

**UMATILLA MORROW RADIO & DATA DISTRICT**

Hermiston Fire Station #3

June 2, 2015 – 1:30PM

Present: Director Kennedy Director Matlack Director Roxbury  
Absent: Director Lieuallen Director Broadbent  
Guests: Ron Spencer, Marlon Johnson, Mark Pratt, Pat Lund  
Staff: Shawn Halsey, Rosanna Brown

**Budget Hearing**

**I. Call to Order:** The Budget Hearing was called to order at 1:31pm. Directors Kennedy, Matlack, and Roxbury were present.

**II. New Business-Resolution 15-06-02-02: Adopting Budget**

The Board directors reviewed the budget documents provided and the resolution. In response to Director Roxbury's question, Shawn noted that the unappropriated expense amount was based on 4 months of expenses. Shawn read the resolution.

*A motion to adopt Resolution 15-06-02-02: Adopting Budget was made by Director Kennedy and seconded by Director Matlack.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

**III. Open Discussion:** None

**IV. Adjourn:** *A motion to adjourn the Budget Hearing at 1:36pm was made by Director Matlack and seconded by Director Kennedy.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

**Joint Meeting of the UMRDD Contract Review Board and the UMRDD Board of Directors**

**I. Call to Order:** The Joint Meeting was called to order at 1:36pm. The Contract Review Board is made up of the Board of Directors. Directors Matlack, Kennedy, and Roxbury were present.

**II. Public Hearing Proposed Resolution and Public Contracting Rules**

The Board directors reviewed the provided rules. The updated rules were emailed to Shawn, with the notification and resolution documentation. The new version replaced the previous version. The 5 notable differences were highlighted on page 14 of the packet.

The Board discussed one point regarding contracting professional services and basing the decision on price versus qualification. Director Roxbury pointed out that qualifications are often more important than the lowest bid. Director Matlack agreed but noted that, when a budget must be followed, the price must be considered. Shawn was directed to ask for a clearer definition of that section.

**III. Resolution 15-06-02-01 Consideration and Adoption**

*A motion to adopt Resolution 15-06-02-01, as provided, was made by Director Kennedy and seconded by Director Matlack.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

**IV. Adjourn:** *A motion to adjourn the joint meeting at 1:46pm was made by Director Matlack and seconded by Director Kennedy.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

**Board of Directors Meeting**

**I. Call to Order and Recognition of Guests:** The meeting was called to order at 1:47pm.

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

**III. Minutes of Meeting from May 7, 2015**

*A motion to approve the minutes from the May 7 meeting was made by Director Matlack and seconded by Director Kennedy.*

*Director Roxbury: Aye*

Director Matlack: Aye  
Director Kennedy: Aye

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

**V. Business from Guests:** None

**VI. Old Business**

**A. Vehicle Lighting Discussion**

Shawn met with interested parties, mostly law enforcement, and didn't feel that the discussion changed any minds about the designation. OSP was the most important agency's approval to obtain. Shawn was informed by ODOT of a new designation process that will be coming out later this year. He did not have all of the details of requirements but he did note that letters from local agencies will not be needed to be granted the designation. The Board tabled the discussion until ODOT releases the new designation requirements.

**B. Administrative Assistant Work Plan**

Shawn summarized the reduced hour discussions that were had over the past few Board meetings. Rosanna asked to work a 32 hour work week and was not interested in 4/10's but was open to a mixed work schedule that equaled 32 hours, such as 2 half days per week. In exchange for less hours, her current salary would be the top salary of the position, step 5. Shawn noted that, based on this calculation, the District would save about \$25,000 over the next 5 years.

The Board's main issue with the change was accommodating a person individually vs. what is best for the District. They also were concerned about 40 hours of work being done in 32 hours. Rosanna noted that, since Brett has come on, she spends much more time in the office than she did when she traveled with Shawn more during the work days. She felt confident that she would be able to complete the work in the 32 hours.

Shawn's recommendation was to change the administrative/technical assistant position to a 32 hour position. He spoke with PERS and the insurance providers and none had an issue with considering 32 hours full time for the purposes of benefits. He agreed that sick time and vacation time should be earned at a reduced rate. Additionally, overtime should not be paid until more than 40 hours is worked in a week. After additional discussion, the Board directed Shawn to provide a resolution, spelling out the position changes, compensation, and benefits, to be reviewed at the next meeting for approval.

**VII. New Business**

**A. System Administrator's Report**

**1. Unit Tracking Sheet**

Shawn provided a portable to UCSO for a new marine deputy that is being training by one that will retire. Shawn will take the radio back when that deputy retires.

**2. District Income Review**

Tax money continued to come in as expected and included a large deposit from Umatilla County. Director Roxbury asked staff to only include the previous month's deposits on the tracking sheet provided to the Board.

In response to Director Kennedy's question, Shawn clarified that Union Pacific Rail Road pays a user fee to the District for one portable and one mobile.

**3. District Expenditures Review**

Shawn noted that the SmartX converter was one of the large expenses from the past month. That expense was approved at the last board meeting. There were also multiple charges for publications for hearings and meetings.

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

**B. Cabbage Hill Tower Bids**

Bids were received from 4 vendors and opened on Friday, May 29. The bids were scored by committee. While Day Wireless had the lowest bid and got the highest score, they could not be selected because a bid bond was not found in their proposal. When asked, they said they provided one original but it was not seen by the scoring committee and all but one of each proposal was destroyed after the scoring process was completed. Legacy was the next lowest bid but their score was low so HPS was chosen as the winner of the bid. Pat Lund and Marlon Johnson asked about providing proof that their bond was purchased and asked to review the protest clause of the RFP.

The Board directed Shawn to talk to the loss prevention office of SDAO and explain the facts and get their interpretation of the issue. Shawn spoke with each vendor that submitted a proposal to tell them if they were or were not successful in their bid.

**C. FirstNet Regional Workshop-June 18**

FirstNet will host a workshop on June 18, at 9:00am, at the Umatilla County Justice Center. They are looking for specific feedback from public safety agencies and users about how to use the digital network in this area and what kind of coverage is desired. Shawn requested Board presence at the workshop. Shawn will provide more details to the Board as he receives them.

He felt that a partnership with FirstNet will be beneficial when the District is ready to upgrade the microwave system.

#### **D. Grant Opportunity**

Shawn provided documentation for an SIEC approved grant opportunity. The State Radio Project will provide \$250,000 grants for interoperability, specifically ISSI connections and infrastructure. Shawn felt confident that the District would qualify for and likely be given a grant. It will be awarded November 1 with a completion date by March 2017. If granted, Shawn would use the grant funds for combination repeaters and base stations in the sites, using national interoperability channels so agencies coming from outside the area could be patched to local agencies.

#### **E. Additional Site Propane Storage**

The planning committee for an Oregon Coast large earthquake has projected a 2 week power outage. Based on that projection, Shawn asked the Board for permission to increase the generator propane storage at the radio sites from the current capacity of about 3 days to a little over a week. He spoke with ODOT and they agreed to update their sites to the same standard. Shawn planned for the additional expense in the 15-16 budget.

#### **F. Changes to State Site Agreements**

The State asked Shawn if the District would take over the utility costs at the sites that are shared but only utilized by the District. Additionally, Shawn continues to work on the reciprocity agreement. He noted that the District will see income of about \$4,000-5,000 from the services provided to the State.

#### **G. Resolution 15-06-02-03: Changes to the Budget**

Resolution 15-06-02-03 moved \$110 to the long term disability insurance line, from the Administrative Assistant line to cover an increase in rates. The 2015-2016 budget has the correct amount.

*A motion to approve Resolution 15-06-02-03, as provided, was made by Director Matlack and seconded by Director Kennedy.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

#### **H. Modification to Navy Contract**

The Navy requested 2 additional radios and a different mix of portables and mobiles. Shawn will update the agreement and user fee and bring the contract to the next meeting for signature.

#### **I. CAD Interface**

Lt. Roberts, from Hermiston Fire, approached Shawn about a partnership regarding a CAD information transfer service. The Board felt that the service did not align with the core mission of the District and denied the request for sharing the cost.

#### **VIII. Open Discussion**

Ron Spencer discussed the February service meeting and asked the Board to review the Life Cycle services and the timeline for a system upgrade from Version 7.9. He noted that the consoles and NICE logger are under system warranty until September 2015 and he provided a post warranty quote to Shawn. Separately, he sent a post warranty quote for the loggers to Director Lieuallen and Kristen from Morrow County.

Ron recently provided an APX4000 to Shawn for review and testing on the system. The APX4000 is a replacement for the XTS2500. It is rugged and waterproof. The accessories are different than the XTS. Ron asked Shawn to pass it around for other users to test it. There are other APX version with additional features including a 3 band APX8000.

#### **X. Adjourn**

*A motion to adjourn the meeting at 3:05 was made by Director Kennedy and seconded by Director Matlack.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

Next meeting is scheduled for July 7, 1:30 p.m. at Boardman City Hall