

**UMATILLA MORROW RADIO & DATA DISTRICT**

Boardman City Hall  
May 2, 2017 – 1:30PM

Present: Director Roxbury                      Director Lieuallen  
          Director Matlack                        Director Kennedy

Absent: Director Pratt

Guests: Rick Felt, Codan/Daniels                      Don Brown, Codan/Daniels  
          Pat Lund, Day Wireless                              John Bowles, Morrow County Sheriff's Office  
          Justin Sterrett, Day Wireless                      Marlon Johnson, Day Wireless  
          Loren Dieter, Boardman Police                      Greg Goodwin, Microwave Networks

Staff: Shawn Halsey, Rosanna Brown

**I. Call to Order and Recognition of Guests:** The meeting was called to order at 1:27pm.

**II. Roll Call:** Directors Lieuallen, Kennedy, Roxbury, and Matlack were present. Director Pratt was excused.

**III. Minutes of the Meetings from April 4, 2017**

*A motion to approve the minutes from the April 4 meeting was made by Director Matlack and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

**IV. Changes/Additions to the Agenda:** Director Lieuallen added VII. New Business D. Citizen Complaint

**V. Business from Guests**

**A. Codan Presentation, Rick Felt and Don Brown**

Rick Felt and Don Brown gave an updated presentation. The new presentation included a comparison of UHF and 700 and more recently developed technologies.

In response to Director Kennedy's question, Rick confirmed that Codan systems were not tied to any vendor for subscriber units. Using the P25 standard meant that any P25 compliant unit would work on their systems. Codan followed all P25 standards and offers encryption, GPS tracking, and ISSI. Don confirmed that there was no additional fee for ISSI and that the success of the integration depended on how well the VPN from the other agency works. There were no additional fees to add sites, only the cost of the additional equipment.

In response to Director Matlack's question, Don reported that the equipment could withstand temperatures from -40 to 110. The radios had the ability to lower power when overheated.

In response to Shawn's question, Don said he doubted there would be need for bandwidth exceeding ds3 and noted that different configurations were available for the control channel. Don also noted that one to two more sites would be needed to provide coverage at the current level. Director Matlack expressed concern about losing the current coverage and capabilities when moving to digital and possibly a different band.

With regard to in building coverage, Don noted that it was improved with 700/800 and that solutions like BDAs helped with the multipath issues. Shawn also noted that a 700 band BDA solution was less expensive than 450.

*Director Kennedy left at 2:20pm.*

Shawn reported that he did have access to more UHF channels. In response to Director Matlack's question, Shawn explained that the band decision did not have to be made right away and that he'd like to hear what the vendors suggest regarding band and their coverage guarantees. In response to Loren Dieter's question, Shawn confirmed that the Cabbage Hill site was included in the new configurations. Director Roxbury pointed out that it may not be worth going to 700 if it appears to be less expensive up front, but end ups costing even more when buying the equipment needed to get the same coverage as 450. Director Lieuallen agreed that the Board must balance coverage versus cost.

**VI. Old Business**

**A. Next System RFP**

**1. Voice System Frequency Selection**

**a. Next Voice System RFI**

Shawn provided the draft RFI to the Board for review. He also reviewed it with the User Group and sent it to MCP. He will remove the section in 3.1.1 regarding the 700 band decision. Section 3.9.1 called for full redundancy. Shawn planned to give 60 days for a reply by vendors, having them due in August. Section 3.4 gave specifications for coverage and included where the District sites were and where the fill in sites would be. The Board agreed that they were asking for the very best solution that the vendors could offer. They did not want a variety of options. Shawn pointed out section 3.14.2. It said that vendors were expected to be experienced and competent and change orders over 3% would not be accepted. That was tighter than what vendors are used to but Shawn felt that, based on past experiences, it was necessary.

**b. Next Microwave System RFI**

Shawn began the Microwave RFI document. He felt that the best system would include a mix of indoor and outdoor units. The drawback to outdoor units would be the tower climb to fix bad radios. Dean Hane's system was all outdoor units and he hadn't had any issues. Marlon noted that, if tower work was needed, local crews could be trained and that would keep the cost down. Tower crews from Spokane would cost more. Shawn believed having 2 dishes with 2 radios would provide redundancy to help prevent the need for tower crews in case of failure. Shawn had also been talking to a fiber optics provider in Hermiston, regarding the Umatilla fill in site. Having a mix of fiber optics and microwave would save money. There were pros and cons for using fiber optics and Shawn planned to look into it further. The decision regarding an RFP was up to the Board. Shawn noted that it was a clear deal, with no options to choose from, and an easier decision to make.

**B. Service Vehicle Update**

Shawn spoke with the UCSO and they planned to buy the truck. They asked to be invoiced for \$65,000 before July 1. The Board approved the sale.

**C. All User Meeting**

Shawn spoke with the User Board and they agreed to have an all user meeting to discuss the new system and subscriber units. Shawn planned to send out an email to schedule the meeting. Director Roxbury suggested having the meeting in the evening and to notify the group that it could be their last opportunity to voice their opinions. He felt that a Thursday might be best.

**VII. New Business**

**A. System Administrator's Report**

**1. Unit Tracking Sheet:** UCFD1 portable issued.

**2. District Income Review:** The Board reviewed the income report.

**3. District Expenditures Review:** The Board reviewed the expenditure report.

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

**5. LGIP:** The Board reviewed the LGIP report.

**B. District Facebook Page**

Based on a discussion during the User Group meeting, Shawn asked the Board if the District should have a private Facebook page that would be open to users only and have radio information such as how to scan and change zones. Additionally, the page would direct users to the District webpage for more information. The Board supported the idea.

**C. Milton-Freewater Outreach (moved to the end of Old Business)**

Shawn recently spoke with the Dispatch supervisor in Milton-Freewater and helped with their RFP plan. Shawn suggested they put in a repeater and asked the Board if they would be willing to give an unused State of Oregon repeater to Milton-Freewater. The Board felt that Shawn should not be spending time helping them, but could contract his service out to them, if they were interested in paying for it. The Board agreed that there was still interest in bringing Milton-Freewater into the District, but since they are not currently, there is no obligation to help with their radio communication system. The Board supported Director Roxbury and Shawn contacting Milton-Freewater to discuss coming into the District and attending a City Council meeting.

**D. Citizen Complaint**

Director Lieuallen received a citizen complaint. The citizen did not think that Shawn should use the district vehicle to take his son to school. His concern was with the insurance liability. The Board previously discussed this issue and made a policy, allowing Shawn to transport family members when needed, because he is on-call at all times. Director Lieuallen can inform the citizen that the matter was already addressed and give him a copy of the policy.

**VIII. Open Discussion**

Shawn asked the Board its opinion on him talking on radio shows about the District. He would like to also take willing directors and users to talk about what the District is and what it does. He felt it would be a good way to educate the population. The Board supported the idea and told Shawn to move forward.

**IX. Adjourn**

*A motion to adjourn the meeting at 3:28pm was made by Director Lieuallen and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

**The next meeting is scheduled for June 6, 2017, at Umatilla County Fire District #1, Station 23**