

## UMATILLA MORROW RADIO & DATA DISTRICT

### Hermiston Fire Station #3

October 1, 2013 – 1:30PM

Present: Director Kathy Lieuallen Director Mike Roxbury Director Keith Kennedy  
Absent: Director Marc Rogelstad Director Ken Matlack  
Guests: Marlon Johnson, Day Wireless Caroline Kriete, Day Wireless  
Steve Myren, MCSO Fred Simpson, Motorola  
Staff: Shawn Halsey, Rosanna Brown

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

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

### **III. Minutes of the Meeting from September 3, 2013**

*A motion to approve the minutes from the September 3 and September 10 meetings was made by Director Roxbury and seconded by Director Kennedy.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

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

**V. Business from Guests:** None

### **VI. Old Business**

#### **A. Riverside High School Project**

Day Wireless is waiting for a few parts and plans to schedule the work at Riverside High School by the end of the month. Shawn has all but one piece of equipment. He has not heard about the licenses yet, but won't need it until the equipment is in place and ready to be programmed. Marlon Johnson asked Shawn to program the radios he has and noted that he will follow up on the simplex license.

#### **B. MCC 7500 Console Project**

Shawn met with Motorola and hammered out some details during a recent detail design review meeting. He still has some questions regarding the conventional side and the VHF paging equipment and repeater working with the consoles. The packet included a quote for an extra (6<sup>th</sup>) console position at Umatilla County Dispatch. Fred Simpson did not have the change order at the meeting for signature, but expects to have it shortly. It will not include any changes that weren't discussed. The extra console was about \$50,000 and Shawn recommended buying it outright instead of including it in the lease. Director Kennedy asked Director Lieuallen if there is already a spot for a 6<sup>th</sup> console and she responded that they expect to move into the EOC and that would give them more room but there is sufficient space in their current location for an additional position. Director Roxbury asked Shawn what the savings of consolidation will be, after adding a 6<sup>th</sup> console in Umatilla County and Shawn responded that the net savings from consolidation, after adding the 6<sup>th</sup> console, is about \$100,000 and that is what the District invested into the CAD project. Director Lieuallen added that a 6<sup>th</sup> position will be critical when adding Hermiston Fire and Hermiston Police after consolidation.

*A motion to approve the Motorola change order to add a console, in the amount of \$53,048, was made by Director Kennedy and seconded by Director Roxbury.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

Shawn noted that the change order listed December 2014 as a completion date but that was inaccurate. A completion date of March 2014 will be in the updated change order.

#### **C. Board of Directors Retreat**

The Board of Directors retreat will be held in a meeting room at the Port of Morrow following the next Board meeting on November 5. The retreat will start about 2:30pm and could last until 6pm. Shawn expects Director Rogelstad to attend but was unsure if Director Matlack would be available. Shawn asked that all Directors email him with agenda ideas.

#### **D. WESCOM M-F PD Interoperability**

Shawn would like to have the entire board present to discuss this item, but felt that he probably had the support of the board to create the patch for Walla Walla Dispatch. The patch would be similar to the current OSP patch. It would only take a radio from them and one from the District "glued" together by one piece of equipment that would cost about \$2,000. They would be able to talk on our system. Director Lieuallen supported the patch, as there is a lot of cross state traffic and pursuits. Director Kennedy

also supported the patch but did not want to provide the radio to WESCOM. Shawn noted that the idea was his own; it was not suggested by Walla Walla or UCSO. Shawn will bring a quote to the next meeting.

Shawn installed a base station radio desktop mobile in the Milton-Freewater Dispatch center on September 28. They are now able to listen to UCSO traffic. They are not able to talk to each other on the radio as they run a direct VHF system. Shawn also showed the Chief how his portable worked when keying up to Dispatch and pointed out it sounded better than their own radios. Director Roxbury asked if now is an appropriate time to attempt to include them into the District. He felt that if the work started right after the first of the year, it could be good timing for the May election. He asked Shawn to discuss it with the Milton-Freewater Police Department.

#### **E. CAD Project Report**

The Sun Ridge contract was signed at the Special meeting on September 10. Shawn sent out invoices to each agency for the first payment of 25%. He included copies of the contract with each invoice. Additionally, each invoice included a schedule of payments based on milestones. The District has received one payment so far, from the City of Boardman and expect more to arrive shortly. The Project Manager, Director Lieuallen, reported that there are several meeting scheduled to discuss CAD system codes, additional expenses, servers, and equipment. The kick-off meeting will be October 23 at the Justice Center in Pendleton. She, and several others, plan to attend a RIMS user conference in South Lake Tahoe. Each agency will pay their own expenses.

### **VII. New Business**

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

**1. Unit Tracking Sheet:** One portable was given to Echo Fire, for a new hire. Shawn reported that there are no MTS2000 to give out. If needed, he could have some broken radios repaired but doesn't want to put money into old radios if possible.

**2. District Income Review:** A regular US Cellular lease payment and a small amount from Morrow County came in during the last month. Shawn expects to receive a lot more money in the next month from the CAD project agencies. In response to Director Roxbury's question, Shawn reported that the next payment to Sun Ridge will be due when the software is installed. Director Roxbury does not want the district to make another payment until the current open invoices are paid.

**3. District Expenditures Review:** The expense sheet included the payment to Sun Ridge, some microwave expenses, HVAC maintenance, the Optimization by Motorola, the equipment for Riverside High School (XTL1500), and repairs and regular expenses.

**4. District Bank Statement/Checks Review:** The Board reviewed the banks statement and checks. Shawn noted that he moved \$100,000 from the saving account to the checking account to cover the LGIP deposit.

#### **B. IWCE (March 2014)**

The 2014 IWCE is scheduled for March, during the week of Spring Break. Directors Rogelstad and Kennedy are interested in attending. Shawn and Rosanna will attend. Rosanna will be there for the entire week to take the training courses and Shawn will arrive on Wednesday to attend the trade show. The expenses and dates were included in the packet. Attending the trade show is free for government entities. The airfare will continued to get more expensive so Shawn would like to make the arrangements as soon as possible. Director Lieuallen asked if a user could go in the place of a Board Director and Director Roxbury responded that he was not in favor of that. Director Lieuallen plans to be busy with the consolidation at that time so she will not attend.

### **VIII. Open Discussion**

Ron Spencer asked Fred Simpson to offer a Motorola executive overview live or online at the Board retreat to discuss long term budgetary planning for subscriber units and infrastructure. Shawn will discuss with Ron. Fred also noted that Larry Young and Dave Forester are starting the console preparations.

Steve Myren asked the Board for an idea about when subscriber units will be replaced and if that will be a topic for discussion at the retreat. Shawn responded that it will be a discussion topic and a decision about UHF versus 700 for P25 needs to be made before subscriber units can be chosen. If UHF is chosen, half of the current units will need to be replaced. If 700 is chosen, they will all be replaced. Steve noted that his mobiles are all MCS and will not make the transfer.

### **IX. Adjourn**

*A motion to adjourn the meeting a 2:12pm by Director Kennedy and seconded by Director Roxbury.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

**Next meeting is scheduled for November 5, 1:30 p.m. at Boardman City Hall.**