

**UMATILLA MORROW RADIO & DATA DISTRICT**

Umatilla County Fire District #1, Station 23

February 5, 2019 1:30PM

Present: Director Pratt Director Matlack  
Director Lieuallen Director Roxbury  
Director Kennedy

Guests: Rick Stokoe, Boardman Police Department

Staff: Rosanna Brown, Shawn Halsey, Brett Mueller

I. Call to Order and Recognition of Guest(s): The meeting was called to order at 1:30pm.

II. Minutes of the Meetings from January 17 and 25, 2019.

*A motion to approve the minutes from the meetings on January 17 and January 25 was made by Director Matlack and seconded by Director Lieuallen.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

III. Changes to the Agenda: None

IV. Business from Guest(s): None

V. Old Business

A. Microwave System Project Update

The packet included a schedule that Shawn received the previous week. It showed a start date in July and an end date in November, with testing and acceptance after that. The entire project would be completed by December 2019. Director Roxbury asked how much of the timeline was dependent on actions of the District and Shawn replied there were 2 sites that needed repair and that he was getting bids for the work. The bids were due March 1 and the vendor would be chosen at the March 12 meeting. The work would be done in plenty of time. Shawn also planned tower analysis on 5-6 more sites and was talking to Tower Engineering Professionals about that.

B. LMR System Project Update

The kick off meeting for the LMR project was scheduled for 02/13/19. Shawn sent the microwave project schedule to Scott/Racom. As each site's microwave work was finished, installation and testing of the LMR equipment could begin. Shawn noted that there was nothing related to the microwave project that would hold up the LMR project. There were enough connections to test anytime and that would help speed up the project timeline. The only issue Shawn could see was some site access, like Black Mountain. Permission was needed to get in and was only available during certain times of the year. In response to Director Roxbury's question, Shawn said he did not expect any change orders. Final acceptance for the LMR system was set for May 2020 and Shawn felt that the timeline had room for adjustments in needed.

VI. New Business

A. System Administrator's Report

1. Unit Tracking Sheet

Shawn issued portables to OSP and CTUIR Police. Director Kennedy suggested having a meeting with all of the agency heads to talk about the decrease in radios with the new system. Shawn said he had spoken with almost all of them and they did understand. In response to Director Matlack's question, Shawn estimated about 10 portables had been lost over the years. Some were taken by volunteers and some were misplaced. Director Matlack felt that, if a radio is stolen out of a personal vehicle, an insurance claim should be made.

2. District Income Review: The District's Income Report was reviewed.

3. District Expenditures Review: The District's Expenditure Report was reviewed.
4. District Bank Statements/Checks Review: The District's Bank statements and checks were reviewed.
5. LGIP: The LGIP report was reviewed.

Shawn noted that, once the financing came through, there would be an additional \$3.5m in the account. That would increase the monthly interest significantly. Shawn had calculated the interest into the budget, but had not planned for it to offset project costs.

6. Safety Review: winter weather driving

Shawn encouraged staff to wear boot chains in bad weather and not to look up while at sites because ice could fall from the towers as the weather warmed. In response to Director Roxbury's question, Shawn reported that the District did not have a policy for specific safety gear to wear into the sites.

#### B. March Board Meeting

Shawn asked that the March Board Meeting be moved from March 5 to March 12. Shawn, Brett, and Directors Roxbury and Lieuallen would be at IWCE in Las Vegas that week.

#### C. CDX proposal for System Implementation

The CDX proposal was in the packet for the Board to review. The \$152,390 quote would cover work on both projects until the system change out were complete. Shawn noted that the cost was somewhat lower than normal because he and Brett were able to do a lot of the work. Shawn had them lower the amount of training hours as well.

Shawn felt that the price was very reasonable for an intensive year of work and recommended accepting the proposal.

*A motion to approve the CDX proposal, in the amount of and not to exceed \$152,390, was made by Director Kennedy and seconded by Director Lieuallen.*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

Director Matlack asked Shawn what he knew about the Forest Service and Madison Butte. It was an item on the Morrow County Commissioner's agenda recently. He reported that no one showed up to discuss their interest. Shawn felt that the District was not ready to talk to the Forest Service regarding site access at this point in the projects.

#### VII. Open Discussion

During the last meeting, Marlon asked Shawn to look into the issue of Nokia asking for bids for installations that Day Wireless had provided cost information for. Shawn reported that he sent an email to Nokia and had not heard back, but would continue to attempt contact. Shawn had a strong preference to use Day Wireless for the work and was concerned about it being done by non-local technicians if Nokia used someone other than Day.

The current service monitor, purchased in 2005, was nonfunctional and a loaner was being used. Newer models have more capabilities like auto tuning the radios, testing and aligning. Shawn asked the Board to authorize him to purchase a new service monitor while at IWCE. He suggested taking a blank check or purchase order, with approval to spend up to \$27k. He felt that he might be able to get a good discount if he purchased at the event. He wondered if having a check there would give him more negotiation power. The other option was to wait and buy one in April or May, though he was unsure if he would be able to get the same kind of promotional price.

*A motion to allow the purchase of a service monitor at IWCE, at a price not to exceed \$27k, was made by Director Matlack and seconded by Director Kennedy.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

Director Roxbury asked to discuss the email from Jason Edmiston regarding Hermiston High School. Shawn confirmed that there was in-building coverage there, but that the users weren't attempting to use it. They needed to change channels to be able to access it. Shawn felt that it was a training issue. Director Roxbury felt it was unrealistic to expect the officers to be able to switch channels during an active shooter incident. Shawn said that the only solution to that issue was to put a BDA in the school, at a cost of about \$70k. The cost of the same equipment with the new system would be less, at about \$40k. Shawn noted that, even with that solution, there would still be areas that would not have coverage inside the building. A BDA with channelization could be up to \$250k in a large building. Director Kennedy suggested Shawn confirm that Jason Edmiston and Scott Stanton were both aware of the issues and solutions. Shawn noted that UCFD1 was working on a program with the larger buildings in their service area and purchasing suitcase repeaters to take into the buildings. It was also noted that the issue with coverage at Hermiston High School was partly due to the school not allowing an antenna to be installed outside of their building. If \$40k was spent to improve coverage, Shawn would insist on an antenna being installed as well.

Director Lieuallen and Brett wondered if there were ways to flag these options on the dispatch consoles to indicate a need to make radio adjustments. Rick Stokoe agreed that better training within the agencies would help.

Director Roxbury brought up the recent discussion regarding Milton-Freewater and the interest in joining the District. Since the last meeting, Shawn had found out that the idea did not have enough support from the authorities to continue the process. Director Roxbury felt that the Board as a whole should agree not to do anything more unless or until Milton-Freewater approached it. Shawn reported that Milton-Freewater was not interested in creating interoperability with the District either. Director Roxbury felt that, based on past history, it would not be worth the District's time to convince Milton-Freewater to join the District and Shawn agreed. Shawn confirmed that he had changed his position since the last meeting. Shawn noted that there was a District base station in their dispatch center and Directors Roxbury and Kennedy agreed that it should not be replaced with the new system, unless the city was interested in purchasing one for their benefit. It was not a benefit to the District for the radio to be there.

The Board agreed that if anyone questioned a Director about Milton-Freewater they should be directed to Shawn. Shawn said, if the city came to the District with a proposal for annexation, he would consider it but not until the microwave and LMR projects were complete. He felt it would likely be worth the time to bring Milton-Freewater in for interoperability, but there would be a lot of additional factors to consider.

Marlon offered to provide a quote for a service monitor if Shawn gave him the specs. It could be used for comparison at the convention.

#### VIII. Adjourn

*A motion to adjourn the meeting at 2:22pm was made by Director Kennedy and seconded by Director Lieuallen.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

#### **Next Meeting(s)**

March 12 @ 1:30pm, Boardman City Hall