

UMATILLA MORROW RADIO & DATA DISTRICT

Hermiston Fire Station #3

August 7th, 2012 – 1:30PM

Present: Marc Rogelstad, Director Ken Matlack, Director
Mike Roxbury, Director Keith Kennedy, Director

Absent: Kathy Lieuallen, Director

Guests: Marlon Johnson, Day Wireless Dave Kraal, Day Wireless
Roger Norris, Day Wireless

Staff: Shawn Halsey, Rosanna Brown

I. **Call to Order and Recognition of Guest(s):** Director Roxbury called the meeting to order at 1:34pm.

II. **Roll Call:** All directors were present with the exception of Director Lieuallen.

III. Minutes of the Meeting from July 3, 2012

Question from Director Matlack regarding item V.A. Sillusi Butte Turnover update: Shawn reported that the small annual increase is about 2%.

Question from Director Matlack regarding item VI.A.4 Interoperability Equipment Purchase: Shawn reported that he did speak with BENT and they considered using the equipment last week but decided not to and used the Morrow County Communications van instead. Interoperability was not used.

A motion to approve the minutes from the July meetings was made by Director Matlack and seconded by Director Kennedy.

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

IV. **Changes/Additions to the Agenda:** None

V. Old Business

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

Shawn provided a brief history regarding the Navy's request to use the system. It is not strictly for interoperability. The Navy would like their own talk group. Shawn requested guidance on how to charge for this service as the area cannot be assessed the same way the Tribe was. If a tax assessment was used for the land, the amount would be around \$20,000. Shawn included a chart in the packet, of ways to charge for the radios and service. Day Wireless charges \$25.

Director Roxbury suggested that the Navy purchase their own radios and pay fees to use the system. He did not feel it would be appropriate to issue expensive radios at such a low rental fee. Director Kennedy agreed that the Navy should purchase their own radios so they are responsible for upkeep, batteries, repairs, and replacements to keep them current as the system changes.

Director Rogelstad expressed concern about contracting with the Navy because he has been unable to collect fees for services. Shawn noted that if they fail to pay for the radio service, it can be turned off. Director Rogelstad agreed that would be acceptable.

The board agreed that the Navy should buy their own equipment and be charged a unit access fee of \$20 per month and a system access fee of \$5,000 per year. Shawn invited them to several board meetings but they have not attended and he does not have a local contact. Shawn will write up an agreement and make a list of acceptable radios.

Director Matlack discussed the issue of the Navy's ownership of Bombing Range Road. They were asked to provide an ownership paper trail and have not done that. Director Roxbury felt that they would not close the road over a radio issue as the public uses the road as much or more than public safety agencies.

B. District Administrator Contract Renewal

1. Performance Review

Director Roxbury conducted Shawn's performance review and it was included in the board packet. He provided explanations of his scores in the comments section.

Director Matlack felt that the administrator's evaluation should include opinions and discussion by all board members. Additionally, the board should decide what authority is given to the administrator as individual members of the board do not have the capacity to give directives.

Director Roxbury agreed that the review should be done that way in the future and should take place in March of each year so there is plenty of time for board discussion before the contract renewal date and budget discussion.

Director Rogelstad requested that the contract be sent to him for review of the changes requested, specifically a Long Term Disability benefit, which is already included in the Personnel Policy. An addendum to the contract will be discussed at the next meeting.

C. District Employee Firearms Policy-Resolution 12-08-07-01

Director Matlack voiced his concern regarding the Sillusi site and the Washington state law regarding concealed weapons. Oregon CHLs are not recognized in Washington and their state law dictates that a gun must be locked and unloaded while stored.

Director Rogelstad suggested having the district policy read that the legal possession of a firearm by an employee is not prohibited and not include any specifics. If the employee maintains a valid CHL and follows all regulations they will be compliant. If they are in violation of the law, they are in violation of the district policy. Director Matlack felt that the policy should include more information because the district would be liable if someone was shot but did agree with Director Rogelstad's point.

After discussion it was decided that Shawn will discuss the policy with SDAO and find out how to meet their requirements for coverage, whether that means changing the policy or paying a higher rate for the coverage. Additionally it was decided that the board will determine acceptable choices for firearms training.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

Several pending deskset installations were completed this month. Shawn plans to have several done in the next week, including Athena PD, Weston PD, East Umatilla, and Medic 400.

2. District Expenditures and Income Review

Director Rogelstad pointed out that if a check cleared in June it belongs in last year's budget and if it cleared after July 1, it belongs in this year's budget. Shawn reported that the auditor said the same thing and that everything listed on the form was paid in July. The income review form will be changed to separate the budget years.

A motion to approve the District Expenditures was made by Director Matlack and seconded by Director Rogelstad.

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

B. US Forest Service Law Enforcement Radio Request

Shawn clarified that the Forest Service requested mobiles and are not interested in portables. None of the directors had an objection to the request. Director Matlack reported that the Forest Service is planning to hire 15 new staff members.

A motion to approve the US Forest Service Law Enforcement Radio Request was made by Director Rogelstad and seconded by Director Kennedy.

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

C. Infrastructure Replacement Agreement - Motorola

Director Rogelstad pointed out that the agreement listed CSEPP as the agency and must be changed to Umatilla Morrow Radio & Data District

Currently there is no service agreement in place with Motorola and the warranty period for the Boardman site and SmartX system is about to end. The proposed agreement covers 10 months of service for \$11037.90 and includes all infrastructure at the sites. Currently, Motorola pays shipping both ways but the shipping expenses will be the customer's responsibility in the new agreement. Dave Kraal suggested that the district insure each shipped item for replacement cost in case of loss or damage.

The directors expressed concern that something may be missing from the agreement because the cost seemed low. Shawn has reviewed the agreement thoroughly and pointed out that the agreement is only for 10 months so, if it doesn't work out in the expected way it does not have to be renewed next year.

A motion to approve the Infrastructure Replacement Agreement with Motorola was made by Director Rogelstad and seconded by Director Kennedy.

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

D. Redundant Equipment Purchase - Motorola

There were several items and quotes in the packet regarding the equipment purchase and Shawn pointed out that some of them were not as time sensitive as others.

Currently the Dispatch center does not receive a notification if Weston goes into site trunking and Shawn would like to add that feature so dispatchers are aware if this happens, but this item is not crucial so he would like to table it for a future discussion.

The SmartX box and installation would decrease the down time if a SmartX box malfunctions. The new box could be activated and ready to go. Shawn asked for approval to purchase those items.

The board decided to discuss the request next month, after Shawn is able to put all of the pertinent information onto one document for their review.

E. Channel Bank Battery Upgrade Purchase

The quote to replace all the channel bank board batteries was very high. Shawn discovered that the original distributor of the boards offers a program to replace the batteries if they are shipped to them. Shawn felt that it would be more cost effective to purchase enough new boards to use replacements while the original boards are sent in for battery replacement. He feels that he could have it done in 3 cycles and therefore only need 4 new cards.

F. Repeater Purchase - Daniels

The packet included a quote from Day Wireless for the installation of the Motorola MTR3000. Shawn expected a full quote from Wheeler's, but was not able to get one before the meeting. The equipment in each quote was the same price, but the labor for Day Wireless was lower.

Shawn recommended accepting Day Wireless' bid, as it was more competitive,

Director Rogelstad requested a current figure for cash carryover and Shawn reported \$600,000.

A motion to approve the quote from Day Wireless was made by Director Kennedy and seconded by Director Matlack.

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

G. Workers Compensation Resolution 12-08-07-02

A motion to adopt Workers Compensation Resolution #12-08-07-02 was made by Director Rogelstad and seconded by Director Kennedy.

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

VII. Open Discussion & Business from Guests

Shawn asked to discuss the incident from July 7 and what he has done to ensure it does not happen again. The system was lost due to a microwave loop failure. Shawn received a call from Morrow County Dispatch around 12:30am explaining that they had a short soft fail incident but were back up. Shawn went into the office to review the microwave alarm console and saw that the Exit 198 site was down due to a power outage. One down site does not usually cause the system to drop. Shawn called John Wilson to utilize possible spares and a generator. The generator was used to bring the site back up but it did not clear the system and no other microwave sites were down. Day Wireless sent Roger.

What they discovered was when the system went into the first fail soft the primary controller rolled to the backup controller then tried to go back to the primary controller and wasn't able to. The system went into site trunking and Motorola is still unable to explain why this happened. A week later there was another break in the microwave loop and Shawn was able to see what happened to the system before. When the backup controller tried to roll back to the primary controller and it did not work, both controllers stopped working. The power went out; the batteries kicked in and lasted about 5 hours then ran out. Shawn did not acknowledge the microwave alarm and Dispatch does not get notified.

To prevent future incidents, Shawn added Rosanna to the microwave alarm alerts so both will be texted when there is an alarm. Additionally, Shawn has started considering ways to keep the power going such as small Honda generators. A larger generator would be very expensive to purchase and make room for at the site. Director Roxbury suggested that Dispatch should be on the notification list and have a call down list of several people and he felt that this issue is based on not realizing there is a problem more than the actual power outage. Director Kennedy suggested another bank of batteries.

Dave Kraal pointed out that Day Wireless proposed a contract to respond to the microwave alarms 24 hours a day, 7 days a week a few months ago. They have the ability to look at what Shawn sees on the system. He also knows that Dispatch centers do not want to receive the notifications.

Director Roxbury asked Shawn to create a list of options, from the simplest and least expensive to the most complex and expensive and the board will discuss and decide which option is best.

Director Matlack dealt with some issues with radios over the last week and requested clarification regarding the zones for Morrow County and was told that they are different because that is the way Steve Myren asked them to be set up.

VIII. Adjourn

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

Director Rogelstad: Aye

Director Matlack: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Next meeting is scheduled for September 4th, 1:30 p.m. at Boardman City Hall.