

UMATILLA MORROW RADIO & DATA DISTRICT

Umatilla County Fire District #1, Station 23

October 2, 2018 1:30PM

Present: Director Matlack Director Roxbury Director Pratt

Absent: Director Kennedy Director Lieuallen

Guests: Marlon Johnson, Day Wireless Nicole Jackson, Motorola
Rick Stokoe, Boardman Police Department Chris Lenz, Motorola
Will Mullins, JFC Kenwood Sarah, JFC Kenwood
Patrick Communications Northwest Steve Surwillo, CDX (telephonically)

Staff: Rosanna Brown, Shawn Halsey, Brett Mueller

I. Call to Order and Recognition of Guest(s): The meeting was called to order at 1:31pm.

II. Minutes of Meeting from September 4, 2018

A motion to approve the minutes from the meeting on September 4 was made by Director Pratt and seconded by Director Matlack.

Director Pratt: Aye

Director Roxbury: Aye

Director Matlack: Aye

III. Changes/Additions to the Agenda

Add V. Old Business 1. a. Quote for Tower Assessments and Mapping from LEP

IV. Business from Guests: None

V. Old Business

A. Next System RFP

1. Microwave RFP quotes

Shawn had planned to make a decision regarding the microwave contract at the meeting, but 4 of the received quotes had been changed and he expected more changes to come so he felt that a decision could not be made yet. He distributed a chart that CDX provided, with a rundown of the main points of the proposals, but that was before they had been modified. Shawn felt, based on the information on the chart, vendors C and E were the best options. He reported that the proposals were all viable and the main differences were the level of detail. A decision regarding a partnership with Benton County needed to be made because that would dictate the need for MPLS and that would change the cost of the system.

a. Quote for Tower Assessment and Mapping

Shawn also reported that the PGG site may be loaded more than previously thought. This was based on a request from a cell company that wanted to add more load. A study done in 2014 shows the load at 74%, but the cell company estimated it would be at 97%. Dishes to run both systems would be too high of a load for the site. He obtained a quote from Tower Engineering Professionals (TEP) from Bothell, to come to the District and look at the 4 sites with the most heavily loaded towers. The quote was \$17,750 and Shawn planned to take it from the Professional Services line. He also explained that the assessment would have to be done sometime before the new system anyway, so it was a good time to do it.

A motion to approve the TEP tower survey quote, in the amount of \$17,750, was made by Director Pratt and seconded by Director Matlack.

Director Pratt: Aye

Director Matlack: Aye

Director Roxbury: Aye

2. LMR system options

Shawn provided a Pros and Cons report in the packet. One of the drawbacks of partnering with Benton County was that their process was very different than the District's. Director Pratt visited them and he noted that he got the impression that the way they are funded, by users, creates delays in the work being done. All users had input so the process was slower than we are used to. Director Roxbury wondered how they determined the amount each user paid and the possibility of being "out-voted" on an issue, while being the largest user of the system. He wanted a guarantee and felt it would need to be in a very specific agreement. Chris Lenz attended a meeting with the Richland City Manager. The City of Richland ran the finances for Benton County's system and all purchases went through them. Shawn also noted that Benton County was due for a microwave upgrade, but did not have a

concrete timeline for that project. If the District partnered with them, we would have to make changes when they did. Some other concerns Shawn had were ISSI issues, Phase 1 versus Phase 2, and the possibility of losing traffic. There would be limited redundancy. Some of the benefits to a partnership were the joining of 2 large systems and the interoperability it would create. Long term, it was attractive. Motorola was the safest option and a system known to be functional based on the District's experience. Shawn felt that there was much more to discuss if interest from the Benton County side was confirmed. If the District decided not to partner with Benton County, the process would be an RFP. The benefit to an RFP would be timing. It could happen quicker because the RFP is ready to release, but Benton County needed to deal with issues before they could address our proposal. Also, an RFP would mean likely going Phase 2 and additional redundancy. Vendors have offered options for flexibility. The decision was up to the Board and Shawn was looking for direction. In the meantime, he planned to continue work on the microwave upgrade project. Director Pratt hoped for a response from the Richland City Manager. Shawn also noted that Motorola was eager to make the partnership work and they may be willing to help Benton County make the upgrades needed. Director Roxbury did not want to make the decision without the full Board present. Shawn also noted the 3rd option of accepting the updated proposal from JVC Kenwood. It provided more services at a lower cost than the previous proposal, including the addition of a Umatilla Ridge site and a choice of subscriber units. The proposal would be unrelated to an RFP, it would be a purchase from a discounted contract price. Shawn also offered that other vendors may want to provide discounted contract pricing and Director Matlack felt that that option was very possible. The Board asked Steve Surwillo (telephone) his opinion on buying from a contract, instead of publishing an RFP and he said it was a viable option. Shawn felt that, at the moment, the RFP was the best course of action. Brett noted that a decision on the LMR would affect the microwave and that should be considered and taken into account in any vendor proposal. The Board directed Shawn to contact any vendor interested in providing a proposal with contract pricing and give them a due date of a week before the next meeting, so he had time to review them. The microwave system and LMR system decision could be made at the November meeting. Shawn also wanted to discuss the results of the tower study.

B. BCES Partnership – Discussed in V.A.2. LMR System Options

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet: No new units were issued in September.
2. District Income Review: The District Income Report was reviewed.
3. District Expenditures Review: The District Expenditures Report was reviewed.
4. District Bank Statement/Checks Review: The bank statements and checks were reviewed.
5. LGIP: The LGIP Report was reviewed.
6. Safety Review: Cold and flu season had begun. Employees were encouraged to stay home if they were sick, stock up on medications, wash hands frequently, and disinfect shared surfaces.

B. District Administrator's Contract/Salary

The District Administrator Contract self-renewed every November. Based on input from the Budget Committee, Shawn asked the Board for feedback regarding a salary increase. The Budget Committee felt that the position should receive more than the 1% increase that was put in the budget. In response to the Board's questions, Shawn noted that there was not a consistent method for Administrator pay increases, like there was for employees. Director Pratt asked when Shawn's last evaluation was and Shawn thought 2012 or 2013. The Board felt that Shawn should be evaluated more often.

A motion to provide a 1% pay increase for the District Administrator, effective on the renewal of his contract on November 1, 2018, was made by Director Matlack. Director Pratt seconded the motion, with the amendment that the District Administrator have an evaluation annually.

Director Pratt: Aye

Director Matlack: Aye

Director Roxbury: Aye

The Board requested that the evaluation document be sent to them. They planned to have one or two directors conduct an evaluation of the past year.

C. Subscriber Unit request (Morrow County School District)

Shawn reported that the Morrow County School District requested 2 more portables. They would be associated with Riverside High School, but located in the Head Start facility. He pointed out that the policy wasn't specific about the radios being used in a non-

school building, so he wanted the Board's opinion on issuing the radios and to charge them the regular rate, as a school building, or the higher rate, as additional radios to one location.

Chief Stokoe noted that the Head Start Early Learning Center held classes attended by MCSD students there and that the staff in those locations were not notified during the last 2 lock-out scenarios and that is why they requested the radios.

The Board agreed to issue the radios, and charge for them as additional radios (the higher rate).

VII. Open Discussion

Chief Stokoe expressed his gratification that the projects were moving forward.

VIII. *A motion to adjourn the meeting at 2:41pm was made by Director Pratt and seconded by Director Matlack.*

Director Pratt: Aye

Director Matlack: Aye

Director Roxbury: Aye

Next Meeting

November 6, 2018 @ 1:30pm

Boardman City Hall