

UMATILLA MORROW RADIO & DATA DISTRICT

Umatilla County Fire District #1, Station 23

February 6, 2018 1:30PM

Present: Director Pratt Director Kennedy
 Director Roxbury Director Lieuallen

Absent: Director Matlack

Guests: Chief Rick Stokoe, Boardman Police Department Marlon Johnson, Day Wireless
 Joshua Long, JC Kenwood

Staff: Shawn Halsey, Rosanna Brown

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

II. Minutes of the Meeting from January 9, 2018.

A motion to approve the minutes from the January 9 meeting was made by Director Pratt and seconded by Director Kennedy.

Director Kennedy: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Roxbury: Aye

III. Changes/Additions to the Agenda: None

IV. Business from Guests: None

V. Old Business

A. Next System RFP

1. Consultant Proposal

Shawn had planned to discuss the consultant proposals at the meeting, but he didn't feel that he had enough information from the vendors at the time. He had proposals from CDX and MCP in the packet. He noted that the MCP proposal showed a charge per RFP, while CDX provided up to 5 RFPs in the cost. One large difference was the amount of time quoted. CDX included hours for "getting to know the District" and MCP would not need that time. The proposal from MCP was not as detailed as the one from CDX. Shawn spoke with a couple of CDX's references and heard only good things. Another advantage to CDX is that they were based out of California, while MCP was in Pennsylvania. Shawn believed that the proposals compared favorably, but wanted to attempt to get a proposal from a firm in Seattle, because he knew that the Board usually prefers to have 3 proposals. They also provide consultant services from RFP through procurement, but not implementation.

Directors Pratt and Roxbury expressed some impatience with the pace of the project and felt that the discussion had been on the agenda for too long. They felt it was time to make a decision. Shawn's approach was to look at every available option and find which was best for the District. He also still felt that separating the RFPs might be the best path to take, and have RFPs for microwave and voice system. In response to Director Pratt's question, Shawn said the benefit to separating the RFPs and taking care of the microwave first, would be that the District could get started quicker, complete a smaller RFP, and give more time to prepare the RFP for the LMR system. It would also provide additional time for vendors to provide their best offer for products. Director Pratt continued to be concerned with putting in the microwave system without having the voice system vendor chosen. Shawn did not believe that additional sites would be needed, no matter the vendor. He also confirmed that the District could not afford to put up any additional sites anyway. He also noted that the RFI required a certain level of coverage only using the sites already built. Most replying vendors included coverage maps for UHF and/or 700. Shawn found their maps acceptable. He also explained that one reason for hiring a consultant was obtain recommendations for how to write and implement the RFP to get exactly what the District needs.

Director Kennedy suggested making the consultant decision at the March meeting.

2. State Microwave Meeting

Shawn met with the State and reported that they were open to the idea of letting the District use the microwave hope from Sillusi to Coombs to Cabbage. They still needed to discuss how the State would charge the District for usage. Shawn requested 55 mg bandwidth for up to 18 months and that was more than they had charged for anyone before. At the current rate, it would have been \$90k per year, but they recognized that that was too high. Shawn noted that it would be set up in a way that the District could not

go over the allotted usage so there would be no overage fees. After the changeover to the new system, the District would only need to use 10mg.

3. Microwave System First/Separate

Shawn was still considering whether the District should combine the voice system and microwave system into the same RFP or have them separate. Shawn thought it would be easier to make a decision after a recommendation from the consultant.

Director Roxbury understood Shawn's argument for separating the RFPs but also saw rational in doing them together. He thought there would be a price savings in combining them, but Shawn didn't agree. He felt that if one vendor took the entire project, they would sub contract for some of the services and take a cut, increasing the cost to the District.

In response to Director Pratt's question about Aviat, Shawn reported that the State didn't have a microwave vendor preference.

Shawn also noted that MCP charged per RFP and CDX's proposal covered up to 5 RFPs. The contract could not be sole sourced.

Shawn needed pricing from vendors to compare and would also look at contract pricing. Using a current contract would save time and the cost of an RFP, but would likely be a higher price than a vendor responding to an RFP. The price would be decent, but probably not the lowest.

Shawn asked the Board to decide whether to do 2 RFPs, 1 RFP, and/or buy on contract. He noted that, in the past, the RFP process was used. Director Kennedy directed Shawn to bring more information to compare, to the March meeting. Director Roxbury asked when the final date to make a decision was and Director Pratt responded that all of the decisions were up to the Board to make.

Director Roxbury felt that the comparison was difficult because the proposals weren't "apples to apples". Shawn agreed that that made it challenging and that having a consultant on board would help the District with the process. He also reiterated that the microwave system was in dire need of an immediate upgrade, whether through single RFP, joint RFP, or contract.

Shawn also mentioned the potential to partner with Frontier and that the microwave decision could not be made until that decision was made. Chief Stokoe suggested a special meeting to choose the consultant and then move on with the decision process at the March meeting, with the consultant's input. The proposal from CDX was significantly higher than MCP and Shawn planned to speak to both companies to get clarification.

The Board director Shawn to schedule a special meeting to choose a consultant, in about 2 weeks.

B. Subscriber Subcommittee

Shawn needed more responses regarding availability from the subcommittee members. Director Pratt asked Shawn to run reports from the system to see subscriber unit usage. Shawn planned to try, but explained that the report function of the program had not worked since the console upgrade.

C. Grant Assistance

CTUIR was taking steps toward working on grants. Shawn planned to meet with them to discuss installing a usable tower that would be incorporated into the microwave loop. Shawn also reported that the Attorney General confirmed that law enforcement agencies would not be recovering grant money. He was still looking into port grants.

D. Enterprise Zones

Since last meeting, Shawn had met with interested districts and the City of Umatilla. They had presented their argument for how the phase 2 money should be distributed, contrary to how the County had it set up. Shawn also talked to Doug Olsen and, separately, Commissioner Murdock and Paul Chalmers. Their position was that they did not like what the City of Umatilla was doing and were adamant that the money was theirs. They did not understand why the other tax funded agencies were attempting to receive some of the money. Shawn planned to continue to keep track of the discussion and report back to the board.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet: No new units issued in January.
2. District Income Review: The Board reviewed the Income Report.
3. District Expenditure Review: The Board reviewed the Expenditure Reports.
4. District Bank Statement/Checks Review: The Board reviewed the bank statements and checks.
5. LGIP: The Board reviewed the LGIP Report.

6. Safety Committee Review

Shawn noted that he cautioned staff to be careful getting in and out of the new truck, as it is much higher off of the ground than the District Tahoe.

VII. Open Discussion

Shawn discussed the issues that Deschutes County was happening with their new radio system. Their system was rolled out prematurely, with 2 sites not yet online and their radios were not working. The local law enforcement agencies were publicly complaining about having a system that was not reliable and not feeling safe using it. It was determined that the problem was with the Harris part of the system. Jeanine planned to be at the next District Board meeting to discuss the issues. The problems included the shortage of functional sites and the subscriber units. The Board agreed that it was not willing to deal with similar problems when migrating to a new system. A large part of the problem was that slow progress in fixing the issues. The Board asked to see a failure analysis report and Shawn explained that, until the system was fixed and working, there wouldn't be a report. He also felt that the coverage specs were part of the problem.

The Board directed Shawn to arrange a special meeting on Tuesday, February 20th at 13:30 and to include only the consultant decision on the agenda. Rosanna will confirm the location as Station 23.

VIII. Adjourn

A motion to adjourn the meeting at 2:40pm was made by Director Lieuallen and seconded by Director Pratt.

Director Pratt: Aye

Director Lieuallen: Aye

Director Roxbury: Aye

Director Pratt: Aye

Next Meeting

Special Meeting February 20, 2018

1:30pm, UCFD#1, Station 23

Regular Board Meeting March 6, 2018

1:30pm, Boardman City Hall