

UMATILLA/MORROW RADIO & DATA DISTRICT MEETING MINUTES

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

Present: Mike Roxbury Roxbury
Kathy Lieuallen
Marc Rogelstad
Dan Coulombe
Ken Matlack

Absent: NONE

Guests: Dave Magnenat, ADCOMM
Fred Simpson, Motorola
John Wilson, OEM

Ron Spencer, Motorola
Dave Kraal, Day Wireless
Dawn Blalack, FEMA

Staff: Shawn Halsey

II. Minutes of the Meetings from March 1st and 4th, 2011.

Motion to approve minutes from previous meeting was passed unanimously.

III. Changes/Additions to the Agenda:

Ken Matlack's request to add an item regarding the letter by Steve Myren was approved and added to Open Discussion.

Old Business

A. System Administrator's Report

1. Budget Committee Application Review/Schedule

Steve Myren sent a memo to Director Rogelstad. It was not the format usually used but it will be sufficient because it expresses the interest in being a member of the committee. There is one more opening that needs to be filled and Shawn Halsey has a couple of people that have indicated interest.

A motion to appoint Steve Myron to the committee was passed unanimously.

Shawn Halsey received an estimate of what will be collected from Morrow County. The \$226,000 estimate does not account for compression or unpaid taxes. The final numbers will be known in September but the budget is due before that. Leftover funds will be unallocated and will sit in the budget until next year. If the amount is off by a very large amount, a supplemental budget could be created. Shawn will discuss with Greg Sweek (Morrow County) and Paul Chalmers (Umatilla County).

Marc Rogelstad reported that the estimate was off (low) by quite a bit last year. This year's estimate is down from the actual amount collected last year so it will be interesting to see what comes out.

2. CTUIR User Agreement Update (page 17)

Shawn Halsey reported that the tribal agreement was sent to them for review and when it comes back from them, he will present it for review by the board, highlighting what changes the tribe made. The section that addressed questions about users' opinion on who owns the microwave backbone was removed.

2.4: Rules and policies regarding the use of the equipment are not in place and published for user review because they do not exist yet however when these rules are in place there will be a bit of redundancy because everyone falls under the FCC rules and regulations.

2.7: Wording regarding damages resulting from negligence was added. It was decided by the board that users have to replace equipment damaged by negligence and can have insurance for that purpose. Mike Roxbury asked for clarification on the definition of negligence so a standard can be used. Shawn Halsey will create a list of definitions that will define "negligence" and other terms that could be called into question.

Marc Rogelstad questioned the wording that states the user is ultimately responsible for maintenance and care. What is maintenance defined as? Shawn Halsey will include “maintenance” on the definition page and that will essentially meant to take care of and protect the equipment.

3. Antenna Installation, Boardman and Jordan Butte

Shawn Halsey presented the quote from Day Wireless for the installation of antennas and dishes on the new towers at Jordan Butte and Boardman. Day Wireless is company contracted by Motorola and Alcatel to do the work. The cost per install is included. This is the first request for a quote and there is money for it.

Due to the move to OWIN and the changes in procedures involved, the coordination to do the work all at one time was off but the cost will not increase because of those changes.

With regard to the degree supported and locations, the concept has always been that the district is for communication, not just for the System. This is public safety communication within the district. VHF into these sites gives a back up should there be an issue with the existing system.

Mike Roxbury questioned, if someone demanded VHF support post-CSEPP, would the district be stuck with the payment? If so, is the board minders of their own budget? If someone wants their own local backup, would the board put that in? Shawn Halsey thinks if it makes sense for the district to support them, it should. Kathy Lieuallen questioned if this will help with tone outs. They are tone out radios for Boardman and coverage for down the highway at Jordan Butte. They are VHF and will help fire departments.

Mike Roxbury also discussed the bigger issue of going to 601 repeaters. The board must define what the scope is. Shawn is anticipating a lot of VHF replacements for narrowbanding.

Marc Rogelstad questioned if there is a contingency line related to the work needed to do. Mike Roxbury said there is but the line must cover all aspects of the district so these funds would be used in the case of increases in insurance or employee costs, radio gear, and installation. It is not ideal to have things popping up down the road that have not been budgeted for and waiting years before a realistic budget can be put together. All expenses that the board will cover must be decided up front.

Shawn Halsey reports that 450Mhz narrowbanding will be done by the time that is in effect.

A motion to approve the \$4560 installation was passed by 4 votes, with one opposition from Dan Coulombe.

B. System Upgrade Project Update - Adcomm Engineering

Dave Mangenat gave the following update regarding each site.

Heppner EOC: The microwave work inside starts this week and the outside work will start next week.

Wilkinson: The Day Wireless inside installation plan was completed last Thursday. The outside microwave work will start next week and the inside microwave work will start tomorrow.

Boardman: One antenna feedline tested out bad so Motorola has ordered a replacement. They do not expect that it will impact the schedule and the part should be in this week. They are in good shape for the outside microwave, 4 dishes on the tower, and inside microwave work to start next week. There is still a conduit question from OWIN, as the site was installed without it. They have discussed and resolved the issue. When it is done, there will be conduit running from the H frame into the building.

Jordan Butte: The outside microwave is done. Dave’s crew is starting the inside on the 14th. There is a road issue there and ODOT, with OWIN, are preparing plans for a road expansion. Shawn Halsey reported that the issue is that the site was built in the middle of a wheat field with a request from the landowner to not have any gravel placed in the road bed so it could be farmed. Gas vehicles are a fire risk during the summer. Users will have to understand that will be an issue with regard to maintenance during that time. After the gravel was removed, the old ruts got to deep, people got stuck, and the field was torn up. There is no way to go around the field. A road needs to be put in. Shawn Halsey will talk to the landowner about redoing that lease agreement.

Sillusi Butte: This site is the most complicated and important for the county, district, depot, and state communications. OWIN has the outside microwave done and has added another dish to connect to Boardman. It is 4.9 gigahertz and the board has a license on it. Grooming will need to be done later this month, once the tower work is done. They will move the dish at Sillusi from the existing tower to the Benton County tower and hang 300 ft of new wave guide. They will also move two microwave radios out of the Benton County Emergency Service building. The inside microwave work will start on 19th. Once the microwave is in, Motorola

can continue work on the 450 system and it will be completed by the last part of April or first part of May. Even with this change order, they are still well within the budget and on schedule.

John Wilson was recognized and thanked for saving \$74,000 by finding an RDI3100, in the correct configuration.

Shawn Halsey asked the board to approve the quote for an addition of \$39,148. Dave handed out the 4 page cost sheets for the board's review. The entire quote was redone showing a new total of \$203,153 which is an increase of \$39,148 from the previous total.

A motion to accept the increase in the project cost, which reflects an increase of \$39,148 to a total of \$203,153, was passed unanimously.

C. Controller Upgrade Project

1. Shelter Work Update

Motorola has installed all of their pieces in the building. Shawn Halsey does not believe there have been grounding issues. The EPS will be in on the 29th and there will be power to the equipment when it's installed. Fred Simpson reported the hook up will work as long as there is conduit between building. The equipment is in, engineering at the prime site, and things are being prepped for EPS. They will be visiting dispatches this week. Some amounts of field equipment were shipped recently and a few more items will be coming in. Shawn Halsey thinks that completion should be by the end of May. All the big work is done and now it is just a matter of hooking things up and the coordination. Motorola will give a presentation to the board next month about all the moving parts involved with that, similar to what was done at the user's group.

D. Weston Mt. Update

1. Motorola Equipment Purchase

Shawn Halsey has not received anything recently from Dave Adams. They are moving through the environmental inspections as quickly as possible. Licensing might be an issue to find channels in the current band. There is a mix in portables of the two ranges (380-470 and 450-512). Going to 470-512 (tband) may create some subscriber inventory auditing issues. With regard to the original frequencies, special permission was obtained to use for this system and that may have to be done again.

The proposal for equipment from Motorola was reviewed. Changes were minor and included taking Cabbage Hill off and changing some titles. Maps included are for information only and do not guarantee coverage. The changes in the dollar amount were based on going from 7 to 5 channels. The official document has the new amount, \$16,500 for additional channels. One major addition is the schedule for the project with a deadline through September 1. The schedule reflects some key milestones for the district to meet. Ron Spencer speculated that Dave Adams does not seem to think that having the licensing done by May 17 will be an issue. Shawn Halsey believes that dealing with a local coordinator is the fastest way and he will talk to Dave Adams about what he's doing.

Contract date? The change order says 9Nov11 for contract order date and that is an error. It should be 9Nov10. Umatilla County counsel, Doug Olsen, will be going through it. A motion to approve the purchasing, and more specifically to change the order of the existing contract, is needed to forward onto the Board of Commissioners, they will not do it without the assent of this board.

Marc Rogelstad made the motion to concur with the information given today and continue on and, after discussion, withdrew the motion.

A motion to proceed with the amount and change the order was passed unanimously.

E. Narrowbanding Plan

Shawn Halsey reports that the narrowbanding will take place as soon as the site additions are done, installed, and working. The plan he has come up with is to program all the radios to accept a second system before changes are made. They will take 3 channels offline and convert them to narrowband and move the control channel. Users will have to change from a wideband channel to narrowband then talk on narrowband. It is essentially a lot of radio programming before the start of and at the end of the project. Shawn Halsey will

create a calendar of the work by agency for the board. There are 850 radios to be done and the second round of programming will be critical. It will be a long process to get radios done.

New Business

A. Recovery Plan

Shawn Halsey spent last week at EMI in Maryland, learning about recovery plans. He began a list of potential hazards to the radio system and, this fall, will work on putting together a recovery plan for the board to review that will look at all the potential threats, how to recover from them, and how to mitigate.

B. Logging Recorders Maintenance and Repair

On the Thursday before last, Shawn Halsey found that both drivers for the logging recording for Umatilla County had failed. He rebuilt the server and got it working again that night, then worked more on it last week. His question to the board is does the district want to be involved or not with the recorders. Shawn Halsey is the only one with the knowledge and is able to fix them on site. If the board decides not to support this, will Shawn Halsey continue to do this work or not?

Mike Roxbury brings up that this is just another item to consider in the list. How deep into the infrastructure is the district willing to go? The board must lay out its scope very clearly. Is this service vital to the communications?

The board would like to see a plan with a recommendation written by Shawn Halsey that lists and defines each task or responsibility. The board will then review the list and approve it (or not) all at once.

IV. Open Discussion

The letter from Undersheriff Myron to Marc Rogelstad was dealt with in the installation issue.

Who has control of sites? According to Shawn Halsey, the construction agreement that was done doesn't cover beyond construction. It points out in bold that the building and shelter, and anything related to the future of the site, are the property of OWIN. With regard to the Boardman and Jordan Butte sites, the district has 5 racks and anything else in the building will be an extra cost.

Mike Roxbury questions, what benefit did the district receive by giving up autonomy to OWIN? When did the district give up all control to OWIN and was it explained to the board and done with its knowledge? Can OWIN chose to favor another client over the district and "bump" them? This is not acceptable under any circumstance. FEMA pushed hard to use OWIN. The board got the work done faster.

Marc Rogelstad expressed disappointment that OWIN and ODOT were not at the meeting. A discussion regarding the agreements with OWIN is due to define the rights of the district and its position within the building. The board will send OWIN a letter with a request to attend the next meeting and include a list of talking points to discuss.

Shawn Halsey reported that there was a failsoft today. After looking at the history, the controller and system came back up. The fail essentially turns the system into 7 different party lines. Information needs to be given to the users about how the system functions when it goes into failsoft so there isn't a panic. Shawn Halsey thinks he has done a summary page with this information before so he will find that and send it out.

John Wilson questioned if the site leases transferred to the state. Shawn Halsey said no, they do not talk about lease transfers in the agreements. John Wilson reported that all other sites transferred to the state. OWIN owns the tower and will have to guarantee what happens to it.

Mike Roxbury expressed concern about OWIN not liking what the board wants to do, denies them, and gives preference to someone else. Is the unintended consequence that OWIN has the power to choose? The board wants paperwork that spells it out clearly and to have it clarified quickly.

John Wilson pointed out that there has already been some loss of control at the east Pendleton site and things were added that were not accounted for in the structural plans.

V. Business from Guests

Dawn Blalack offered to take any questions or comments to FEMA. None were given from the board.

VI. Adjourn

Motion to adjourn passed unanimously.

Next meeting is scheduled for May 3rd, 1:30 p.m. at Fire Station #3.