

**UMATILLA MORROW RADIO & DATA DISTRICT**

Boardman City Hall  
July 11, 2017 1:30PM

Present: Director Lieuallen          Director Matlack          Director Roxbury  
Absent: Director Kennedy          Director Pratt  
Guests: Marlon Johnson, Day Wireless  
Rick Stokoe, Boardman Police Department  
Greg Goodwin, Microwave Networks  
Staff: Shawn Halsey, Rosanna Brown

I. Call to Order and Recognition of Guest(s): The meeting was called to order at 1:33pm.

II. Minutes of the Meeting from June 6, 2017

*A motion to accept the minutes from the meeting on June 6, 2017 was made by Director Matlack and seconded by Director Lieuallen.*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

*Director Matlack: Aye*

III. Changes/Additions to the Agenda: None

IV. Business from Guest(s): None

V. Old Business

A. New Systems RFP

Shawn released the Voice System RFI and received some questions from Harris and a national warehouse. He was not concerned about the questions and assumed they were questions that were always asked.

B. Service Vehicle Update

1. Opinion from Counsel

An email response from Doug Olsen was included in the packet. In response to the question about the contracting rules and surplus vehicles, Doug answered that, since the arrangement was between 2 public agencies, the public contracting rule did not apply. Umatilla County has an invoice from UMRDD and the deal has been approved by the Board of Commissioners. Umatilla County Search and Rescue will man the communications truck during the eclipse and have offered to assist Shawn and Brett during that time.

C. Subscriber Subcommittee

The Subscriber Subcommittee had not been able to meet at the time of this meeting. Director Lieuallen was working on a document for the committee to use when visiting agencies. The document included questions to ask the contact at each agency and a place for notes regarding their responses. The subcommittee will also provide an inventory list to each agency before their visit. The goal of these visits is to determine how many radios each agency has versus how many radios they need and use. Director Lieuallen asked the Board to send her suggestions for additional questions to add to the list.

In response to Director Matlack's question, Shawn noted that it seems that each agency treats the issuance of radios to new hires differently. Sometimes the changes are reported to the District and sometimes they are not known until the District is notified by Dispatch staff. He confirmed that the inventory lists will include serial numbers. He also explained that these lists have recently been updated and are available, to registered users, on the District's website ([www.umrdd.org](http://www.umrdd.org))

The Board discussed using bar code stickers, but Shawn was unsure if that would be a time saving measure.

D. Milton-Freewater Outreach

Shawn received an email from the Milton-Freewater chief of police. They were not interested in joining the District or receiving Subscriber Subcommittee updates.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet: No radios issued in June.

2. District Income Review: The Board reviewed the Income Report.

3. District Expenditure Review: The Board reviewed the Expenditure Report.

4. District Bank Statement/Checks Review: The Board reviewed the bank statements and checks.

5. LGIP: The Board reviewed the LGIP Report.

The balance of the account was about \$1.3m and some funds continued to come in from back property taxes. Shawn did not think there would be a need to transfer money into the checking account this month.

B. Andrew Seybold Inc. Grant Assistance Proposal

Shawn was introduced to the Andrew Seybold Inc grant assistance program in San Antonio, at the FirstNet stakeholders meeting. The company was formed by retired public safety communication people that are heavily involved with national communication groups. They have offered to look at possible nationwide grants that the District might qualify for to fund system upgrades. They also felt that a partnership with AT&T was a possibility. Shawn felt that he needed to look more into this information before releasing the Microwave System RFI. Shawn asked the Board for their opinions on paying \$20,000 to this company for help in finding grants. He noted that there was money in the professional services line.

Shawn had a FirstNet plan evaluation team meeting scheduled for the next day and part of that meeting would be a discussion regarding AT&T and their expansion to Eastern Oregon. Shawn felt that their coverage map was inaccurate.

Director Roxbury suggested contacting ESCI in Tualatin, for a quote, as they offer similar services. Shawn noted that his meeting was in Tualatin and he would check into it. In response to Director Matlack's question, Director Roxbury noted that many grants will pay for the grant assistance that was used, especially if it is was a large and complicated process. Shawn believed that the service that this proposal offered was just to find grants, not to help facilitate the application process or what came after. He did believe they had another fee structure for that service.

Marlon Johnson informed the Board that Motorola offers a grant assistance program, free of charge, with no obligation to use Motorola as a vendor. They provide a list of grants to apply for. Shawn felt uneasy using a free service from a vendor. Marlon intended to provide references for Shawn and the Board to contact, regarding use of the grant assistance program.

Shawn will continue to look at a collaboration with AT&T and federal money for microwave funding. He felt that there was an opportunity to defer the cost by working with AT&T to create more back haul for FirstNet. He planned to continue to collect information and quotes.

C. Resolution 17-07-11-01: Changes to Budget

The Umatilla County Election invoice for the May election was high than anticipated so the line item was short \$4026. That money was moved from the contingency line to cover the deficit. Shawn read the resolution.

*A motion to adopt Resolution 17-07-11-01: Changes to Budget, as provided, was made by Director Matlack and seconded by Director Lieuallen.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

D. Safety Review

Shawn met with Brian Wolf from Special District. Brian suggested that the District adopt a Loss Control Program and policy. The program focused on injuries tied to workplace safety. He also thought the District should be holding regular safety committee meetings. He felt it was not good enough to just talk about safety issues in the office. Shawn suggested that since there is a Board meeting every month, the safety committee meeting could be incorporated into it, as part of the agenda, with Shawn as the safety committee officer. The process needed to be more formal. During this review, the Board discussed the issue of ventilation at the sites. In response to Director Matlack's question, Shawn reported that the District had only had one workers comp claim, when Brett fell two years previously.

E. Policy & Resolution 17-07-11-02: Loss Control

The Loss Control Program was a suggestion from the Special Districts. Shawn recommended adopting their program and policy and he read the resolution.

*A motion to adopt Resolution 17-07-11-02: Loss Control Program policy, as presented, was made by Director Lieuallen and seconded by Director Matlack.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Lieuallen: Aye*

F. Morrow County Treasurer Authorization

Shawn received a letter from Morrow County and an agreement to authorize their treasurer to be a custodial office of the District and to invest tax funds. When Shawn spoke to the treasurer, she noted that this was a regular occurrence and that a signature was needed from the Board. Shawn noted that, if Umatilla County has the same policy, he had not seen any documentation for it.

The Board wanted clarification so Chief Stokoe brought the financial officer for the City of Boardman into the meeting to answer questions. He confirmed that it was a regular practice, based on state and federal budget law requirements. He was unsure why the

District had not received similar documentation from Umatilla County. The policy allows the treasurer to collect, organize, and distribute the tax funds. He also noted that it would not complicate the audit process.

*A motion to adopt the Morrow County Treasurer Authorization order was made by Director Matlack and seconded by Director Lieuallen.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

#### VII. Open Discussion

Shawn provided SDAO training dvds for the Board to take and review.

In response to Rick Stokoe's question, Shawn confirmed that the Voice system RFI was sent out, in preparation for the RFP. An RFP had not been released.

The Board discussed the gas plant enterprise zone and how it was developed and negotiated through the counties and not through cities. It gave new companies a break on taxes and that had a large impact on local special districts. Usually, the tax break lasted 3-5 years, with the option to be extended up to 15 years. The local cities and districts were usually not able to be involved in the negotiations and were not given any benefits in lieu of the lost tax funds. Chief Stokoe reported that he had had some luck in that department, but agreed there was an extreme disadvantage. Director Lieuallen noted that the windmill projects had donated funding to area schools and she suggested attending planning commission meetings for more information.

Greg Goodwin asked the Board for clarification regarding the microwave RFI. Shawn noted that purchasing decisions would be put on hold until after he had a discussion with reps from AT&T to talk about the possibility of using their network and federal grants. It would be at least 2 months.

Shawn reported that he had been working with both counties on communication plans for the eclipse. He was planning to invest money in solar power and better battery systems for the mountain top to avoid using the gas generators. Both counties had offered to help Shawn and Brett during the event.

#### VIII. Adjourn

*A motion to adjourn the meeting at 2:41pm was made by Director Lieuallen and seconded by Director Matlack.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

#### **Next Meeting**

August 1, 2017

UCFD#1, Station 23