

UMATILLA MORROW RADIO & DATA DISTRICT
Hermiston Station #3
October 9, 2012 – 1:30PM

Present: Mike Roxbury, Director Keith Kennedy, Director
Ken Matlack, Director
Absent: Kathy Lieuallen, Director Marc Rogelstad, Director
Guests: Marlon Johnson, Day Wireless Dave Kraal, 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 1:39pm.

II. Roll Call: Directors Matlack, Kennedy, and Roxbury were present when the meeting was called to order. Directors Rogelstad and Lieuallen were absent.

III. Minutes of the Meeting from September 4th, 2012

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

Director Roxbury: Aye

Director Matlack: Aye

Director Kennedy: Aye

IV. Changes/Additions to the Agenda: None

V. Old Business

A. Whitmore Road Microwave Link Site Power Issue

On October 8, Day Wireless installed 4 batteries from Benton County at the Whitmore Road site and doubled the battery power capacity. The batteries have trickle chargers. 12 hours were added and Shawn would like to add 4 more batteries to make it 24 hours total.

Shawn asked Day Wireless for a quote to install a generator at the site, but has not received one yet.

He has begun to consider moving out of that site altogether and doesn't think that a generator is a good option at this point.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

Everything that was requested has been issued. Three new desktop units (not replacements) have been issued in the North County and will be installed by Wheeler's in the coming week.

Hermiston Police Department also received a new mobile and they will arrange the installation.

2. District Expenditures and Income Review

More than half of the month's total expenditures were for the optimization.

The District continues to receive funds from last year's taxes and will begin to receive this year's taxes in November. There is about \$370,000 cash on hand right now.

Director Roxbury noted that future expenditure forms do not require a motion for approval since the expenses have already been processed and paid.

B. Weston Mt. Antenna Install

Shawn received bids from Day Wireless and Wheeler's for the antenna install at the Weston site for the 340 radio. Wheeler's bid was higher by \$600 and Shawn's recommendation was the lower bid from Day Wireless. *A motion to accept the Day Wireless bid for \$5255.98 was made by Director Kennedy and seconded by Director Matlack.*

Director Roxbury: Aye

Director Matlack: Aye

Director Kennedy: Aye

C. Personnel Policy Review

Shawn and Rosanna raised questions regarding some items not addressed in the Personnel policy. The packet included the suggested changes/additions and an updated table of contents.

1. Taking accrued sick or vacation time during probation. The board approved the suggested wording "Sick time and vacation time will be accrued during the probationary period. Accrued sick time may be taken during probation but accrued vacation time may not be used until probation has been completed."

2. What is considered for overtime when traveling on nights and weekends on District business? Director Roxbury felt that employees should not be paid for this time and compared it to someone working an hour from home and being paid for their commute time. Director Matlack suggested that the administrator should change the employee's schedule to flex the time by giving time off during regular work hours. He felt that overtime is for unplanned events. The salary of the employee is based on a 40 hour work week so the administrator can manage the schedule to follow that. Shawn noted that he would prefer not to use comp time in the District and Director Matlack agreed. Director Roxbury noted that travel for training requested by the employee should be on their own time and the District should not be responsible for overtime unless the employee is directed by the Administrator to attend. After discussion it was decided that the board will rely on Shawn to control the scheduling and overtime of employees at his own discretion. Shawn will find out the laws regarding overtime in Oregon, rework the policy, and bring it back to the board for approval.

3. The addition of, "If the employee is unable to take a meal period, permission is given to end their regular shift one hour early." in III.E. Meal Periods was approved.

4. The addition of, "including insurance costs that exceed the District allowance of \$1000 per month" in III.G. Payroll Deductions was approved.

5. The board approved striking the second paragraph in III.H. regarding compensation in lieu of insurance coverage.

6. After discussion it was decided to modify IX.B.4. to read that the employee should go to any board member if the harassment is coming from the Administrator.

D. 2013 IWCE Expo

Director Kennedy expressed interest in attending the Expo. Shawn noted the options include an entire week that includes all the training and expo or just attending the expo. Shawn has attended many times in the past and felt there have not been enough changes for it to be beneficial for him to attend again. He will attend when the District is preparing to go digital. He plans to send Rosanna for the entire week. Director Kennedy was not interested in the entire week of training; he'd like to attend the expo only. Marlon Johnson reported that many of the classes will focus on narrowbanding and that he does not believe there will be anything at the expo that Shawn has not seen before. Ron Spencer noted that he will not be attending because he does not have any new projects but would be willing to plan a demonstration for the District if the board is interested in Motorola products. This year's focus of the expo will be the convergence of voice, data, and video. In the coming years FirstNet, a dedicated 4G data nationwide network for law enforcement, will be presented. Director Matlack noted that the Morrow County Sheriff's office may send Steve Myren.

E. SDAO Training – Risk Management

Director Roxbury recommended that any director available for the Risk Management training in Pendleton on October 26 should attend. The District receives credit when board members attend.

F. Ebay purchasing

Shawn has occasionally found VHF analog equipment or equipment that is not available from Motorola on Ebay. Director Roxbury expressed concern about buying items without guarantees or warranties. Shawn noted that some Ebay store fronts also have websites he could purchase from. Marlon warned to watch for equipment made to be used in other countries that cannot be programmed here. Director Matlack noted that the Morrow County Sheriff's office has had good luck selling items on Ebay and Shawn expressed interest in doing the same as the District changes out radios.

The board approved Shawn's request to create an Ebay account for the District.

G. Meeting Times/Places

Director Roxbury previously asked Shawn to include a discussion on meeting times and places on an agenda, such as alternating between daytime and evenings. It is sometimes difficult to have a quorum during the day. Director Matlack is already committed to some evening meetings and would prefer to continue meeting during the day. Director Kennedy noted that the time of year could be a factor for evening meetings, and while he would prefer mornings, he is fine with whatever time is chosen. Also discussed was changing the day from Tuesday to a Wednesday or Thursday.

The item was tabled for a time when all board members are available to discuss it.

H. Mission Statement

Shawn took samples from several agencies around the country and created the mission statement: The mission of the Umatilla Morrow Radio & Data District is to provide quality public safety communications support to all system users and to provide this service in the most cost effective manner possible. Directors Matlack, Kennedy, and Roxbury were all fine with the statement.

I. System Maintenance Proposal – Day Wireless

Shawn explained that the large figure on the Day Wireless proposal includes microwave system maintenance and optimization and radio system maintenance and optimization for the year all in one contract. The number for radio system optimization on the proposal was incorrect. The correct amount was \$24,125.65.

The new contract added more hours to radio system maintenance and less for microwave system maintenance. Shawn recommended all three options, at a savings of \$7200 from last year.

A motion to accept the Day Wireless proposal for \$89165.65 was made by Director Matlack and seconded by Director Kennedy.

Director Roxbury: Aye

Director Matlack: Aye

Director Kennedy: Aye

J. VHF Radio Purchase

Shawn has received requests for VHF radios from several agencies. The District policy for issued equipment is need based but Shawn asked for clear guidance regarding the board's position. In the past, the board did not want to provide VHF radios to agencies that were in full UHF coverage areas as opposed to those on the fringe of the coverage that talk to many other agencies that are VHF exclusively. Director Roxbury felt that VHF is as important to the system as UHF and that, if the agency is in the taxing district, equipment should be provided to them. For agencies that are called in for services (major events), a cache of radios should be used, then returned to the loaning agency. In places where there is no UHF coverage (South Morrow, North Umatilla), VHF radios should be provided by the District.

Shawn has requests from agencies that are fully covered by UHF in the area but want VHF installations. Some of their responses are in uncovered areas. Director Kennedy suggested a cache at the Heppner office to distribute.

Shawn reported that the cost to provide the radios is about \$10,000 (\$600 per radio) and these expenses were included in the budget. This would include 5 mobile radios and 1 base radio to East Umatilla Fire and 7 mobiles and a base to Echo Fire. They do not have coverage in all of their district area. Director Roxbury opposed and Director Matlack supported providing the radios to Echo Fire.

Shawn also noted that Hermiston Fire and Pendleton Fire have VHF radios that need to be replaced and they both have full UHF coverage in their district.

Director Kennedy asked Shawn for an update on the 49 patch. Shawn reported that after programming portables on Thursday and Friday it will be turned on. Director Kennedy noted that they might want VHF in Darla Huxel's vehicle because she travels often. Additionally, Shawn will ask Gary to look at the deskset at Umatilla. Shawn will bring a quote to the next meeting for radios.

K. Budget Line Item Changes

1. Test Equipment Maintenance & 2. Warehouse Rent

Shawn asked for approval to make two budget line item changes. The first was \$350 from Office Supplies to Test Equipment Maintenance to cover the unanticipated costs of shipping the service monitor for calibration and repair. Additionally, he asked for approval to move \$952 from Office Supplies to Warehouse Rent to cover additional time in the ESD warehouse.

Each change was made under the Materials and Services section, therefore the board agreed that these changes do not need board approval in the future unless the amounts will exceed the budget category total. In that case, a resolution to the budget would be needed.

VII. Open Discussion & Business from Guests

Shawn brought up the topic of the District being asked to spend funds on CAD equipment. It has been discussed by directors and users and Shawn maintained his position that the District does not provide funding for records management systems.

Director Matlack asked if there was an example of the District being responsible for any of that funding and Shawn replied that the District would have some financial responsibility if mobile data was used, such as connection parts.

There is support for unifying dispatch centers but not for using two systems. Shawn noted that there may be interop programs that could be utilized to allow information to flow between systems. This idea was recommended several years ago in an interop study done by Umatilla County. It would be less expensive than converting one center to another CAD. Director Matlack would like to hear more about this possibility.

Director Roxbury felt that the District should be hands-off CIS and RMS.

Marlon suggested a black box installed that would translate one program to the other.

Director Kennedy and Roxbury were not opposed to the ideas presented but felt it was not a District issue. This topic will be discussed again and Shawn will send his notes regarding Wednesday's meeting to the board. Dave Kraal was also interested in the interop program and would like more information on it to share with Benton County and Yakima County.

VIII. Adjourn: *The meeting adjourned at 3:09*

Next meeting is scheduled for November 6, 1:30 p.m. at Boardman City Hall.