for a grant to cover this cost. But if only 50% of the users would use it, it isn't much point to go after the change. **Mike would like Shawn to poll the users about changing. Then bring the results back to the Board.** Phrase the e-mail as "The cost of narrowbanding vs. the alpha numeric digital paging system." Shawn says we can also look at the number of sites we're looking at installing in and shrink the cost significantly if only Pendleton, Hermiston, Umatilla, and Boardman are the only ones looking at switching. Mike would hate to put the dispatchers in a position of having to remember that some agencies are 450 and others are VHF pagers only. Marc would be reluctant to spend money to maintain old systems when we can go to the newer one.

East Umatilla Fire is interested in the alpha numeric paging system. It is felt that a regional grant application with 20 fire agencies would help get a grant through.

## **IX. Cabbage Hill Site / CTUIR Update**

### **A. Motorola ROM (Rough Order of Magnitude)**

Shawn received a ROM from Motorola that a simulcast site at Cabbage would be \$700,000 and would take about 4 months to complete. Two months of that would be actual work. \$700,000 is about what we are going to have left over from the master site budget. Right now FEMA has said any money left over from that line is to go to subscriber units, but we may be able to get them to change that if they realized what we were planning to do on Cabbage. It would help in Athena, Weston, Milton-Freewater areas and the quote we got assumes we don't already have simulcast sites. This would be our 9<sup>th</sup> site for a simulcast system, and we don't

have room in the prime site another rack to hold the required voter units. There is not room in the existing racks for a 9<sup>th</sup> site. Limitations of space in the prime site will cause a problem. The advantage of spending this money on Cabbage Hill's site, Shawn doesn't feel we can support a simulcast site up there, he'd support doing an inteli-repeater site which would require switching over in the radios.

We would get coverage into eastern parts of the county that we don't currently have coverage. And we wouldn't have to put up 2 conventional repeaters up. We could probably get by with 3 channels.

In the prime site building we have right now, what effect does the lack of space have in the new building we are getting put in? Shawn doesn't know if it's technically feasible to put that equipment separate from the other system equipment. Ron Spencer is pushing for some coverage analysis for the Board by next week. Ron would like to bring a recommendation to the March meeting. Any changes could be a change order to the current contract. Deadline extension is March 31<sup>st</sup> for purchase of Smartnet remote site controllers. If Shawn could make the choice, would he prefer to spend the remaining \$700,000 doing the Cabbage Hill site? Yes, if FEMA will let him reprogram that line item. If not, he has other options to exercise. Would this be the best use of the leftover funds? If you're out in south Umatilla or Ukiah, etc, what benefit does Cabbage Hill upgrade do? If a simulcast site would be put in up there, we may see some other site destruction, east Pendleton, Sillusi, and Coombs Canyon. If we were looking at the Cabbage Hill, would it behoove us to look at moving the east Pendleton site to Cabbage? We'd lose in-building coverage in Pendleton. Could we improve the east Pendleton site and then do something different on Cabbage for less money? OWIN is also interested in this site and willing to put into the cost of the infrastructure and that would be to our benefit to partner on this. FEMA dollars need to be spent before it goes away, but if we can spend the money on something that gets a bigger benefit for the whole system. Ray asked questions about coverage. He'd like to have a simulcast site up there, but he also understands the Board's concern. The antenna issue they had on the existing tower – the plan is to put a new tower up on the other side of the existing tower on Cabbage, they will have to do an environmental impact study (30 days), permit to build new antenna (30-60 days), according to the international code the existing code no longer meets the requirements. They'd work an agreement with the District for whatever work they are willing to do. If we don't do a simulcast site, the tribe would need to put a repeater up there. Mike recommends that Ray and Shawn hammer out the details.

## **X. New Business**

### **A. System Administrator Conversion**

**1. Umatilla County Contract Possibilities** – Discussion between Mike and Jim Stearns about contract possibilities. Mike feels that Shawn should be a full district employee and remove him from UCEM's payroll. He can't serve 2 masters. How do we do things like payroll and those sorts of issues and those things can be worked out in the future because CSEPP should go through 2011 and part way into 2012. When we receive notice from Umatilla County that Shawn will end working for the county on a specified date, according to closeout issues, we will be better prepared to move forward. Mike would prefer not to contract with Umatilla County to do Shawn's payroll and benefits plan. Mike could see Shawn having an admin person at some point in the future to track budget, payroll, etc. but not for some time.

**2. Timeline** – Should leave Shawn on CSEPP payroll until they are closing. When that date arrives there will be a contract ready to be put into effect. Need to check into whether or not there would be some lag-time on Shawn's PERS benefits. **Mike directed Shawn to take the current CSEPP budget and the projected tax figure we're projected to have and begin to develop a budget since we have no history.** The question comes up what he does for his salary for what he does now. The Board supports Shawn using those figures, and wants him to look into the cost of changing insurance companies, etc. Mike feels the problem we'll have is the fact that the county gets a much bigger discount because of the number of employees. Shawn has already started to look into an insurance carrier. **Mike directed Shawn to put together a package of comparables based on authorities or responsibilities for his type of position.** Mike doesn't feel like Shawn should expect to be paid less than he currently makes. Mike wants him to be in a mid-range salary position. Shawn should bring a package to the Board saying this is what he's worth due to his abilities and training, and this is what he feels he's worth and then the Board can have something to review.

## **B. General Motion to Grant Authority to Conduct District Business**

### **1. Opening of Bank Accounts, SDAO Programs, etc.**

Mike has suggested getting bank accounts open and other district administrative things.

**Motion to grant Shawn general authority to conduct district business, opening accounts, contacting SDAO to get general business done without having to come to the Board for each individual item. Motion made by Marc Rogelstad, seconded by Kathy Lieuallen, and unanimously passed.**

## **C. Golgotha Shelter Relocation Project**

**1. Transfer of the Building from the State to the District-** Once that building is empty it would become a monthly lease liability for remaining there. Shawn has spoken with Tom Warnock to have that building transferred to the District and then distribution of that building would be up to the District. The plan Shawn has would be to move it to Weston Mtn once the District has control of it. We are guests of somebody at the Weston Mtn site, already. IF the state wants to pour the concrete slab for the building and put a tower up, we could put the building up there and share it with the state. Get it transferred to the District, then develop a plan and bring it to the Board for action. It is currently a surplus asset of the program. It would need to be moved and that brings up a transportation cost. Shawn has a call in to the OWIN representative about that. If we get static on moving it, Mike has someone who can move it and has storage location in Umatilla.

### **2. Movement to Weston Mtn.**

## **XI. Open Discussion - NONE**

**XII. Business from Guests** – Motorola brought up how long it has taken to make the changes and set up the master site and our ability to migrate our consoles. Budgetary numbers for consoles was given to Shawn, we can make 2 steps without upgrading the whole system. Shawn requested numbers for 16 consoles, 5 in Morrow and 11 in Umatilla County. After seeing the IP based technology in Chicago, they liked the lesser hardware. Took WSCA pricing into account it would cost us roughly \$1.89 million to migrate all of those over from Gold Elite to the new technology. What would be the transition date? We need to add consoles by September of this year, the full transition within 4 years to cash reserve that. We could flex lease that and pay the flex lease over 3-4 years and take advantage of some savings. We will still have to upgrade at some point, subscriber units, radios in sites and consoles. Once we pick the frequency we want to use it'll dictate the cost. P-25 is less costly than the original. There is a cut-over process to make that transition. Benton County had a transition plan that moved half at a time. Motorola has let the bid out to Day Wireless on their terms of contract. Shawn was under the impression that you could do a mix during transition. To convert one site and have that sitting for awhile as we worked through the others. Shawn feels our transition will be a slow one. Shawn needs to look at the detailed quote and determine what's realistic to look at for the next year. Shawn has asked for the quote to be broken down according to an outline of per position cost for transition.

Adam Gregory will probably be here for the next year or so to represent CTUIR.

## **XIII. Adjourn**

**Adjourned at 3:11 p.m.**

**Next meeting is scheduled for March 1<sup>st</sup>, 1:30 p.m. at Fire Station #3.**