

UMATILLA MORROW RADIO & DATA DISTRICT

Hermiston Fire Station #3
December 1, 2015 – 1:30PM

Present: Director Matlack Director Pratt
Director Roxbury Director Kennedy

Absent: Director Lieuallen

Guests Richard Stokoe, Marlon Johnson, Ron Spencer, Pat Lund

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 Matlack, Pratt, Kennedy, and Roxbury were present. Director Lieuallen was excused.

III. Minutes of the Meeting from November 3, 2015

A motion to approve the minutes from the November 3 meeting was made by Director Kennedy and seconded by Director Pratt.

Director Matlack: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

IV. Changes/Additions to the Agenda: Add New Business D. Console Priority Issue

V. Business from Guests/Open Discussion: None

VI. Old Business

A. Cabbage Hill Tower Contract

Shawn did not have any updates for the Board. He was waiting for the State to provide acceptance so Day Wireless could be paid.

B. Oregon Radio Conference Results

Shawn discussed the conference at the last Board meeting. He plans to help coordinate the conference again next year. In response to Director Matlack's question, Shawn noted that consolidation of PSAPs is not part of the group's mission.

C. State Interoperability Grant Purchase

Shawn notified the Board that the District was awarded the grant. He will begin making purchases once he receives a formal award notification. He noted that not all of the available money was awarded by the committee and that some of the applicants requested funds for infrastructure, not interoperability.

D. Umatilla High School

Brett and Shawn conducted coverage testing at UHS and found some trouble areas. They came up with a few ideas on how to address those areas, as there could be trouble finding a suitable and secure location inside the school for the equipment. One idea is the water tower where the VHF repeater used to be in Umatilla. Director Kennedy helped with testing from that area and good coverage was found. Shawn provided coverage maps for the Board to review. This site would also help coverage in the city of Umatilla if there is an issue at Sillusi. Shawn estimated that the equipment will cost less than \$5,000. The Board directed Shawn to proceed with plans at the water tower.

E. Office Space Increase

Shawn requested that the Board approve an increase in office space and cost of rent at the previous meeting. The District needs more office space since adding 2 employees in the past couple of years. The space that the District would expand to was previously inhabited by the USCO Civil Office. In response to Director Pratt's question at the last meeting about exchanging the extra space for network services, Shawn reported that the County plans to stop using the equipment that needs maintenance. Shawn also argued that the rate that the County offered is typical for the area and the convenience of being near the Master Site, Prime Site, and Dispatch is a factor to consider. Director Kennedy supported the District increasing the office space.

A motion to approve the increase in Office Space and rent payment to Umatilla County was made by Director Matlack and seconded by Director Kennedy.

Director Matlack: Aye
Director Pratt: No
Director Kennedy: Aye
Director Roxbury: Aye

VII. New Business

A. System Administrator's Report

- 1. Unit Tracking Sheet:** 2 Portables were issued to EURFD and 1 was issued to Morrow County Public Works Road Department. Director Matlack reported that he will need a new portable and mobile for a new hire/new vehicle.
- 2. District Income Review:** The Board reviewed the income report that included tax payments.
- 3. District Expenditures Review:** The expense report included a check to pay off the dispatch consoles from Motorola.
- 4. District Bank Statement/Checks Review:** The Board reviewed the statements.
- 5. LGIP:** Shawn reported that he will move any extra money into the LGIP account, as it comes in, now that the last console payment has been made.

B. SDAO Conference

The SDAO Conference is scheduled for February 5-7, in Bend. Shawn would like any directors interested in attending to contact him so they can be registered. The main reason for attending is to receive credit for Best Practices and an insurance discount.

C. MCP Proposal

Shawn and Director Roxbury discussed the need to have an independent agency look at the future plans for the District's voice system and radio system. Shawn contacted Mission Critical Partners (worked with the Weston Mountain site and Master site) to request a quote for services. Their quote was included in the packet, though Shawn pointed out that not all services quoted are essential. He asked them to include everything that he could think of at the time. Director Roxbury commented that the fire district used a similar process and found that the expense was worth the result. The proposed cost was \$50,000 to review the District's history and give advice for the future. Shawn felt that there may be some savings based on the fact that they are already familiar with our system. He also felt that there was some justification for sole source. Shawn will discuss that with Doug Olsen. He will bring more information to the next meeting. In response to Director Matlack's question, Shawn reported that he has attempted contact with Frontier (TriCom), but has not had much success. Director Roxbury offered to facilitate a discussion with Rob from Frontier.

D. Console Priority Issue

Shawn discussed a console priority issue that was reported to him by Umatilla County Dispatch. The dispatchers have found that their traffic is sometimes covered by other user traffic. Day Wireless has investigated the issue and has found that that is the way the equipment is set up. There isn't console priority on the P25 Smartzone system because of the SmartX box that goes between the analog and digital systems. The only solution right now is training the users to wait for Dispatch to finish their traffic. Pat Lund also commented that Roger and Lucas are still looking for a solution and will report any findings.

VIII. Open Discussion

Ron Spencer, Motorola: In 2012 Motorola presented a high level overview of pros and cons for UHF, VHF, and 700 that the Board could refer back to when discussing the Mission Critical Partner's proposal.

X. Adjourn

A motion to adjourn the meeting at 2:25pm by Director Matlack and seconded by Director Kennedy.

Director Kennedy: Aye
Director Matlack: Aye
Director Pratt: Aye
Director Roxbury: Aye

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