

**UMATILLA MORROW RADIO & DATA DISTRICT**

**Boardman City Hall**

May 7, 2013 – 1:30PM

Present: Director Marc Rogelstad Director Keith Kennedy  
Director Kathy Lieuallen Director Mike Roxbury

Absent: Director Ken Matlack

Guests: Chief Stokoe, Boardman Police Marlon Johnson, Day Wireless  
Dave Kraal, Day Wireless Ron Spencer, Motorola  
Roger Norris, Day Wireless Barry Beyeler, City of Boardman

Staff: Shawn Halsey, Rosanna Brown

**I. Call to Order and Recognition of Guest(s):** Director Roxbury called the meeting to order at 1:32pm.

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

**III. Minutes of the Meeting from April 2, 2013**

*A motion to approve the minutes from the April 2 meeting was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Rogelstad: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

**IV. Changes/Additions to the Agenda:** Add: VII. New Business E. HVAC RFP

**V. Open Discussion & Business from Guests**

Chief Stokoe asked that Barry Beyeler, from the City of Boardman, be added to the agenda.

**VI. Old Business**

**A. Riverside High School BDA Project**

Day Wireless provided a proposal for Riverside High school that called for a Uni-directional Amplifier (UDA) instead of a Bi-directional Amplifier (BDA). After testing, it was determined that a signal can enter the school, but has a hard time getting out. The UDA is less expensive and Day Wireless felt it would be sufficient. Schematics were provided with the proposal to show the location of the antenna and walk around readings were included.

When Director Rogelstad asked about the coverage in the gymnasium and the girls' locker room, Roger Norris responded that the tunnel would cover the gym, according to their engineer. Dave Kraal will talk to the engineer about the girls' locker room and discuss with Shawn.

Shawn noted that a \$13,000 cost will necessitate going out to bid or using WSCA. Director Rogelstad commented that under \$50,000 only requires 3 quotes and this issue could be declared an emergency because it has been an ongoing public safety issue. Director Roxbury agreed and confirmed that the contracting review board would most likely approve.

No action was taken. Any work done to the school must wait until the school year ends.

**B. District Administrator Annual Review**

Directors Kennedy and Roxbury conducted Shawn's review, scored his performance, and made a few notes. Any questions from the Board should be directed to Director Roxbury. Director Rogelstad stated that he concurred with the review, specifically sections 10 and 11 and thanked Directors Roxbury and Kennedy.

A COLA discussion was put off until New Business.

**Guest:** Barry Beyeler, City of Boardman

Mr. Beyeler handed out a map with a proposed substation next to the Boardman tower and asked the Board to review it and give feedback regarding frequency problems and/or high EMF fields.

The elevations are about the same and an access road to Columbia Avenue may be included. This location was chosen based on soil sampling and the land belongs to the City of Boardman.

Dave Kraal suggested discussing it with a Motorola engineer to determine if there will be a problem. He also believed that there may be a rule about being outside 1000 feet from a public safety site. Shawn pointed out that OWIN has a partial interest.

Mr. Beyeler was not asking for a solution at the time, he only wanted to make the Board aware. Shawn and Ron Spencer will discuss.

### **C. CAD RFP**

Shawn provided the scoring sheet that the chiefs and sheriffs plan to use to make a decision about the proposals. He felt that, since it is being done in the District's name, the Board should be kept current with the status. There will be a meeting on Wednesday, May 8 to go through the proposals.

Chief Stokoe brought a sample agreement (between agencies and the District) for the Board to review. A signature line for Shawn and Director Roxbury was needed. The board also required a hold harmless agreement. Each agreement shows two numbers, one with the consolidation and one without. The decision on Hermiston's consolidation will not be made until May 20 so no decision could be made by the Board.

Once the agreement is correct, each of the ten members will have to take it back to their boards for approval.

Director Roxbury explained that the only reason the District was involved in the CAD project was its relationship with a consolidation, which is supported by the District. Chief Stokoe reiterated that the group asked the District to oversee the purchase of the software, and a decision must be made promptly. Chief Stokoe also noted that each of the ten agencies has agreed to move forward, even if Hermiston does not consolidate.

Shawn will talk to Umatilla County Council about a hold harmless piece.

Chief Stokoe reported that Chief Edmiston was waiting for numbers from the Sheriff and Director Lieuellen assured the Board that those numbers were provided. Chief Stokoe also noted that, if an agency backs out, the entire cost will be recalculated.

### **D. Retreat**

Shawn decided to wait to schedule the retreat until after the May election. It will be scheduled for July, after the new terms have begun.

### **E. MCC 7500 Console Project**

#### **1. Logging Recorder & 2. Lease Arrangements**

During the meeting in April, the Board offered to pay for half of the logging recorder equipment, leaving the other half for Umatilla County and Morrow County to split. Since then, Shawn has found out that the dispatch centers do not have the money in their current budgets for this cost. The cost for the Motorola approved and certified NICE system is about \$286,000. This would equal about \$75,000 for each county. The proposed lease option for the system with the NICE recorder is 3 years, with the first payment of \$517,000 due July 2014 and a total cost of \$1.473m. These terms are negotiable.

There is another vendor option that is less expensive, but is not Motorola approved. Shawn does not have a quote from them, but thought it was about \$150,000.

Selling the current equipment was discussed, but it was purchased with federal money so there may be issues with selling it. Shawn thought that the equipment was transferred to the dispatch centers, not the Radio District.

It has been the opinion of the District that logging recorders are not its responsibility. Shawn explained that this purchase has been holding up the console project upgrade.

Director Kennedy suggested looking at the less expensive option and keeping what currently works. Shawn reported that the vendor will be in the area and would like to give a demonstration.

Ron Spencer noted that not using NICE will leave a lot of legacy equipment. He provided binders with the lease information. He also pointed out section 5 of the lease that addressed the issue of obligating future boards with the lease payments.

Director Lieuellen felt that Umatilla County could pay for their piece after this budget year, but will need approval.

A decision needs to be made at the June meeting so the contract can be signed July 1.

Director Roxbury suggested that the District pay the entire amount and have Umatilla County and Morrow County pay it back over however many years they need. Steve Myren said that his department has saved money for the CAD project and was unsure how long it would take to come up with their half, but they could probably make arrangements to pay it back over time after this budget year. He felt they could afford up to \$25,000 per year. He also noted that he didn't know if there were enough benefits in the NICE system to be worth the extra expense. Capturing the audio is the highest priority and the dispatch centers may not need the "bells and whistles" that come with the NICE system. Dave Kraal asked what equipment would have to be purchased to make the new consoles work with the current system and pointed out that those costs may increase the price substantially.

Shawn noted that there is a post warranty maintenance portion that will also need to be considered.

The Board decided to let the dispatch centers decide what they would like to do and have an answer for discussion/approval at the June meeting.

### **F. West Umatilla Vector Control District Agreement**

Based on Shawn's suggestion, the Vector Control District plans to purchase after-market radios to put on the system. Shawn would like the Board to sign the agreement, after the Vector Control District approves it and signs it. Shawn included the policy with the proposed agreement for their review and has not received a response.

Director Roxbury and Director Rogelstad asked about the agreement and Shawn explained that he used the Boardman Bombing Range agreement and customized it for the Vector Control District. The agreement references the new policy and can be used as a standard agreement for any agency in the future.

## **VII. New Business**

### **A. System Administrator's Report**

#### **1. Unit Tracking Sheet: No updates**

## **2. District Expenditures and Income Review**

Director Roxbury questioned a late fee on the Banner Bank Visa and was told that there was a mail mix up with the Sheriff's Office, so the bill was not received, but the problem has been addressed with their staff.

The board reviewed the bank statement and checks included in the packet, as suggested in the audit. Shawn and Kathy will sign the bookkeeper's monthly report.

### **B. Echo Fire Repeater Issue**

When Shawn installed the new Echo Fire repeater in late March, he heard complaints about poor coverage. Roger Norris, from Day Wireless, happened to be there at the time so they did testing to ensure the radios were working properly. Shawn told Merle it was likely due to the narrowbanding and that the 450 radios would work better.

Without notifying Shawn, Echo Fire called in another agency to look at the problem and they were able to fix it. Shawn offered to pay for the service done and is waiting to get a statement from Echo Fire. It was about \$2900. He also asked Echo Fire to discuss any work done on the equipment in the future.

Director Roxbury suggested that Shawn continue to encourage Echo Fire to use the 450 radios and to reassure them that the system does not get busy signals; there is enough room for everyone.

### **C. Staff Salary Step Increase Recommendation**

Shawn provided his employee evaluation of Rosanna and asked the Board to approve a salary step increase, from \$39,000 to \$40,000. This request is in accordance with the Personnel Policy.

*A motion to approve a salary step increase of \$1000 per year for employee Rosanna Brown was made by Director Rogelstad and seconded by Director Lieuallen.*

*Director Rogelstad: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

Director Rogelstad felt that a 3% COLA should be added. It was noted that the cost for health insurance has gone up considerably. Shawn protested receiving an increase in salary.

*A motion to administer a 3% Cost Of Living Adjustment was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Rogelstad: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

### **D. Motorola Service Agreement**

Shawn recommended signing the Motorola agreement, as it covers service, repair, and replacement of infrastructure for a very reasonable price and wasn't increased from the last year's contract.

*A motion to accept the Motorola Service Agreement was made by Director Kennedy and seconded by Director Lieuallen.*

*Director Rogelstad: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

### **E. HVAC RFP**

Shawn reported that he would like to enter into a contract with a provider to inspect and maintain the HVAC systems in the District's 6 sites. He was unsure of the cost and, after speaking with Umatilla County Council, decided to use an RFP process. He compiled a list of companies from Umatilla County, Morrow County, Walla Walla, and TriCities. Director Rogelstad has a similar service that he pays \$150/year and felt that it is well worth the cost. He would like Shawn to keep the business local.

The UMRDD Budget Committee Meeting is scheduled for May 13 at 1pm at Hermiston Station #3. If the budget is approved at that time, it will be passed during a Budget Hearing at the meeting in June.

## **VIII. Adjourn**

*A motion to adjourn the meeting at 2:55pm was made by Director Rogelstad and seconded by Director Kennedy.*

*Director Rogelstad: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

**Next meeting is scheduled for June 4, 1:30 p.m. at Hermiston Station #3.**