

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

November 5, 2013 – 1:30PM

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

Absent:

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

Staff: Shawn Halsey, Rosanna Brown

I. Call to Order Recognition of Guest(s): Director Rogelstad called the meeting to order at 1:43pm.

II. Roll Call: Directors Rogelstad, Roxbury, Kennedy and Lieuallen were present when the meeting started. Director Matlack arrived at 2:17pm.

III. Minutes of the Meeting from October 1, 2013

A motion to approve the minutes from the October 1 meeting was made by Director Roxbury and seconded by Director Kennedy.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

IV. Changes/Additions to the Agenda: None

V. Business from Guests: None

VI. Old Business

A. Riverside High School Project Report: Day Wireless will install the equipment at the high school on Friday, November 8. Shawn reported that the FCC licenses had not come in yet and that it might be due to the government shutdown. Marlon Johnson will follow up with the radio licensing service and notify Shawn. Marlon noted that a reference copy would be enough to start programming.

B. MCC 7500 Console Project: Shawn reported that shipments continue to arrive at the office. The logging recorder equipment was delivered last week. There is a lot of console equipment stacked in the Umatilla County EOC. He is unsure how much more is coming.

He also reported that Tribal Dispatch is having issues and that they plan to address them and pay Wheeler's to do the work needed.

Director Roxbury asked Shawn to give a report on the final numbers after the consolidation decision. Shawn explained that, at this time, the District essentially broke even with regard to equipment purchase. Additional savings will be realized when a third dispatch center does not have to be maintained and new microwave equipment does not have to be purchased.

Shawn reported that the project is on a non-aggressive schedule and moving according to plan.

Director Kennedy asked Shawn if users should expect any outages. Shawn answered that there may be some briefly at switchover but that both systems will be on at the same time so it will be minimal.

Ron Spencer noted that the Motorola STs will be staging in the EOC and, as the completion date gets closer, training will be done. Director Lieuallen's opinion was that training in the EOC would be preferable to training in the Dispatch Center. Director Rogelstad confirmed a hard deadline of the end March 2014 with Ron.

C. WESCOM Interoperability: Shawn included a Day Wireless quote in the packet. It included the expenses associated with the WESCOM Interoperability project. Walla Walla County has offered to pay the installation costs in their building. Shawn would prefer to have it installed at their site because putting it in at a radiating site would interfere with the UMRDD system. The District's financial responsibility would be about \$3000 for radio, box, and battery.

Director Roxbury asked who would benefit from this interoperability and Shawn responded that it would be a benefit to agencies on both sides of the border. Director Lieuallen felt that it would be a great benefit to Umatilla County law enforcement that work near the border and to the Umatilla County Dispatch Center. Additionally, cross-agency communication and hospital communication was one of the action items that came from the bus crash hotwash.

A motion to proceed with the WESCOM Interoperability project was made by Director Lieuallen and seconded by Director Kennedy.

Director Roxbury: Abstained

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

The motion passed with no opposition.

D. CAD Project Report: Shawn reported that the District has received payments from 9 of the 10 participating agencies. Director Lieuallen reported that she spoke with Lora at the Sheriff's Office and that there was a delay, but a payment from Umatilla County will arrive this week. Shawn asked Director Lieuallen to notify the County Finance office that the District can receive mail via interoffice envelopes so they do not need to mail checks or statements. He expects an invoice from Sunridge soon, since the software has been installed on the servers.

VII. New Business

A. System Administrator's Report

1. Unit Tracking Sheet: Mobiles were issued to MCSO, Pendleton Fire, and UCSO. One portable was issued to Umatilla Police.

2. District Income Review: This year's income will start to come in soon as tax payments are made. There is still a small amount coming in from last year, including about \$1700 from Umatilla County this month. The review sheet also showed the CAD project payments from 9 agencies.

3. District Expenditures Review: The Ethics Commission fee is a percentage of the District budget. Shawn noted that the District had not budgeted for this fee and plans to include it in next year's budget. Director Rogelstad informed the Board that this qualifies as a Board expense and the fee should be taken from that line instead of Dues & Fees. *A motion to approve the District Expenditures report, as presented with the change to the placement of the Ethics Commission fee, was made by Director Roxbury and seconded by Director Kennedy.*

Director Roxbury: Aye

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

4. District Bank Statement/Checks Review: The Board reviewed the banks statement and checks. Shawn has seen the first copy of this year's audit report and no problems were noted. He will have the final report at the next meeting.

B. Online Bill Pay: Shawn explained that the idea to use online bill pay came from the fact that many utility bills are due less than 2 weeks after they are received. It is extremely difficult to pay these bills on time when checks are only signed once per month. He asked the Board for its opinion.

Director Rogelstad, familiar with this issue, explained that he sent letters to those companies stating that if bills were not received by a certain date that they would not be paid on time and he would not pay late fees in those cases. He also stated that he did not have a problem with the District using online bill paying, but would like some control. Director Roxbury explained that he does not pay anything online; his district writes checks exclusively. He does not like the use of online bill pay, but is not opposed to the District utilizing it. Director Lieuallen asked about the approval process that includes 2 signatures on each check and Shawn explained that there are already a few bills that the District pays online, such as PERS and taxes and these items are tracked as electronic debits on the bank statements. Director Lieuallen approved. Director Rogelstad asked Shawn to ask the opinion of the District's accountant. If she approves, Shawn may move forward. The consensus of the board was approval.

C. Gleason Butte Sharing Agreement-ODOT: Shawn recommended that the Board approve the agreement.

A motion to sign the agreement "Amendment Number 01 Intergovernmental Agreement, Site Specific Supplemental, Gleason 11" was made by Director Roxbury and seconded by Director Lieuallen.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Rogelstad: Aye

Director Kennedy: Aye

Director Rogelstad signed the agreement.

E. FirstNet Opportunity: Representatives of FirstNet gave a presentation at the Justice Center during the first week of October. FirstNet is a nationwide data system for public safety use only. It has been discussed over the last 5 years and, in order to build the system, they are taking an inventory of equipment across the county to see what is out there that can be shared and utilized in their system. They expressed interest in the District's sites. Shawn thought that a cooperative agreement with this project may be a way to obtain some funding to replace the microwave system. They may be willing to pay for some of the microwave in return for access to the system and tower space. The only drawback Shawn could see would be their use

of real estate on the tower and in the building for their own equipment. Their access to the system would not have an impact on the District's user's ability to use the system. Director Roxbury expressed concern that, when issues arise at the sites, they will have to be dealt with for the District and for FirstNet and this could cause additional problems. Director Rogelstad felt that the conversation should continue as FirstNet develops, but that the Board will not bless the District's involvement in the project at this time. Shawn also pointed out that this project is years out in the future and only in the research phase.

2:17pm: Director Matlack arrived.

F. EF Johnson Portable Demo: Shawn has a couple of EF Johnson portable radios that are almost ready to be put out for testing. He is waiting for a code plug for one. Umatilla Police will receive one. The demo period is 6 weeks. Director Rogelstad asked Shawn to keep the Board informed on the results.

VIII. Open Discussion: None

IX. Adjourn: *Director Rogelstad adjourned the meeting, to be reconvened at 2:30 at the Port of Morrow for the Work Session.*

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