

**UMATILLA MORROW RADIO & DATA DISTRICT**  
Boardman City Hall  
January 5, 2016 – 1:30PM

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

**I. Call to Order Recognition of Guest(s):** The meeting was called to order at 1:37pm.

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

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

*A motion to approve the minutes from the December 1 meeting was made by Director Roxbury and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

**IV. Changes/Additions to the Agenda:** Add to New Business-F. Morrow County School District

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

**VI. Old Business**

**A. State Interoperability Grant**

Shawn provided the grant agreement in the Board packet. The District will pay for the project and will be reimbursed with a one-time payment of up to \$180,000. Shawn outlined the equipment installation in the grant and addressed the concerns of the committee regarding interference with repeaters and simulcast channels. Shawn explained that direct mode will be used until a repeater is needed so interference will not be an issue. The committee was satisfied with the explanation. Shawn does not intend to go over the \$180,000 budget and will provide estimates and purchase requests at the next Board meeting.

*A motion to approve the State Interoperability Grant Agreement was made by Director Pratt and second by Director Roxbury.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

**B. Umatilla System Extender**

Shawn was waiting to hear from Umatilla Public Works before moving forward with the project. He did not feel comfortable ordering equipment without a firm plan.

**C. MCP Proposal**

Shawn reported that Doug Olsen did not believe there was a need to go out for bid in this situation and also felt that there was a good argument for sole source, if needed. Shawn would like MCP to come out for a couple of days and talk to people. He expects the service to cost less than \$50,000.

**D. Underbuild Maintenance Update**

Shawn has made maintenance improvements since the November Board meeting and one of the updates has already solved one issue. The new software came with a diagnostic tool and he has the ability to see what is happening with the underbuild now. Shawn believed that the problem at the Hermiston Police Department was due to equipment outside of the building and the weather so the equipment was replaced with no further issues reported. Shawn reported that he intends to begin using fiber optics between the server and Prime Site, instead of cables, and that should increase overall system speed. Additionally, he would like to add encryption to the last line without it and expected that cost to be about \$4000.

**E. Sillusi Butte ODOT Agreement**

ODOT asked for a formal agreement, transferring the Sillusi tower and billing to the District. Shawn provided the agreement to the Board for review. It included a bill of sale, which is a requirement even if no money is exchanged. The agreement also included a timeline for building removal and Shawn was happy to see that. Once the buildings are removed, the District will begin paying the utilities and taxes for the site. In response to Director Matlack's question, Shawn noted that Doug Olsen reviews District agreements. Directors Pratt, Roxbury, and Matlack wanted Shawn to be sure that the agreements are being reviewed by Doug before they are presented to the Board for signature. Shawn will bring the agreement to the February meeting for signature, after Doug has reviewed it.

## VII. New Business

### A. System Administrator's Report

**1. Unit Tracking Sheet:** A mobile was issued to Boardman Fire. Director Matlack asked Shawn to issue mobile and portable radios to two new MCSO employees.

**2. District Income Review:** Tax collection was up and higher than last year, likely due to property values increasing. The District has collected about 93% of the expected amount. Shawn planned to move money into the LGIP account after all site leases are paid for the year.

**3. District Expenditures Review:** Large payments were made to Motorola for the console lease, Day Wireless for the Cabbage Hill tower construction, and SDIS for liability insurance. In response to Director Matlack's question, Shawn noted that the cost of insurance had not gone up so he had not shopped around for a better rate. Additionally, insurance discounts are given for attendance at trainings and conferences.

**4. District Bank Statement/Checks Review:** The board reviewed the bank statement. Director Matlack noted that the copies of the checks in the bank statements were too small to read.

**5. LGIP:** The Board reviewed the LGIP worksheet. The account balance was about \$578,000.

### B. New Hermiston Fire & Emergency Services District

Scott Stanton, Hermiston Fire Chief, sent an email to Shawn (included in Board packet) notifying the District of a possible consolidation with Stanfield Fire and the compression loss that the District would suffer if the consolidation is successful. Scott reported that the measure will be on the ballot again this May and that the amount requested from voters is less so they are hopeful that it will pass.

### C. 2016 DHS Grant

#### 1. NIMS Adoption Resolution

The District has an opportunity for a DHS grant with Umatilla County. Shawn has been planning to install a new site in the North part of Umatilla County to incorporate the new Cabbage Hill site and Weston into the loop with the rest of the sites. Currently, Weston is a spur site. The site at Exit 198, the most expensive lease for the District, would be unnecessary. The grant could pay for some or all of the new site. Shawn obtained a quote for a new 100' tower and spoke to the Planning Department, who offered to help with documentation. Shawn planned to obtain a quote from Day Wireless for the work. He explained that a typical site costs about \$500,000 and he planned to present the grant request as tiers, based on how much the award is. The grant will be administered through OEM and is due 01/22/16.

One of the grant requirements is the District's adoption of NIMS. The employees of the District had all or most of the ICS classes needed and Shawn explained that there was no cost for the additional trainings the employees would take to complete the needed certifications.

Shawn read Resolution 16-01-05-01: Adoption of NIMS for Umatilla Morrow Radio & Data District at the request of the directors. *A motion to approve Resolution 16-01-05-01: Adoption of NIMS for Umatilla Morrow Radio & Data District, as read by the District Administrator, was made by Director Roxbury and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

### D. FY14-15 Audit Report

Shawn provided the draft documents from the auditor for the Board's approval. The letter included was the same as it has been for the past several years. Shawn addressed the two issues brought up in the audit with the auditor. One had to do with writing and signing paychecks 3 months at a time and the other was the auditor asking about the Motorola lease payoff. Shawn requested that the Board approve the audit report.

*A motion to approve the FY14-15 audit report as presented, was made by Director Pratt and seconded by Director Roxbury.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

### E. Motorola Work Session

Ron Spencer requested that a Work Session be scheduled to discuss the next steps for the District regarding a new radio system and an update to the current system version. Shawn had not seen a quote for the upgrade. He'd like to have it by the end of February to use for budgeting purposes. It is not a topic he can discuss until he knows the price. Ron would like to discuss a long term contract for keeping the system up to date, once it's upgraded to the current version. This would incur an annual fee. Marlon noted that there will be two quotes from Motorola. The first for just the upgrade to 7.16 and the other would include the annual maintenance. The work session would be a discussion of where the District is now and the transition to a digital system.

Shawn pointed out that spending money on the maintenance contract would take money away from a new system and there is a possibility that the new system will not be Motorola. There are competitors that do not charge as much for maintenance and upgrades. He'd like guidance from MCP.

Shawn expected to have the work session sometime in February. He planned to find out the Board's availability, once he receives the quote.

Shawn also noted that a presentation by Codan/Daniels was planned, but there was no confirmed date.

#### **F. Morrow County School District**

Shawn attended a Morrow County School District meeting in Boardman last month and discussed the school using the radio system with Chief Stokoe. The School District felt that the communication between the schools and police would be better served using the District system radios instead of the school radios. He noted that the Navy pays to use the system and that they provide their own subscriber units. The Directors felt that schools in Umatilla County could be interested in using the system too and that there must be a policy for these types of users. They directed Shawn to write a standard policy to use each time a request like this comes in, with standard rates included and explain who is eligible to become a user on the system. The Board agreed that it would not allow private businesses to be users. The policy should outline agencies as full public, full private, and those private agencies with public partnerships such as LifeFlight.

**VIII. Open Discussion:** None

#### **X. Adjourn**

*A motion to adjourn the meeting at 2:46pm was made by Director Pratt and seconded by Director Roxbury.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

Next meeting is scheduled for February 2, 1:30 p.m. at Hermiston Fire Station #3.