

UMATILLA MORROW RADIO & DATA DISTRICT
Boardman City Hall
July 3rd, 2012 – 1:30PM

Present: Kathy Lieuallen, Director
 Keith Kennedy, Director
 Ken Matlack, Director
 Mike Roxbury, Director

Absent: Marc Rogelstad, Director

Guests: Rick Stokoe, Boardman PD
 John Wilson, ODOT
 Marlon Johnson, Day Wireless
 Ron Spencer, Motorola

Staff: Shawn Halsey, Rosanna Brown

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

Director Roxbury called the meeting to order at 1:40pm.

II. Roll Call

Directors Matlack, Lieuallen, and Roxbury were present when the meeting was called to order. Director Kennedy arrived at 1:42pm and Director Roxbury left at 1:43pm. Director Rogelstad was absent.

III. Minutes of the Meeting from May 1, 2012 & June 5, 2012

A motion to approve the minutes from the May 1 and June 5 meetings was made by Director Kennedy and seconded by Director Lieuallen.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

IV. Changes/Additions to the Agenda

Added: VI.A.6. Transfer of radio sites from Umatilla County to the Umatilla Morrow Radio & Data District

V. Old Business

A. Sillusi Butte Site Turnover Update

The equipment at Sillusi has been moved out of the old building and into the smaller building taken from the state. The move went fairly smoothly. John Wilson reported that the generator is working. The lease has been signed with the landowner and the district is about to officially be the lessor of what will be left of the site. Good Shepherd will share power expenses. The bill will go to the state, and then the district will pay its portion. The lease starts at \$500 per year and goes up a small percentage each additional year.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

The biggest change on the tracking sheet is that Echo Fire has been fully outfitted with 16 MTS2000 portables and 4 MCS2000 mobiles. They have asked for 5 additional mobiles and Shawn will be delivering those soon. They now have enough equipment for an interoperable response. Shawn will provide training to them on Thursday, July 5. Director Matlack asked about Merle and Shawn reported that he believes he is still working but has not seen him.

Shawn also has requests from Pendleton Fire and Umatilla Fire for MTS2000 portables. They currently have XTS2500 but have heard that Shawn has MTS2000 and would like to use them.

Boardman Fire needs to have a base station installed at its new station. The base will be one that was taken from

another station.

North county agencies still need desk sets. Shawn plans to take care of those before the next meeting and also plans to purchase more.

2. District Expenditures and Income Review

The expenditures sheet included two months' worth of expenses because it was not reviewed at the last meeting. Included is a payment to Hubbard Chevrolet for the Tahoe that will be picked up on Monday, July 9. Originally a lease option was chosen because there wasn't enough money in last year's budget and it would establish credit for the district. Since the new budget year has begun, it will be paid off in a couple of months.

Director Matlack asked how the check process works and Shawn reported that the checks are written out as bills come in and usually signed once per month, at the board meetings.

A motion to approve the District Expenditures sheet was made by Director Lieuallen and seconded by Director Kennedy.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

The revenue sheet includes a few additional payments received in the last two months.

Shawn has made the budget based on the totals given to him by Umatilla and Morrow counties, which include non-payment amounts of 4.5-5%. The current total revenue, at \$900,000, is more than Shawn expected so he isn't sure what the right amount is to keep the budget "flat" as the Assessor's Office suggested.

3. Communications Support Trailer Acquisition

The board packet included photos of the newly acquired Comm Trailer. It was a CSEPP purchase for Benton County and they no longer have a use for it so it was donated to the district. It is essentially new and has only been used a few times. The generator has 170 hours on it. It includes a 56' telescoping mast and a 100 gallon diesel tank behind the generator. The trailer can be used to replace a lost site or to provide additional coverage. It weighs 7300 lbs. so it cannot be towed by the Tahoe, but the F450 towed it well. It is currently being stored behind the Justice Center building. The location is not ideal but the trailer is too tall for a storage unit. Shawn will take it to a local auto shop to be inspected and made ready for use.

4. Interoperability Equipment Purchase

Shawn attended a Fire Defense Board Meeting and was asked about interoperability equipment and Director Roxbury suggested he obtain more. Shawn has purchased a \$5000 mobile unit that can run independently with generators. It takes a direct UHF channel like a UTAC and patches to a selected talk group on another radio. It can relay traffic from an uncovered area (fire or lost site). It is UHF right now. There is hardly any set up and no programming needed.

Another piece of equipment that Shawn has is a more sophisticated box that was purchased by the state during CSEPP. He is unsure if it has been transferred to the district or not. It is an interoperability switch that enables two radios to be patched together. The box has been gone through by experts that facilitated a radio training recently at the Justice Center. They also provided updated software Shawn purchased a new battery. Shawn will continue to look for and purchase items to increase interoperability and that may include a smaller trailer.

Director Matlack felt that there could be a potential to use these tools with BENT or other agencies dealing with marijuana growers. The district would be in a position to provide services. Shawn will contact them to find out how.

Shawn also recently purchased a mast system that is fairly lightweight and can hold both antennas.

5. System Optimization-\$24,125.65-Day Wireless

The system optimization quote is for the annual work done along with an antenna line sweep, which checks all lines for damage and loss of signal. It is comparable to the last time an optimization was done, with an additional \$4000 for the line sweep. The last time the optimization was done, there was one less site. Shawn recommended approving the work to keep the system tuned and provide basic maintenance at the price quoted.

A motion to approve the Day Wireless System Optimization quote of \$24,125.65 was made by Director Kennedy and seconded by Director Lieuallen.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

6. Transfer of Radio sites from Umatilla County to the District

Shawn received the paperwork that transfers the radio sites from Umatilla County to the district. He provided this agreement to the board for information but does not need action, except one director's signature. The effective date is May 15, 2012. The transfers are mostly the same but some include lease agreements, supplemental agreements, and equipment information. The Weston site still needs to be transferred to the district from the state.

B. NAS Whidbey Island/Boardman Bombing Range User Fee Review

Shawn reported that the Navy is interested in becoming a user and Shawn would like guidance on how to charge them for the service. Whatever is decided will set precedence for future agreements.

The tribal agreement was based on what would have been assessed if they were part of the district but that formula cannot be used for the bombing range, as it has no assessment.

The tribe pays under a fee structure of x per month per radio, an annual user fee, and percentage of time used. Director Matlack felt that it would be beneficial to have this group as partners for incident responses and that would necessitate communication capability for mutual aid. He and Director Lieuallen agreed that the district should have them as a partner, especially considering how many fires are on the bombing range each season. Shawn can provide radios or he can program radios purchased by users and he has the ability to put radios on or take them off of the system, without needing to physically touch the radio.

An annual fee of \$1500-2000 with \$10 per radio is a very low rate, compared to other systems. Shawn could include radio protocol and procedures in the agreement.

Shawn reported that the Navy expressed interest in using district radios and Director Kennedy suggested allowing that but increasing their fees at their annual review when it is time for an equipment upgrade.

Shawn has invited them to the district meetings and they have not been able to attend.

The item will be tabled until they can attend. A full board discussion is needed. Shawn will do more research about what the costs could be and provide a spreadsheet for review in August.

Director Matlack reported that he recently was informed that the bombing range road is a federal road that the county is permitted to use and that it could be shut down at any point. He asked for documents stating this and they have said they will provide them. He is concerned that this agreement could affect the use of the road.

Director Matlack asked Shawn if the FBI has contacted him about their interest in using the system and what they would be charged and Shawn reported that they have not. How can a fee be decided without property to assess?

Marlon Johnson reported that many entities in Benton County use their own radios and are charged a radio dispatch service fee. They are responsible for their own equipment.

The forest service law enforcement agency has also expressed interest in using the trunked system radios in VHF coverage holes. Director Lieuallen agreed that there are places these officers go that cannot be contacted by Dispatch so it would be good to be able to hear them.

Director Kennedy suggested waiting to make an agreement with the Forest Service until the Navy deal is decided.

C. District Administrator Contract Renewal

Shawn's contract is up for annual renewal and the only change he asked for was to include a long-term disability policy. This benefit is included in the district Personnel Policy. The last contract ran from November 2011 to June 2012. It is set up to renew automatically. He did not receive board notification that it would not renew. Shawn pointed out that his contract and the Personnel Policy do not match in every way. Director Kennedy felt that the Personnel Policy covers Shawn, in addition to his contract. That is the way it is done in his agency. Director Lieuallen suggested an amendment to Shawn's contract, since it has already renewed or make a resolution that the Personnel Policy covers the administrator as well as all employees.

Director Matlack felt that the contract discussion should be brought to the board each March and it should include Shawn's annual review and it must be completed before the budget process is complete. Additionally, Shawn should have a review before the next board meeting for the past contract term. The review will be done by Director Roxbury and Shawn will contact him to arrange it.

D. District Employee Firearms Policy Review

Shawn has discussed this policy with all directors except Director Matlack. He has not made any changes to the last version offered but plans to. He asked the board for additional input.

Director Kennedy felt that the policy is a good thing, considering the remote sites. Director Lieuallen asked Shawn to check with each agency about their policies for bringing a firearm into their offices and Shawn said he plans to put the firearm in a lock box in his vehicle when visiting those departments.

Shawn discussed the policy with the SDAO lawyer and she would like to see it when it is finalized. She also added that there should be a training requirement.

Director Matlack had no objection to the policy, as long as the employee has proven to be morally upright, not mentally ill, and would not create lawsuits for the district. He also suggested that any employee carrying a firearm must qualify with a local law enforcement agency annually. Director Matlack would like to hear all directors' opinions before approving a policy.

Shawn will make additional changes and bring the policy back to the board for approval. He also asked anyone with suggestions or comments to contact him.

E. Public Records Policy & Resolution 12-07-03-01: Compliance with Public Meeting and Records Law

The documents, policy, and Resolution 12-07-03-01 were taken directly from the SDAO recommended policy guide. The policy and resolution outline the laws for public meetings and records and state that the district will comply.

A motion to approve Resolution 12-07-03-01: Compliance with Public Meeting and Records Law was made by Director Kennedy and seconded by Director Lieuallen.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

F. Resolution 12-07-03-02: Check Signing Authorization

Resolution 12-07-03-02 replaces Resolution#110111-2. The new resolution states that all sworn members of the district are designated to sign checks, instead of listed members by name. Shawn discussed the resolution with the SDAO lawyer and she gave him the correct wording.

A motion to approve Resolution 12-07-03-02: Check Signing Authorization was made by Director Lieuallen and seconded by Director Kennedy.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

G. Resolution 12-07-03-03: Adopting District Compliance with Local Budget Law

The documents and Resolution 12-07-03-03 were taken directly from the SDAO recommended policy guide. The only changes made were removing the generic examples and replacing them with UMRDD specific examples.

A motion to approve Resolution 12-07-03-03: Adopting District Compliance with Local Budget Law was made by Director Kennedy and seconded by Director Lieuallen.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

VII. Open Discussion & VII. Business from Guests

Ron Spencer, Motorola: Shawn gave the case study a final review and it will be ready for public consumption soon. It discusses what has been accomplished, the future of the district and the relationships built.

Ron would like to plan a project meeting with Dispatch Directors, Shawn, and a Motorola team and create a schedule for migration for the engineering team. Shawn and Director Lieuallen suggested October.

Motorola has a promotion through November for a \$5,000 incentive on gold elite migration. Ron also wanted the board to know Motorola offers many financing and funding options, including grant programs.

Director Matlack asked for a ballpark figure of the total migration costs and Shawn reported that it will be around

\$1million. Shawn has a Motorola quote for dispatch consoles. Director Matlack will discuss options with Steve Myren and Denise Williams.

Director Matlack reported that the state is discussing Umatilla and Morrow counties in their regional plans and they put the counties in two different regions.

Ron suggested the board meeting with Digital Frontier and discuss how the board would like Salem to hear the system.

Director Lieuallen said that this issue has been a topic in the APCO group meetings for some time.

IX. Adjourn

A motion to adjourn at 3:22pm was made by Director Lieuallen and seconded by Director Kennedy.

Director Matlack: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

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