

## UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

September 6, 2016 – 1:30PM

Present: Director Pratt Director Kennedy Director Matlack Director Roxbury

Absent: Director Lieuallen

Guests: Rick Stokoe, Boardman Police Department Marlon Johnson, Day Wireless

Staff: Shawn Halsey, Rosanna Brown

### I. Call to Order and Recognition of Guests

II. **Roll Call:** Directors Matlack, Pratt, and Kennedy were present when the meeting was called to order at 1:30pm. Director Lieuallen was excused. Director Roxbury arrived at 1:44pm.

### III. Minutes of the Meetings from August 2, 2016

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

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

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

### V. Business from Guests: None

### VI. Old Business

#### a. Communication Interoperability Grant Project

Shawn reported that more progress was made in the last week and Day Wireless is schedule to do more work in the next week. Shawn had some technical questions about running the Cabbage Hill repeater. Brett planned to talk to Daniels about it.

#### b. Next System RFP

##### 1. Voice System Frequency Selection

Shawn provided information from MCP and Shawn asked to set up a subcommittee to make a decision about which band the District is going to go with, for the new system. MCP recommended the 700 band, but that could mean more sites needed and that will affect the RFP so it must be decided first. Directors Kennedy and Pratt shared the opinion that the District should go with the MCP recommendation. Shawn planned to do a study of coverage on UHF and 700 and look for holes in coverage. The District does not have the budget for new sites. Director Pratt asked about a partnership with the State to fill the gaps and Shawn responded that the State has equipment for sites, but not towers or buildings. Shawn had not approached the State about giving the District money for sites. The State did not plan to continue the coverage into this part of the state without partnering with the District. Shawn also noted that the State radios are tri-band and will work with UHF or 700. Staying UHF would be a cheaper option because new sites would not be needed and some of the current subscriber units could be used with the next system. Shawn asked for a subcommittee because he didn't feel comfortable being responsible for the decision alone. He will provide the coverage comparison at the next meeting. The Board must decide if interoperability or coverage is the top priority.

#### c. Service Vehicle Proposal

Shawn asked the board for direction on who to buy the Chevy from, assuming the Board approved the purchase. The state contract dealership, Hubbard Chevrolet, was significantly less expense than some of the other quotes, including Withnell. Shawn noted that he preferred a Chevy over a Dodge, because of the wheel base and option for 2 alternators.

The Board asked Shawn about surplus requirements and he was unsure of the regulations. Director Kennedy directed Shawn to check with legal counsel about trading the truck for rent fees and ensure that the District has the right to do that. Shawn expected that the cost of the new outfitted truck, would equal about 64 months of rent. Currently, rent is \$1113 per month. The cost estimates were \$40k for the truck, \$24k for the outfitting by Day Wireless, and \$5k for bumpers and a bed cover.

*Director Roxbury arrived at 1:44pm.*

**d. Love's Truck Stop Indoor Coverage Issue**

Shawn and Brett did testing at Love's with the service monitor and talked to the manager. They also have trouble using their UHF radios in the building. They were unable to talk to their service center. Shawn noted that the problem was low penetration into the building and not interference. Love's planned to buy a repeater. Shawn did not expect to be able to take advantage of their repeater, as it would be in a commercial band range. Director Matlack asked Shawn how he would fix the issue and Shawn suggested an arrangement similar to what was done in the Boardman and Hermiston high schools. However, Shawn noted that they are having mixed results with those systems. Marlon noted that a UHF BDA, at a cost of about \$60,000, would have to be replaced on a 700/800 system. He will send additional information about the BDAs to Shawn and Shawn will give a report at the next meeting.

**VII. New Business**

**a. System Administrator's Report**

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

**2. District Income Review:** The Board reviewed the income report.

**3. District Expenditures Review:** The Board reviewed the expenditure report. The large expenses were related to the interop project. The report included the tower inspections and Shawn reported that an overly tightened guy wire was found, without damage.

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

**5. LGIP:** The Board reviewed the LGIP report. Shawn noted that he planned to transfer more money into the checking account.

**b. Annual Audit Agreement**

Cockburn and McClintock submitted a 3 year contract proposal and quote for auditing services. The price was more expensive than the previous auditor, but did include more services, including attending a board meeting and giving a report. Shawn did not find many firms that will do municipal audits and Cockburn and McClintock have done work for several cities and districts. The quoted rates were: 2016- \$6900, 2017-\$7245, 2018-\$7625. Barnett and Moro charged \$6300 for the FY15-16 audit. Shawn needed approval to sign a new contract because the cost was over \$5000. Director Matlack was not in favor with signing a 3 year contract. In response to Director Kennedy's question, Shawn felt that there would not be any cause for additions to the base audit fee and noted that the RFP would not count as a program. He will confirm that. Director Roxbury reminded the Board that they could not legally encumber future boards with expenses. Shawn believed that the District policy demanded a change of auditor every 3 years and asked the Board if they would prefer to change the policy to allow the same auditor to be hired. The Board agreed that it would be better to update the policy to give the option of changing or keeping the auditor. Director Matlack had no issue with using the same auditor if there were no issues. Director Pratt was against changing the policy and questioned the Board's ability to do so. Shawn noted that the policies were taken from SDAO and could be modified as needed. Director Roxbury agreed that the policy should be changed and directed Shawn to bring it to the next meeting and to request a quote from Barnett and Moro.

**VIII. Open Discussion**

Shawn traveled to Houston and College Station, Texas for FirstNet. He went to look at a prototype of a public safety data system. There were not enough sites put up to make the system robust; only 23 of the 89 planned sites are complete.

Shawn reported that the RFP process for FirstNet has ended and the contract will be awarded in November. Shawn was concerned that the fast timeline would lead to protests on the RFP award and delay the project. College Station had its own site and there they are running a lot of video-field and field-video, plus CAD. The system is run on a device that is similar to a cell phone but uses a public safety channel to avoid busy circuits. The system is currently data only and will not include voice for some time. Voice is being used in the UK now. Vendors have not been able to come up with a viable device for FirstNet yet, but many manufacturers are working on it. The District will be reimbursed for Shawn's trip expenses.

**IX. Adjourn:** A motion to adjourn the meeting at 2:16pm, was made by Director Roxbury and seconded by Director Matlack.

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

*Director Roxbury: Aye*

The next meeting is scheduled for October 4, 2016 at UCFD1 Station #3 in Hermiston.