

MINUTES OF THE UMATILLA/MORROW RADIO & DATA DISTRICT

July 5th, 2011

Present: Mike Roxbury
Marc Rogelstad
Ken Matlack

Kathy Lieuallen
Dan Coulombe

Guests: Marlon Johnson, Day Wireless
Chris Brown, OR State CSEPP
John Conley, ODOT State Radio Project
Dave Adams, MCP/FEMA
Usha Raman, Motorola

Dave Kraal, Day Wireless
Rodney Boast, FEMA
John Wilson, OR State CSEPP
Fred Simpson, Motorola

Staff: Shawn Halsey, Rosanna Brown

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

Meeting called to order at 1:30 pm

II. Minutes of the Meetings from June 7th, 2011.

The minutes from the meeting held June 7 misspelled Director Coulombe's last name. A blanket correction was made. *A motion to approve the minutes from the June 7, 2011 meeting, with correction, was made by Director Roxbury and seconded by Director Rogelstad Aye: Director Roxbury, Director Rogelstad, Director Matlack, Director Lieuallen, Director Coulombe Nay: None*

III. Changes/Additions to the Agenda:

Under Old Business: add G. Narrowbanding Update

Old Business

A. System Administrator's Report

1. NAS Whidbey Island/Boardman Bombing Range Request

Shawn Halsey provided a copy of the letter from the commanding officer responsible for the Boardman bombing range to the board. The letter states that the Navy would like to use the system to talk to neighboring agencies and to each other. They were not present at the meeting. Shawn reported that it is clear that they would like to take advantage of the coverage of the system. He believes that the board should charge the Navy for their use but not until the end of CSEPP and he feels that \$10 per month per radio and an annual user fee of \$1500 is appropriate. This would amount to \$3200 a year for the 10 radios the Navy has requested.

Director Rogelstad questioned how this fee set up compares to the agreement with the tribes and the precedence that would be set by using a different formula for the Navy.

Shawn explained that the tribes would be charged by assessed value, what they would have paid to be part of the district. There isn't a way to do this with the bombing range so a fee structure or matrix might be established for these types of users. He would like to have a representative from the Navy here to discuss the fee. Director Roxbury suggested that Shawn find out what the Navy's ideas of payment is and Director Rogelstad would like Shawn to send notice to them to that effect. They agree a matrix should be created that will be followed in the future.

2. Tax Anticipation Line of Credit

The \$60,000 line of credit at Banner Bank has been approved and will be complete after signatures from Shawn Halsey and Director Roxbury. Shawn will open a checking account and the signature cards will be sent to the board members.

3. Umatilla County May Election Costs - \$4,257.55

Shawn Halsey received a \$4,257.55 bill from Umatilla County for the May election. He will need approval to pay it at the next meeting. He included his proposal for budget changes of \$2,500 to cover this cost in the packet. The cost for the November election was only \$1300. The increase in the fee for May was due to less items on the ballot and the fact that this is the largest district and therefore, pays the most. Shawn will budget \$5,000 for elections in future budgets.

B. System Expansion Project Update

1. Jordan Butte Rack Location Issue

The Jordan Butte rack location issue has been resolved. The equipment was reinstalled in a manner that allows it to be serviced, give area for walk through, and it meets the requirements. Shawn Halsey thanked everyone for their help and Day Wireless and Motorola will decide how to pay for it.

C. Controller Upgrade Project - Motorola

1. SmartX Issue

Fred Simpson discussed the wrap up for the Boardman and Jordan site moves. Both have been completed and are on the air and processing traffic. They are now preparing for transition to service, preparing the system manual, and have a final system acceptance date of July 15.

SmartX upgrade: The master site UPS is powered up and testing and data input has begun.

The Raven equipment has been received and the installation is planned for post SmartX transition.

The transport between the master and prime sites is complete, tested, and operational. The 15 T1s required are completed and tested. Director Coulombe asked why the T1s were used instead of fiber. Dave Adams explained that the reference to T1s is not a typical line from the phone company but more of a bandwidth issue.

SmartX system: Umatilla Dispatch (Pendleton) - 7/19 - 6am Morrow County Dispatch (Heppner) – 7/21 – 6am
These times were chosen by Shawn for the least amount of interruption. They should take about 8 hours.

There was an issue on a couple of systems with the SmartX box. Fred reported that it was a programming issue caused by dropped programming during an upgrade from one version to another. A fix will be coming out in the next week. This system is newer and the 7.9 did not have a problem with control boxes. He is not anticipating any issues with it.

Director Rogelstad noticed a lot of garbled radio last weekend and communications were scratchy. Shawn Halsey thought that it could be a channel issue and will look into it.

E. Weston Mt. Update – Mission Critical Partners (Dave Adams).

MCP Tasks: • Sillusi Butte Move • Jordan Butte/PJC/Boardman Site Motorola Acceptance Assistance • Smart X Oversight and Support • CTUIR Support • State CSEPP Office • Weston Mountain

Silusi Butte Drawings: Requested by Shawn Halsey – Approved by Val Eveland 21 June 2011

Jordan Butte/PJC/Boardman Reviews: Requested by Shawn Halsey/Completed 22 June 2011, Letter Report to Shawn on 28 June 2011

Recommendations

• **Jordan Butte;** 1. Conduit in the site should be grounded per R-56. Every site they went in did not have the grounded site, needs to be resolved in every shelter 2. The Alcatel microwave equipment is not grounded. Working with to get proper guidance, going forward that the radio board is covered.

• **PJC** 1. Conduit in the site should be grounded per R-56. 2. The rack housing the KVM switch has a power strip with a guarded power switch. Consider replacing with a power strip without an on/off switch.

• **Boardman** 1. Conduit in the site should be grounded per R-56. 2. The Alcatel microwave equipment is not grounded. 3. The entry port has an entry with two (2) GPS and one (1) VHF coax using the same hole in the doughnut.

Smart X Oversight and Support: Cutover planned for July 19th and 21st. Dave plans to be here from the 18th through the 22nd to help oversee the cutover, flush out the SmartX concerns, and make sure it all goes smoothly.

CTUIR Support including: • BIA frequency support • Needs Analysis • Interoperability and VHF radio support • UCEM Console support • DOJ Support • Technical consulting and support

State CSEPP Office: • Contract support • FEMA support, updates, and guidance • Interface with OEM • Interface with Region X

Weston Mountain Schedule

• August 1 Construction Deadline • **ON SCHEDULE** (even with foundation redesign)

• August 12 Alcatel Deadline • **ON SCHEDULE**

• August 15 Motorola Installation Complete • **ON SCHEDULE**

• August 30 Motorola Optimization Complete • **ON SCHEDULE**

Currently \$85,000 under budget

Weekly conference calls led by MCP

The most recent risk to the schedule was the tower foundation. Addition anticipated risks include; construction delay (weather), Alcatel equipment delivery to ESD, Motorola equipment delivery.

Chris Brown asked who was responsible for the doughnut issue. Shawn Halsey reported that, after discussion with Wheeler's, it was done by the site crew from Day Wireless. Dave Kraal assured the board that he will take care of it.

F. Sillusi Butte Site Move Update

Shawn Halsey reported that the drawings have been accepted by Benton County and a list of antennas to put on their tower has been given to them. Benton County has some interoperability equipment to install there but the district has precedence over that. Shawn will be meeting with them July 7 or 8 to discuss the specific locations where dishes and antenna will be placed on the tower. Umatilla County Counsel Doug Olsen requested some changes in the wording of the site agreement and that should be complete soon. The quote for the entire job was in the packet and included the work inside and outside. Doug Olsen approved sole source for the \$30,000 so the district will not have to use the bid process. After removing the sales tax from the quote, the total was \$32,935.37.

A motion to approve the quote for \$32,935.37 was made by Director Coulombe and seconded by Director Rogelstad Aye: Director Roxbury, Director Rogelstad, Director Matlack, Director Lieuallen, Director Coulombe Nay: None

G. Narrowbanding Update

Shawn Halsey reported that, after waiting for other projects to be finished, they have scheduled the first go round of programming. They will set up in different centers (fire halls mostly) to run operations. Law enforcement and fire rigs will be brought in for the new SmartX upgrade.

They will be taken out of the unit to do the work. They must have control and power to do the work and eliminate the possibility of 'bricking' a radio. However, there should be spares on scene just in case. Day Wireless has not officially been given the job. The process should take about three week starting July 25 and ending August 12.

There will be a lot of changes and work going on at the same time and up against the same deadline.

Director Coulombe expresses concern that if too many changes are made at once it will be hard to find a problem if there is one and the deadline for narrowbanding isn't until January.

Shawn agreed that it will have to be done in the same time frame and previously thought that the current money would be extended until the end of CSEPP (not the first of September) but Rodney Boast did not think that that is possible. Rodney will check with Rob Hill. Chris Brown agreed with Rodney that the money will not be extended.

Shawn confirmed that he has a handle on the process and has planned to take care of it.

New Business

IV. Open Discussion

A motion for the following line item transfers;

Move \$2,000 from line 8 notifications and publications to line 17 elections,

Move \$500 from line 23 board expenses to line 17 elections

Line 17 elections new total: \$6,300

was made by Director Rogelstad and seconded by Director Matlack. Aye: Director Roxbury, Director Rogelstad, Director Matlack, Director Lieuallen, Director Coulombe Nay: None

Director Matlack asked Shawn Halsey to explain the process used to determine the amount of \$60,000 for the line of credit.

After receiving a \$700 bill from Morrow County for the last election, Shawn Halsey realized a loan was needed to pay the fee because Morrow County was not going to float the debt until the district was funded as Umatilla County had done. The amount of \$60,000 will be available for operating costs in the case that CSEPP ends before the district receives funding.

V. Business from Guests

John Conely, with the State Radio Project, reported that he spoke with the general contractor Shane Massey and that the tower will be stacked on the 15th of July. At the end of that week, there should be a shelter and tower on site.

VI. Adjourn

A motion to adjourn was made at 2:25pm by Director Rogelstad and seconded by Director Lieuallen. Aye: Director Roxbury, Director Rogelstad, Director Matlack, Director Lieuallen, Director Coulombe Nay: None

Next meeting is scheduled for August 9th, 1:30 p.m. at Fire Station #3.