

**UMATILLA MORROW RADIO & DATA DISTRICT**

Hermiston Fire Station 33

April 7, 2015 – 1:30PM

Present: Director Roxbury                      Director Broadbent  
          Director Lieuallen                     Director Kennedy  
          Director Matlack

Absent: None

Guests: Marlon Johnson, Day Wireless  
          Greg Montalbano, Day Wireless

Staff: Shawn Halsey  
          Brett Mueller

**I. Call to Order Recognition of Guest(s)**

**II. Roll Call: All Directors were present.**

**III. Minutes of Meeting from March 3, 2015**

*A motion to approve the minutes from the March 3 meeting was made by Director Broadbent and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Broadbent: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

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

**V. Business from Guests**

**VI. Old Business**

**A. Vehicle Lighting Discussion**

After hearing from the SDAO representative at last meeting, the Board had a discussion regarding the lighting of the District Tahoe. The only issue SDAO presented was the authorization process with ODOT. The subject was tabled until this meeting. Shawn noted that the ODOT approval process is lengthy and asked the Board to advise light colors. Red, white and blue were decided. Shawn will work with ODOT and give a report at the next meeting.

**B. Salary Scale**

Shawn presented a proposed employee salary scale. It included a 2.5% raise per step plus COLA and a 5% per step without COLA. Shawn also presented an option for the administrative/tech assistant position to be reduced to 32 work hours and for the current salary to be the top step in a salary scale. Director Matlack did not approve of the idea of not working full time. Director Lieuallen suggested that a position working less than 40 hours would receive less benefits. Director Roxbury felt that benefits based on a shorter week would create logistical challenges. Director Kennedy stated that he agreed with Director Matlack and also felt that someone should be in the office and the new system migration would take Brett and Shawn out of the office more, leaving it empty if Rosanna was not there. In response to Director Matlack's question, Shawn reported that he had not discussed working 4 day/10 hours shifts, or a variation of a flex schedule, with Rosanna. The Board agreed that it is easier to call the office and talk to someone than to attempt to reach employees by cell phone and so someone should be in the office to take those calls. They also decided that full time employees have been budgeted so the employees should work full time.

Shawn planned to discuss the pay scale with the employees. The Board proposed 3% per step and COLA applied across all steps or 5% per step with no COLA until the 5<sup>th</sup> step is reached. Shawn will bring a recommendation to the next meeting.

**VII. New Business**

**A. System Administrator's Report**

**1. Unit Tracking Sheet**

Shawn issued radios to Hermiston Fire. Director Roxbury asked how many portables the USCO uses, as they have been issued over 50. Shawn noted that the list shows radios for deputies, Marine, Search and Rescue, Reserves, Civil, and courthouse security.

Director Roxbury felt that the District needs to look very seriously when new portables are being issued and see how many portables really need to go to each agency. Shawn agreed and plans to ask each agency to give him a list of how many they need when the new radios are distributed.

Director Lieuallen asked about the Weston radios. Shawn talked to the North end deputy and he reported that he spends more time at the Weston office than the Milton-Freewater office. Shawn will test the portable coverage in the Weston office. The Board directed Shawn to review his issue form and see how many radios really will be needed with the new system. Director Roxbury suggested talking to the agency heads and find out the minimum number of radios needed and ask for justification for those numbers.

2. District Income Review: Board reviewed. The income sheet included a Morrow County NICE payment and tax payments from Umatilla and Morrow Counties. A NICE payment hasn't been received from Umatilla County. Shawn plans to move money into LGIP.

3. District Expenditures Review: Board reviewed

4. District Bank Statement/Checks Review/LGIP: Board reviewed

#### B. Vehicle Use Policy

Shawn put together the Vehicle Use Policy based on a complaint received from a member of the public. This person saw the Tahoe at a public school, dropping off a child. Shawn told the person that he would bring up the issue at the Board meeting and he discussed it with various users and directors. The Board reviewed and discussed the points in the policy and approved it as provided.

*A motion to approve the Vehicle Use Policy and Resolution 15-04-07-01, was made by Director Kennedy and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Broadbent: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

#### C. Cabbage Hill Tower Purchase

The quote in the packet was provided by the State. It erroneously listed the State Radio Project as the customer. Shawn expected an updated quote and asked the Board for approval.

*A motion to accept the Cabbage Hill Tower Purchase, in the amount of \$42,320, was made by Director Matlack and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Broadbent: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

#### D. Motorola Infrastructure Repair Agreement

The Motorola agreement presented was an extension of the same agreement that the District has had for the last few years. It begins July 2015. The agreement is for the District to give broken parts to Motorola and received repaired parts. It is not advanced replacement, which is more expensive. Shawn also received a Technical Support quote of about \$22,000 per year. It was less than the previous quote, but still higher than he'd like.

*A motion to accept the Motorola Infrastructure Repair Contract was made by Director Lieuallen and seconded by Director Broadbent.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Broadbent: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

#### E. Motorola SmartX Converter Purchase

Shawn provided a quote with price to the Board for the SmartX. The SmartX box is a link between the digital core and analog sites and the District uses 2. One is for the main system site and the other is for the Weston Mountain site. The District had one spare and Shawn asked for a second so each site would have its own programmed spare. The programming is time intensive and this would speed up the repair process during an outage.

*A motion to accept the Motorola SmartX Converter Purchase, in the amount of \$11,900, was made by Director Kennedy and seconded by Director Broadbent.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Broadbent: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

**VIII. Open Discussion**

Director Matlack notified Shawn that MCSO will need 2 portables and 2 mobiles for a new school resource officer and a parole officer.

**IX. Adjourn**

*A motion to adjourn the meeting was made by Director Broadbent and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Broadbent: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

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