

**UMATILLA MORROW RADIO & DATA DISTRICT**

Boardman City Hall  
March 6, 2018 1:30PM

Present: Director Pratt Director Kennedy  
Director Roxbury Director Lieuallen

Absent: Director Matlack

Guests: Rick Stokoe, Boardman Police Department Loren Dieter, Boardman Police Department  
Marlon Johnson, Day Wireless Justin Sterrett, Day Wireless  
Nicole Jackson, Motorola Jeanine Weber, Harris

Staff: Shawn Halsey, Rosanna Brown

I. Call to Order and Recognition of Guest(s): The meeting was called to order at 1:32 p.m. Directors Pratt, Lieuallen, Kennedy, and Roxbury were present. Director Matlack was excused. Nicole Jackson introduced herself. She was from Motorola and took over for Roy Kyser.

II. Minutes of the Meetings from February 6 and February 20, 2018  
*A motion to approve the minutes from the February 6 and 20 meetings was made by Director Pratt and seconded by Director Kennedy.*  
*Director Roxbury: Aye*  
*Director Kennedy: Aye*  
*Director Lieuallen: Aye*  
*Director Pratt: Aye*

III. Changes/Additions to the Agenda: None

IV. Business from Guests: None

V. Old Business

A. Next System RFP

1. Microwave System First/Separate/Contract?

The CDX visitor report was included in the packet. Shawn took them on site visits the week before. They will give a full report at the next Board meeting. Shawn noted that he had a conflict with the April 3 date and would bring it up in Open Discussion. In response to Director Lieuallen's question, Shawn explained that the question mark on the agenda referenced the need to make a decision about the RFP and that it would be made after reviewing the recommendation from CDX. Shawn noted that the CDX representatives were pleasantly surprised at the condition of the District's sites and gave them all good ratings.

B. Subscriber Subcommittee

Shawn and Chief Potts visited the fire agencies in Pendleton, Heppner, Lone, and Boardman in February. He reported that the agencies all agreed that they'd like to keep the current level of service and coverage they have and that they do need all of the radios that have been issued to them. Many expressed interest in Bluetooth capabilities and Shawn expected that to be a District wide request. He also explained that the Bluetooth feature came integrated into most radios now. Marlon and Justin confirmed that the feature was mission critical so it had better functionality than commercial Bluetooth.

In response to Director Pratt's question, Shawn confirmed that he was able to run a system report to find out what radios had and had not been used in the recent past. He discussed his findings with the agencies and explained that they had radios that were not being used, so they probably did have portables that they did not need. He also discussed the possibility of using an app, to save money on the purchase of additional portables. Shawn felt that the app would be useful once FirstNet had full coverage in the District.

In response to Director Roxbury's question, Marlon confirmed that all APX4000 came with Bluetooth standard. Shawn planned to start meeting with the law enforcement agencies when Director Kennedy had availability and Director Kennedy said he had time the next week. Shawn expected the law enforcement agencies to have questions about encryption. Shawn reported that he had also spoken with CTUIR Public Safety about visiting them to have the discussion.

C. SIP's

Shawn reminded the Board that the District was involved with two current SIPs, one was Wheatridge in Morrow County and the other was the VA data center in Umatilla County.

All of the affected districts in Morrow County met the week before and voted on how the Tier 2 money would be distributed. All 3 commissioners were also present. Morrow County had already decided to pass the \$500k on to the taxing districts to be distributed. Some of the Tier 3 money would be going to the school district and some would go to the other taxing districts. Shawn thought there was another \$1 million to be distributed, but hadn't been decided on. The OSU Extension office was discussed. The group decided that it should be included in the distribution, even though it was not yet established. If it ended up falling through, the money designated for them would go back into the pot. They would know before the money came in, in 2019.

Shawn explained that the process for the funding distribution was very different in Umatilla County. They did not have plans to share the funds with any other taxing districts affected by the tax break, as far as the VA Data Center went. Shawn met with Chief Stanton and Chief Potts to discuss forming a group of districts to talk about the distribution. He also noted that there was very little written in the ORS and no guidance on how the funding should be divided. It meant that it was up to the counties to decide how, or if, it would be passed along to the affected districts.

## VI. New Business

### A. System Administrator's Report

1. Unit Tracking Sheet: No new units issued in February.
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.

In response to Director Roxbury's question, Shawn explained that the large Unappropriated Ending Fund Balance was money put in reserve to cover the District's expenses from July, when the fiscal year begins through November, when the tax funding is received.

5. LGIP: The Board reviewed the LGIP Report.

In response to Director Roxbury's question, Shawn confirmed that the amount of interest earned on the statement is a monthly deposit.

### 6. Safety Committee Review

Shawn reported that a safety concern for this time of year was small mammals like mice that moved into the buildings during winter. There were diseases associated with that so those areas needed to be taken care of carefully. It was especially common at the Gleason site. Shawn also noted that cows were an issue at Jordan Butte and there was an electric fence at Sillusi.

Director Roxbury suggested creating and using a Lock Out, Tag Out policy for the times when power was being turned off during maintenance.

### B. Resolution 18-03-06-01: Changes to Budget

Due to fees from the State of Oregon for ORCPP membership and Ethics Commission, the Dues and Fees line was over budget. Shawn planned to increase the budgeted amount for this line next year. The resolution would move \$600 from the Contingency line. Shawn read the resolution.

*A motion to approve and adopt Resolution 18-03-06-01: Changes to Budget was made by Director Lieuallen and seconded by Director Pratt.*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

## VII. Open Discussion

Harris representative Jeanine Weber came to the meeting to take questions from the Board regarding the radio system issues in Deschutes County. Director Lieuallen had heard from the public safety side that they were not able to communicate with the Dispatch Center and it was a major concern. Director Kennedy heard the same and asked for an explanation about the lack of communication and interface.

Jeanine explained that Deschutes County had a legacy system that was failing and they were buying aftermarket parts to keep it going. There had been a delay on 2 sites. One had an environmental issue and the other was a Tribal issue. They decided that they could not wait any longer, especially with the impending eclipse, and asked Harris to move the implementation date forward, with the 5 of 7 sites that were ready. Harris conducted the drive testing and was able to confirm the mobile coverage with the 5 sites. Deschutes County approved the results and began putting users on the new system. The coverage issues began in Bend. Harris

engineers were put on site to start trouble shooting. They found that the radios from that area were not affiliating to the sites and at that point they brought in Day Wireless. They discovered that part of the issues stemmed from the use of 3<sup>rd</sup> party subscriber unit accessories. That caused garbled transmission and low caller volume.

Director Roxbury asked if Harris had explained to Deschutes County what could happen if the system was turned on with only 5 functional sites and Jeanine explained that Harris had met their contracted obligation to provide the mobile coverage and that Deschutes County knew that this was not how the system was engineering to work. They agreed to implement at the time and work on bringing in the other 2 sites. Jeanine also explained that Harris was committed to making the users happy and planned to work on the system until it was fully functional to the users' satisfaction.

She explained that there had also been some issues with user training and that was being addressed.

Shawn asked if there was a local tribe to help them deal with the issues at one site and Jeanine said there was not.

Jeanine also offered to give the District the contact information for the users of that new system, in case anyone wanted to talk to them about their past and current issues.

In response to Director Roxbury's question, Jeanine confirmed that Harris had done everything they were contracted to do, but they were not charging Deschutes County anything for the engineers on site or for any change orders. Director Roxbury said he was satisfied with that course of action and Director Lieuallen thanked Jeanine for coming to answer the Board's questions.

Shawn reported that he would be taking advantage of a training opportunity during the week of the next scheduled meeting and asked if the Board would like to move the meeting from April 3 to April 10. The Board felt that Brett could handle running the meeting in Shawn's place and decided to keep the regular date.

#### VIII. Adjourn

*A motion to adjourn the meeting at 2:20pm was made by Director Pratt and seconded by Director Lieuallen.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

#### **Next Meeting**

April 3, 2018 @ 1:30pm

Umatilla County Fire District #1, Station 23