

UMATILLA MORROW RADIO & DATA DISTRICT

Hermiston Fire Station #3

June 3, 2014 – 1:30PM

Present: Director Roxbury Director Rogelstad Director Matlack
Director Kennedy Director Lieuallen

Guests: Marlon Johnson, Day Wireless Fred Simpson, Motorola

Staff: Shawn Halsey, Rosanna Brown

I. Call to Order Recognition of Guest(s): Director Rogelstad called the meeting to order at 1:34pm.

Director Rogelstad recessed the regular meeting and called the Budget Hearing to order. He opened the floor for discussion from the public and left it open to give others an opportunity to arrive.

Shawn noted one change to the committee approved budget, in the Materials and Services section. The calculations were incorrect because the \$12,000 budgeted for Technical Support was not included in the formula. The correct total was \$253,953. This error also changed the amount in Infrastructure and Replacement. The correct amount was \$384,723.

II. Roll Call: All directors were present.

III. Minutes of the Meeting from April 1, 2014

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

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

IV. Changes/Additions to the Agenda: None

V. Business from Guests: None

VI. Old Business

A. MCC 7500 Console Project Report

Fred provided a project update to the board. He indicated that Day 1 would be the cut over at the Tribe, Day 2 would be work at Heppner, and Day 3 would be work at Pendleton. Shawn noted that the test for Pendleton Fire was successful. No work will be done in Hermiston until July. It will be a flipped switch, nothing physical and the decommissioning will be done by Day Wireless. The equipment will be going to Motorola as part of the agreement.

In answer to Director Matlack's question, Shawn said that there will continue to be redundant back up between counties and that dispatching could be done from either location including tone outs.

Director Rogelstad closed the Budget Hearing at 1:46pm.

Director Matlack asked Shawn about Morrow Counties' responsibility for the recorder. Shawn replied that he has been in contact with Steve Myren about what payment to expect this year and next and he did include this year's payment in the budget.

A motion to adopt the Budget Resolution 14-06-03-01 was made by Director Roxbury and seconded by Director Kennedy.

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

B. CAD Project Report

Shawn reported that the third invoices were sent to each agency. He is attempting to get an invoice from Sun Ridge so the District can make a third payment. There have been several change orders that have affected the total cost of the project. Those changes will be reflected on the fourth invoice and include Boardman Police Department, Umatilla County, Morrow County, and Hermiston Police Department. The total adjustment was about \$10,000 less.

C. Boardman Bombing Range User Agreement

Shawn had a conversation with a local person that would be a system user and was told that they are very eager to work out an agreement. There is language that they must have in their agreements that corresponds to laws. Shawn felt like it would be a simple deal and wouldn't take too much of his time each month. They requested the agreement be signed and sent back by last week, but Director Rogelstad wanted to discuss it with the Board before signing. Shawn noted that the users would be in Director Rogelstad's district so the decision is ultimately his. Shawn will hammer out the agreement and bring it to the Board for approval and signature in July.

VII. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

No radios were issued. Shawn had a few outstanding portable requests for Medic 400 and the Oregon Department of Forestry, but is out of the old model radios. He will request approval to purchase more.

2. **District Income Review:** The Board reviewed the income sheet. Shawn reported that the income amount is more than was budgeted.
3. **District Expenditures Review:** Expense sheets for April and May were included in the packet. The Sun Ridge payment will be removed from the expenses, because the District had not been invoiced.
4. **District Bank Statement/Checks Review:** The Board reviewed the checks and statements.

B. Motorola Infrastructure Repair Agreement

Motorola was unable to get the agreement to Shawn in time for the meeting, but it is the same agreement that the District has had with Motorola for a few years. It covers any broken equipment either by repairing or replacing from July 1, 2014 to June 30, 2015. Shawn felt that it was a good value. In response to Director Rogelstad's questions, Shawn noted that this contract is for equipment repair and replacement so the Communications Technician position would not eliminate this contract. It is the service contract with Day Wireless that is being eliminated.

A motion to accept Motorola Services Agreement #00001020736 was made by Director Roxbury and seconded by Director Lieuallen.

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

C. Portable Accessories

The user board had a discussion at their last meeting regarding portable accessories and the responsibility of the District to maintain them. Specifically, they discussed the ear mics that are used by Umatilla Police, Stanfield Police, and Hermiston Police. These mics were purchased for these agencies only, by CSEPP, so radio communication could continue when users were wearing protective masks in the case of a chemical emergency.

Shawn has been rounding them up from the fire departments and distributing them to the police departments as needed but he is almost out of them. The life span is only 1-3 years so they are used quickly. Shawn asked the board for input on the District replacing them as needed and what to replace them with since that particular model is not made anymore. The comparable unit is wireless and costs about \$200. The user group's opinion was that the District should continue to maintain the accessories that have been provided in the past to just those three agencies.

Shawn also noted that any agency that wants to buy their own accessories must have his approval.

Director Rogelstad asked Shawn to propose a plan that includes costs, users, and the value of the equipment and bring it back to the Board for further discussion.

D. Medical Insurance and the Affordable Care Act

The District purchases insurance through Wheatland and has policies with Regence Blue Cross. Comments were made at the budget meeting about the increases in rates due to the ACA. Director Rogelstad commented that the Boardman Fire District had to leave SDAO after their deductible tripled. The budget committee decided to put additional funds in the insurance line and will have a discussion about how the increases will be addressed, either paid by the employees or additional contribution from the District.

E. Barnett & Moro proposal

Shawn included Barnett & Moro's proposed agreement in the packet. Due to the increase in their rates, Shawn had to add \$100 to the budget line. He plans to use a different auditor next year. Director Rogelstad suggested a company from Eugene that charges \$4400.

Shawn also noted that he plans to change bookkeepers in the next year or so. He has signed a one year contract with Landmark.

F. Test Equipment purchase and New Budget Line creation

Shawn provided a quote from Anritsu for a piece of test equipment. It has many beneficial features including a mapping function and built in GPS and will help the District with the maintenance of the microwave system. The quote was \$26,605.25.

The Board directed Shawn to get a few other quotes. He will have to make an adjustment in the next fiscal year budget.

G. Weston Mountain Agreement

The District now owns the Weston Mountain site and leases the property from the Hatleys for \$7000 per year. This amount was established by the landowners.

In response to Director Rogelstad's questions, Shawn reported that he has not heard back from Umatilla Electric as they are waiting for the sale to be completed on the Boardman site.

H. Day Wireless Quote for Field Equipment

Shawn reported that the District is very low on portable radios and is constantly getting requests for more.

Shawn provided a quote for 8 XTS1500s to use as cache radios so the radios currently marked as cache can be issued to the requesting agencies. The XTS1500s have less capabilities but would be adequate for the cache. Medic 400 and BIA have both requested radios.

The Board directed Shawn to work on an audit of the radios at every agency and find any unused radios that can be reissued.

A motion to accept the Motorola Quote 278592, in the amount of \$11657.60, was made by Director Rogelstad and seconded by Director Kennedy.

Director Rogelstad: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

In response to Director Matlack's question about raising property values, Shawn said that the counties tell him to plan on a 1% increase each year when budgeting. A recent letter from Morrow County notified him about additional funds that the District will receive related to Columbia River Processing. Director Rogelstad noted that Morrow County had a 3% increase in value due to construction.

Director Roxbury suggested Shawn talk to Bob Ward to find out if the District will receive any funds from Amazon.

VIII. Open Discussion

Shawn received a training notice from SDAO for board members and staff, in Hermiston. He will forward the information to the board. Attending will give the District a 2% reduction in insurance costs. Director Rogelstad noted that training can also be done by watching dvds from SDAO and some conference sessions also count.

District staff will start a training file for the board and include trainings that have been done, sessions attended, and what else needs to be done.

Shawn will be out of the country, on vacation, from June 24 through July 13.

IX. Adjourn: Director Rogelstad adjourned the meeting at 2:51pm.

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