

UMATILLA MORROW RADIO & DATA DISTRICT

Hermiston Station #3

December 10, 2012 – 1:30PM

Present: Kathy Lieuallen, Director
Mike Roxbury, Director
Absent: Ken Matlack, Director
Guests: Marlon Johnson
Staff: Shawn Halsey, Rosanna Brown
Marc Rogelstad, Director
Keith Kennedy, Director

I. Call to Order and Recognition of Guest(s): Director Roxbury called the meeting to order at 1:33pm.

II. Roll Call: Directors Lieuallen, Rogelstad, Roxbury and Kennedy were present. Director Matlack was absent.

III. Minutes of the Meeting from November 6th, 2012

A motion to approve the minutes from the November 6th meeting was made by Director Rogelstad and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

IV. Changes/Additions to the Agenda: No changes

V. Old Business

A. Personnel Policy Review – Resolution #12-12-10-01

The Personnel policy changes included adding the sentence “An individual in a supervisory position may not have a personal relationship with a subordinate” to the II. I. Employment of Relatives section and the addition of section IX.C. Sexual Harassment.

Based on a prompt from Director Rogelstad at the last meeting, Shawn contacted Luann Ritchie and took the Sexual Harassment policy straight from the SDAO website. Director Rogelstad approved the changes, but did not feel that the case law examples should be included in the policy.

A motion to adopt Resolution #12-12-10-01: Updated Personnel Policy, after removing pages 39-42 (case law), was made by Director Rogelstad and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

B. Meeting Times/Places

Changes to the meeting time had been previously discussed, in an effort to make the meetings more convenient for the board and to ensure a quorum each time. Director Roxbury did not have a preference and Director Rogelstad noted that he preferred the meeting to stay on the current schedule. Directors Lieuallen and Kennedy also noted that they were content with the current schedule. Director Rogelstad recommended leaving the schedule as is.

C. Riverside High School (Boardman) In Building Coverage

Shawn discussed two steps to fixing the coverage at Riverside High School. The first step is measuring the signal inside the Boardman site building while someone walks around the school. If the signal is very close to being able to connect with the system, a distributed antenna system with an external antenna may be the solution for making the signal pass through easier. This solution will cost about \$5,000.

If that does not work, the second option is an in-building repeater or bi-directional amplifiers. The cost for a BDA would be closer to \$30,000.

Marlon Johnson: \$30,000 would cover the equipment, then there would be additional costs for engineering design and installation. The cost could be closer to \$50,000. If the board tried the first option and it did not work, the equipment purchased could be used with the BDA.

Director Rogelstad would like Shawn to pursue the first option. Shawn will provide the information to Marlon regarding the three main areas to cover and Marlon will send Shawn an estimate.

D. Narrowbanding Update

Shawn has continued to narrowband all agencies. He was finally able to see the Echo Fire equipment and found that it was not narrowbandable. He provided a quote from Day Wireless for a new repeater (same type used for 340) but it will not be installed by the end of the year, if approved. Shawn's solution is to put two mobile radios in temporarily so Echo will be compliant.

Shawn discovered that the frequency that Ione was dispatching on expired in 2000 so he switched them to 520 at Jordan Butte and plans to do testing to see how it is working. There may be some parts of the town in shadow.

He plans to replace the radio at Sillusi for Umatilla Fire and will do that this week or on 12/19.

He plans to narrowband Hermiston Fire and Pendleton Fire tone out radios on 12/13.

Shawn spoke with Dean Hane, from central Washington, and found out that they lost 6db (75%) of coverage after narrowbanding. It was most noticeable in their pagers and portables and not as much in their mobiles. Shawn is interested to hear what people will report for coverage in our area. If an agency is already on the fringe of the system, they may lose coverage in those areas.

All of the narrowbanding should be done by the deadline, with a lot of help from Day Wireless and Wheeler's.

E. Rental Agreement (Good Shepherd/National Weather Service)

Doug Paine was not at the meeting. Shawn reported that GSH would prefer an MOA, instead of a rental agreement and he asked for the opinion of the board. He noted that he does not have a preference. Director Rogelstad did not have any issue with an MOA and asked Shawn to write up the agreement and present it to the board for approval.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

New mobile requests have come from Umatilla County Search & Rescue (new F250, not a replacement), Umatilla County Emergency Management (vehicle survived CSEPP, does not have radio installed) and East Umatilla Health District (new Tahoe for chief). Shawn has the radios on hand to distribute.

A motion to approve the distribution of radios to the requesting agencies was made by Director Rogelstad and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

2. District Expenditures and Income Review

The property tax revenue has been coming in. Director Rogelstad reported that Morrow County is at 88%. The amount listed on the Income Review sheet is the total revenue since the budget year started.

Director Rogelstad asked Shawn if the previously leveed taxes are separated on the sheet and Shawn said they have not been and he will review past deposits and make the distinctions.

Director Kennedy's expenses for the IWCE Expo are listed on the expenditures sheet. He will attend the expo only, not the College of Technology. Director Roxbury expressed interest in also attending. He planned to discuss it with Shawn after the meeting.

A motion to approve the District Expenditure sheet was made by Director Lieuallen and seconded by Director Rogelstad.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

B. Echo Fire Repeater

A motion to approve the purchase of a repeater for Echo Fire, from Motorola Solutions in the amount of \$5449.25, was made by Director Rogelstad and seconded by Director Kennedy.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

C. Grants & Loans Resolution #12-12-10-02

The Grants & Loans resolution was taken directly from the SDAO policy disk and no changes were made.

A motion to adopt Resolution #12-12-10-02: Grants & Loans, was made by Director Lieuallen and seconded by Director Kennedy.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

D. 2012-2013 Budget Changes Resolution #12-12-10-03

A motion to adopt Resolution #12-12-10-03: 2012-2013 Budget Changes, was made by Director Rogelstad and seconded by Director Kennedy.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

E. Milton-Freewater Ambulance radio request

Shawn received a request from the Milton-Freewater ambulance district for 3 mobile and 3 portable radios and asked the board for their thoughts. Director Roxbury objected, as the ambulance provider is a private company and Milton-Freewater had the opportunity to be part of the district and voted against it. Shawn noted that the ambulance district covers the city and rural areas and the rural areas are part of the district. Also, the ambulance district is back-up for East Umatilla and Medic 400. Shawn also noted that the hospitals are private companies but they have district radios. Director Rogelstad pointed out that the hospitals have radios for the benefit of interoperability with the district, not for their own benefit. Director Roxbury felt that the city of Milton-Freewater should not get the benefits of being part of the district without paying for it and noted that Director Rogelstad has had these issues as well. Director Kennedy pointed out that it may be difficult to get the equipment back from a private company if the ambulance district decided to contract with someone else. One option could be that the ambulance district buys their own equipment and pays a user fee to access the system.

The board directed Shawn to discuss the contract between the ambulance district and their service provider with Bill Howard and find out what the contract states as far as who provides the equipment. Bill may also come to the meeting to discuss it if he would like to.

F. Console Project Timeline (Ron Spencer)

Ron Spencer was not at the meeting but Shawn reviewed the schedule that Ron provided for the console project. Shawn noted that the schedule does meet with his goals. He did not think leasing or financing options will need to be utilized, as the district should have enough cash. The board discussed the timeline and how it may be close to have it coincide with budgeting for the year. Marlon suggested having the numbers available for review at the April board meeting.

The bid process does not have to be used, as the district is part of WSCA and covered.

Shawn noted that he looked at another provider while in Sun River and liked their equipment, but it cannot work with the system the way it exists today and wouldn't for a few years. Right now, the parts must be Motorola.

Shawn recommended pursuing the presented timeline and the board agreed that Shawn should continue to work with Ron on the details and whatever works for Shawn is approved by the board.

VII. Open Discussion & Business from Guests: None

VIII. Adjourn

A motion to adjourn was made by Director Rogelstad and seconded by Director Kennedy.

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Next meeting is scheduled for January 8, 1:30 p.m. at Boardman City Hall.