

**UMATILLA MORROW RADIO & DATA DISTRICT**

Boardman City Hall  
July 7, 2015 – 1:30PM

Present: Director Lieuallen                      Director Matlack                      Director Pratt  
Absent: Director Roxbury                      Director Kennedy  
Guests: Marlon Johnson, Pat Lund, Rick Stokoe  
Staff: Shawn Halsey, Rosanna Brown

I. **Call to Order Recognition of Guest(s):** The meeting was called to order at 1:30pm.

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

**III. Minutes of the Meeting from June 2, 2015**

*A motion to approve the minutes from the June 2 meeting was made by Director Matlack and seconded by Director Pratt.*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

IV. **Changes/Additions to the Agenda:** Director Pratt was sworn in by Shawn.

V. **Business from Guests:** None

**VI. Old Business**

**A. Vehicle Upgrade**

Shawn included two quotes in the packet for upgrades to the District Tahoe. The Day Wireless (Pasco) quote of \$9849.15 included a few communications specific items that were not on the Wireworks (Salem) quote of \$8555.68. In response to Director Matlack's question, Shawn noted that Wireworks has a good reputation and installed a good system in the big truck, but using Day Wireless is more convenient and, ultimately, less expensive.

*A motion to approve the bid from Day Wireless, as presented, was made by Director Matlack and seconded by Director Pratt.*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

**B. FirstNet Regional Workshop**

The FirstNet group held a workshop at the Justice Center last month. They were looking for input regarding the needs of users in the area. The turnout was not good. Director Lieuallen was the only Board member to attend.

Local agencies still need to give their input and can do so through the FirstNet website. Shawn made a presentation at the workshop and included the slides in the packet. Director Lieuallen thought Shawn's presentation was very good.

**C. Updates to Navy Agreement**

The bombing range added 2 radios to their agreement this year. They plan to add more mobiles and a base radio. Shawn reviewed and signed the updated agreement and provided it in the Board packet for review. Their user fee increased slightly. The Board directed Shawn to find out more information about the ownership of Bombing Range Road and if the Navy is interested in Morrow County taking possession, as they already maintain the road and fight fires there. The Navy owning the road has led to restricted access to Morrow County residents in the past.

**D. Cabbage Hill Tower**

**1. Construction Contract**

Shawn clarified the contract award. During the last meeting, there was some question about who won the bid, based on a required document not being seen by the review committee. Shawn spoke with SDAO and Doug Olsen and received proof

from Day Wireless that the bid bond had been obtained. It could not be proven that the bond was not included in one of the packets, so the District was able to award the contract to the lowest bidder, Day Wireless. Shawn notified all of the bidders of the update and did not receive any notice of a contest.

Shawn was waiting for a contract from Day Wireless and had hoped to have it at the meeting for the Board to review and sign. Since he had not received it by the meeting start, he planned to call a Board meeting in the next two weeks to address the contract only. The contract has to be reviewed by SDAO and Doug Olsen. The State is ready to move forward. The State also knows that, since the site is on Tribal land, 15-20% of the contract amount must be work done by a Tribal business, and they are planning accordingly.

## **2. Tower Changes**

Shawn reported that the original tower quote included some equipment that will not be needed so the price is about \$300 lower than expected. Delivery is expected mid-July. The District will not be ready to receive the equipment so a small rental fee will be charged.

## **VII. New Business**

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

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

**2. District Income Review:** The Board reviewed the June income. A new fiscal year began July 1.

**3. District Expenditures Review:** The Board reviewed the June expenses. Shawn noted that the largest expense was for the batteries at the Prime site. This was an unforeseen expense and a modification to the budget was needed.

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

### **B. Resolution 15-07-07-01: Updates to Personnel Policy**

The Personnel Policy update reflected changes to the definitions of full time and part time employees and benefits they are eligible for. Director Matlack suggested changing the benefit section to read no benefits given to anyone working less than 22 hours, instead of a percentage of benefits.

*A motion to approve the resolution, as read by Shawn, with the noted changes regarding hours/benefits and with Director Lieuallen as the Board representative for signature, was made by Director Matlack and seconded by Director Pratt.*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

### **C. Resolution 15-07-07-02: Change to Budget**

The resolution making changes to the budget moved funds from the Contingency line to Site Equipment, to cover the unexpected cost of replacing the battery pack at the Prime Site.

*A motion to approve the resolution, with Director Lieuallen as the Board representative for signature, was made by Director Pratt and seconded by Director Matlack.*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

## **VIII. Open Discussion**

Shawn spoke to the Board about a report from a Hermiston Police Department captain regarding a signal issues inside Hermiston High School. Shawn expects to need to create a work around for them that is similar to what was done for Boardman High School. He planned to do some radio testing inside the school and then make a plan to improve the signal.

## **X. Adjourn**

*A motion to adjourn the meeting at 2:14pm was made by Director Pratt and seconded by Director Matlack.*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

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