

**UMATILLA MORROW RADIO & DATA DISTRICT**

Hermiston Fire Station #3

February 2, 2016 – 1:30PM

Present: Director Matlack Director Pratt  
Director Kennedy Director Lieuallen

Absent: Director Roxbury

Guests: Rick Stokoe, Boardman PD Ron Spencer, Motorola  
Pat Lund, Day Wireless Marlon Johnson, Day Wireless

Staff: Shawn Halsey, Rosanna Brown

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

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

**III. Minutes of the Meeting from December 1, 2015**

*A motion to approve the minutes from the January 5 and January 15 meetings was made by Director Matlack and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

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

**V. Business from Guests/Open Discussion:** None

**VI. Old Business**

**A. Umatilla System Extender**

Shawn met with the Umatilla Public Works director and found the room at the base of the power pole in better than expected condition. He will need an agreement with the city to gain access to the room. There are a few old antennas that will need to be removed, but he felt that is will be a good location. He will work on the agreements needed.

**B. MCP Proposal**

Shawn went through the MCP proposal and found some unnecessary services that he will have taken out and he expects that will decrease the proposed price by \$5,000-10,000. He asked the Board for input on how to pay for the service. He noted that there was not enough money left in the Professional Services line, but there was about \$113,000 left in the Site Development line that will not be spent since the Cabbage Hill project is completed. The amount would be transferred all in the General Fund. The Board felt that using the Site Development line would be appropriate but wanted an updated quote first. Shawn planned to bring that and a resolution for the budget change to the March meeting.

**C. Underbuild Maintenance Update**

Shawn provided a quote for 4 links in the underbuild system that need to be encrypted. The links are from the District's building at the Sillusi site to the Benton County building and to the Stafford Hansell building. Shawn told the Board that the County might be switching to fiber optics, but still want to use this link as a backup. He planned to charge for that and felt that it was important to have the link encrypted. The price on the quote was for the encryption capability. Shawn planned to do the work. The Board agreed to approve the Sillusi site links (\$8985), but asked Shawn to talk to the County before making a decision about the Stafford Hansell link (\$2990).

*A motion to approve the Day Wireless quote, in the amount of \$8985.00, was made by Director Pratt and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

**D. Sillusi Butte ODOT Agreement**

The Sillusi agreement was reviewed and signed by Doug Olsen. Shawn reported that the State plans to finally remove 2 buildings at that site and when they do the taxes and utilities will be the financial responsibility of the District.

Shawn recommended that the Board sign the agreement.

*A motion to accept the Intergovernmental Agreement: Sillusi Butte Fill, as presented, was made by Director Matlack and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

#### **E. 2016 DHS Grant**

Shawn submitted the DHS grant and received confirmation that it was received. Notification of grant awards is scheduled for some time around June 15. This late date will create some complication in the budgeting process. Shawn planned to do a budget where the District funds the entire project and a budget with the full grant amount awarded, so the budget is more flexible. Shawn spent a lot of time working on the grant and learned a lot about the process. He plans to apply for more grants in the future and talk to the State Technical Committee at their next meeting about purchasing equipment for earthquake response. Directors Lieuallen and Pratt felt that Shawn did a good job writing the grant.

#### **F. Motorola Work Session**

Ron Spencer requested a work session with the Board during the week of March 15 and noted that the team is flexible with dates. Directors Pratt and Kennedy reported that they were available on that date, but Director Matlack and Lieuallen were unsure. Ron felt that it was important for the District and Motorola to get together once a year to talk about the system. This work session would focus on the sustainment of the current system. The agenda will include a historical review of the partnership and the time and value invested. The current system is nearing the end of support for hardware and software. Discussions will include the benefits of upgrading and a life cycle plan. Motorola will present several options for that and will cover a migration to digital. Shawn will talk to all of the Directors and determine a good date for the session. Shawn also noted that the District was not sending anyone to IWCE this year.

#### **G. User Fee Schedule**

Based on a directive from the Board, Shawn created a standardized User Fee Schedule that included private business, local public agencies, and non-local public agencies. He also included a fee schedule. Based on these documents, the Board had a discussion about how to charge the Morrow County School District for radios.

Shawn used standard fees and calculations for purchasing radios to create the fee schedule. Currently, the District has agreements with Union Pacific Railroad (private) and the Navy (public non-local).

The Board agreed that having communication between schools and law enforcement is vital. Rick Stokoe and Director Pratt felt that the annual fee plus monthly fee was too high and that the MC School District would not pay it.

After discussion, the Board decided to charge the MC School District the following: Each school will pay \$30/radio/month and the annual fee is waived. Any additional radios are \$43/radio/month.

Shawn would prefer having full control over purchasing, maintaining, and programming the radios, instead of the MC School District buying radios that may not work on the system. Shawn will create a user agreement and fee schedule that is specific to schools and bring it to the next meeting.

*A motion to approve the User Fee schedule, as presented, was made by Director Pratt and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

#### **H. Communications Interoperability Grant Purchase**

Shawn asked the Board for approval to make purchases for the grant project. The PO provided in the packet was consistent with what was presented in the grant application and budget.

*A motion to approve the Purchase Order 16-02-01-01, as presented, was made by Director Pratt and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

### **VII. New Business**

*To take care of this piece of business before Director Kennedy had to leave the meeting, this item was moved in front New Business A. System Administrator's Report.*

## **B. Resolution 16-02-02-01: Oregon Ethics Law Policy**

As part of the SDAO best practices program, districts that pass an Oregon Ethics Law policy receive a 2% discount on liability insurance. Shawn presented the policy and resolution to the Board for review. The policy is the same as what is found state wide. Shawn read the resolution by request of the Board.

*A motion to pass Resolution 16-02-02-01: Oregon Ethics Law Policy, as read by the District Administrator, was made by Director Matlack and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

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

**1. Unit Tracking Sheet:** 1 mobile and 2 portables were issued to Morrow County Sheriff's Office.

**2. District Income Review:** The Board reviewed the income report. Tax funds are expected in February.

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

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

*Director Kennedy left the meeting.*

**5. LGIP:** Shawn plans to move about \$150,000 after a few large bills are paid.

**VIII. Open Discussion:** Shawn will attend the SDAO conference next week. He hoped that Director Pratt would be available to go next year. Shawn will also attend a State Emergency Management Conference, in Kahneeta from April 6-8, to talk about fuel resources during the Cascadia Subduction Zone earthquake.

## **X. Adjourn**

*A motion to adjourn the meeting at 3:30 was made by Director Pratt and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

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