

AGENDA OF THE UMATILLA/MORROW RADIO & DATA DISTRICT

Hermiston Fire Station #3

April 3rd, 2012 – 1:30PM

Present: Mike Roxbury, Director
Ken Matlack, Director
Kathy Lieuallen, Director
Marc Rogelstad, Director

Absent: Keith Kennedy, Director

Guests: Dave Puzycki, Day Wireless
John Wilson, OEM
Rick Stokoe, Boardman PD
Ron Spencer, Motorola
Dave Kraal, Day Wireless
Loren Dieter, Boardman PD

Staff: Shawn Halsey, Rosanna Brown

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

Director Roxbury called the meeting to order at 1:34pm. Director Kennedy was absent.

II. Minutes of the Meetings from March 6th and March 20th 2012.

A motion to approve the minutes from the February 7 meeting was made by Director Lieuallen and seconded by Director Matlack
Aye: Director Lieuallen, Director Matlack, Director Roxbury, Director Rogelstad Nay: None

III. Changes/Additions to the Agenda: Strike letter B as Director Kennedy was not present.

IV. Old Business

A. System Administrator's Report

1. Unit tracking sheet

Shawn issued 3 portables to Pendleton Public Works in association with entering into confined spaces. This will enable them to stay in contact with Pendleton Dispatch and Pendleton Fire while working and complies with the policy for subscriber units. All that is left to be issued in the north county are desktop units. Shawn is unsure about the Ione brush rig and still has items for Echo.

2. District Expenditures and Income Review

The previous month's spending is the most in one billing period so far and included \$45,000 for pagers. Shawn was able to set up a PERS account, after some difficulty, and the check for that expense is included in the report. Now he is able to add the administrative assistant position to the PERS account.

The report also included a large expense for repair work on the radiator in the work truck. The warranty has expired. The radiator issue is one that is known as a factory fault; it includes two thermostats that do not work together and can create pressure inside.

A motion to approve the expense report was made by Director Rogelstad and seconded by Director Lieuallen

Aye: Director Lieuallen, Director Matlack, Director Roxbury, Director Rogelstad Nay: None

The current income for this year is \$866,201.16 and small amounts continue to trickle in. Director Roxbury asked Shawn to keep a record of what comes in this year and when so it can be referred to next year. Director Rogelstad pointed out that there should be a substantial income amount in May, due to tax filing dates. Umatilla County informed Shawn that they have received \$30,000 more than expected this year.

3. Microwave Training

Shawn will be leaving for Corsicana, Texas on Sunday for microwave training. He will be back in the office on Wednesday, April 18. He and Rosanna are going over what tasks she can perform while he is gone. As usual, Day Wireless and Wheeler's will be back up.

4. UMRDD.org

UMRDD has a domain now and the website will be set up in the next few months. www.umrdd.org. The cost for the domain name was \$100 for 10 years registration.

5. Microwave Alarm System Upgrade

Shawn thanked the state office and John Wilson for the donated microwave alarm system. It has the ability to send text messages for certain alarms on the system, such as generators running and doors opened. Shawn and Dave (Day Wireless) have been working on it.

B. Director Kennedy Oath of Office - tabled

C. Vice Chair Election

An error was made during the last attempt to elect a vice chair.

A motion to nominate and elect Director Matlack as vice chair of the UMRDD board was made by Director Lieuallen and seconded by Director Rogelstad.

Aye: Director Lieuallen, Director Matlack, Director Roxbury, Director Rogelstad Nay: None

D. Administrative/Technical Assistant Position

1. Health Insurance Plan

The administrative/technical assistant position was filled and began April 2. Shawn and Rosanna spent most of the first day reconfiguring the office and will continue to work on getting organized.

After discussion by Shawn regarding employee health insurance, the directors agreed that the budget for that line has been approved and it is up to Shawn to decide what plan to go with. There are no restrictions in the personnel policy. Director Rogelstad recommended contacting Marty Ward with Wheatland Insurance. This process can move forward without additional board approval.

E. Policy Book

1. Board Member Orientation Policy

A motion to approve the resolution for the Board Member Orientation packet was made by Director Rogelstad and seconded by Director Lieuallen.

Aye: Director Lieuallen, Director Matlack, Director Roxbury, Director Rogelstad Nay: None

Director Roxbury read the resolution.

2. Subscriber Unit Issue Policy

Shawn took the sentiments given at a previous meeting regarding unit issuing and wrote a policy. Director Lieuallen asked about the mobile data terminals, as they can be very expensive and Shawn said that he included that because of the future possibility.

Director Rogelstad felt that part should be removed and possibly added later. Additionally, language explaining that demonstration of need is not a guarantee of delivery and that budgetary constraints will be a factor should be included. Shawn will rewrite the policy with the suggestions given and bring it back to the board.

F. Sillusi Butte Site Turnover Update

John Wilson reported that the old building from Golgotha has been moved to Sillusi and is sitting in front of the existing compound on timbers. There is no place to put it, a site must be constructed.

Steve Turner notified Shawn by email that he didn't think State CSEPP can do everything at the site and that the district may have to pick up some of the cost. John reported that he thought there was \$30,000 available for that project. Shawn noted that they are not as far along as previously thought and they are running out of time to utilize John's assistance. Shawn has spoken with the land owner about a new lease, instead of a transfer. The old lease paid for road maintenance and the new one would not.

Shawn received a bill for part of the power at Sillusi and asked for the board's opinion since there is not a current agreement for how the power will be paid. Paying 25% is fair but Shawn did not feel comfortable paying it without a written agreement. It has been discussed via email only. Eventually, the agreement will only be with the hospital since the state will not be involved once they leave and NOAA and ARES/RACES are not taking on any financial responsibility. The cost would be less than \$200 per month. Director Roxbury would like a letter of understanding or memorandum of agreement that states that the district will pay now but may not in the future.

V. New Business

A. Information Technology Support Proposal

The packed included the tech support proposal agreement with Umatilla County. Shawn explained that there are other entities that could do this kind of work but it would require more than one agency to cover all of it, they would not have

the district specific experience, and it would cost quite a bit more than the proposal. ESD could do some of the work but they do not have the background and the database in on the county server. Director Rogelstad reported that ESD charges \$150 per hour.

Another point for this proposal is that the district would not incur any employment obligations such as vacation or sick time, benefits or PERS. However, if the cost for PERS went up, the district's costs would also increase. The agreement is to pay 25% of the total salary.

The directors had some issue with paying for comp time if the IT position goes over 40 hours per week, such as during travel for district training. They felt that should be the county's responsibility and the district should only pay for the 10 hours per week or 40 hours per month in the agreement.

Director Rogelstad felt that the agreement is a good deal but the schedule part needs to be worked out. Director Roxbury agreed and asked Shawn to take it back to the county to clarify. Shawn will discuss it with Doug Olsen.

B. Check Signing Proposal

A suggestion was made to have Director Roxbury sign a few blank checks that can be used when needed right away with only a second signature from Director Lieuallen needed. Currently, Shawn has to drive to find a director in these situations that occur between meetings.

Director Matlack felt that the bills can be paid once per month and that the companies expecting payment will be agreeable with the board meeting schedule. He felt that having checks pre-signed would cause problems during audits.

C. Day Wireless Microwave Alarm System Monitoring Proposal

The packet included the proposal for system monitoring by Day Wireless. Shawn recommended Option #2. He verified that DW is a sole source provider. Currently, Shawn receives alerts by text and has to go into the office to see the alarms. Before the monitoring system, Shawn will only know about the alarms in the morning when he got to the office or if Dispatch called. This system is more robust and notifies of alarms in real time. With this agreement, someone would be watching the system all of the time, in a way that Shawn cannot. The board felt that Rosanna should be used as a backup monitor for times that Shawn is not available. Shawn will revisit this after his training in Texas.

D. 2012-13 Budget

Shawn would like to schedule a budget committee meeting. He has not talked to the committee members yet, but expects them to be available. He will set a time and place for the meeting and bring that information to the board.

VI. Open Discussion & VII. Business from Guests

Ron Spencer, Motorola: Ron would like Shawn to notify him about upcoming dates for items needed as soon as possible. With regard to the subscriber unit issue policy, Ron suggests that the board look forward and consider the possible costs of a total system and equipment replacement when deciding what the board will provide by policy.

Additionally, Ron stated that the PR firm has sent the draft of their case study for review. They would like feedback, but there is no deadline for it. The engineering team has a list of questions for Shawn.

Director Roxbury asked Shawn about console replacement. Shawn explained that, since there isn't enough money in the budget this time, he is going to put it off until next year so it can be done all at once, instead of in halves over two years.

Director Rogelstad would like to see the expenses as budgeted versus actual costs and what is left, by percentage. Shawn receives a report like this from the bookkeeper and will share it with the board.

Additionally, Director Rogelstad asked for information about the appointment of Director Kennedy. Director Roxbury explained that word was put out to those that were potentially interested and that the board wanted to maintain its original structure of two police (one from each county), two fire (one from each county), and one dispatch position so Umatilla County police agencies were targeted. The goal is to have the bulk of the policies made by these parties so future boards have a guide, especially if the future board is made up of citizens and not users. Director Rogelstad heard some grumblings about the selection process but remembered the idea behind it and concurred with the process.

VIII. Adjourn

A motion to adjourn the meeting at 2:41pm was made by Director Matlack and seconded by Director Lieuallen.

Aye: Director Lieuallen, Director Matlack, Director Roxbury, Director Rogelstad Naye: None

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