

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

January 17, 2019 10:00AM

Present: Director Matlack                      Director Kennedy  
          Director Roxbury                      Director Pratt

Absent: Director Lieuallen

Guests: Steve Surwillo, CDX                      Scott Skibness, RACOM  
          Sam Irons, Boardman Fire

Staff: Rosanna Brown, Shawn Halsey, Brett Mueller

I. Call to Order and Recognition of Guest(s): The meeting was called to order at 10:02am.

II. Minutes of Meeting from December 19, 2018

*A motion to approve the minutes from the meeting on December 19 was made by Director Matlack and seconded by Director Kennedy.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

*Director Pratt: Aye*

III. Changes/Additions to the Agenda: None

IV. Business from Guests: None

V. Old Business

A. Microwave System Project Update

Shawn recently had the first meeting with Nokia. He reviewed the statement of work. He expected the process to have a slow start during negotiations. The first issue Shawn addressed was correcting the District's name from Umatilla County. Nokia had to set the District up as a new customer, with all the paperwork that entailed. The team that Shawn was working with was from Seattle and Olympia.

B. LMR System Project Update

Shawn reported that he and CDX, had spent several hours negotiating with RACOM and they were at a good place to move forward. Steve confirmed that their discussions included statement of work, system description, responsibility matrix, services, pricing, the User Agreement, and the financing through Houston-Galveston. Shawn also noted that he brought outside legal counsel in to review the documents.

1. RACOM System Purchase

a. End User Agreement in packet

The packet included the documents that needed signatures, but only one needed signature at the meeting. The support document wouldn't need signatures until acceptance when final testing was done.

Shawn reported that, through negotiations, several items had been added to the original proposal. There had been an original discount of \$500k, but then \$700k of product and services were added. There was an additional discount of \$400k added. The total financing was about \$5million, over 11 years, at about 3.85% interest (or better). Shawn planned to pay about \$500k per year. The District was able to pay that annually, it just meant that there would not be savings each budget year. New projects would have to be planned and saved for and outside funding and agreements would be considered. Shawn's budget did not include any of the money that the State planned to pay to be a user on the system. He had a series of meetings scheduled to work out the agreement with the State. He expected the State to add 70-80 users to the system and thought their user fee could be about \$100k per year. Shawn felt that having the State as a user on the system would have a positive impact on local communications and he noted that the State was excited to be able to work with the District. They were pleased with the number of sites and the better coverage.

b. Pricing in packet

In response to Director Roxbury's questions, Shawn confirmed that he and Steve (CDX) had spent a lot of time reviewing all of the documents in the agreement and making the changes they wanted. Those changes included NENA compliant consoles and a shift in the number of portables, mobiles, and accessories. Another large ticket item was the addition of a 14<sup>th</sup> site. In response to Director Matlack's question, Scott (RACOM) confirmed that the new portables would perform better in the wind, as long as users speak into

the mics. A digital system will filter outside noise better than the current system. In response to Director Roxbury's question, Shawn said he expected body cams as part of the radio system was more of a FirstNet issue and that that feature would not be integrated into the new system here. Regarding encryption, Shawn said that it was an option and was up to the users.

Shawn's recommendation was to purchase the system off contract, just like the microwave system was done. If the Board agreed, Shawn would post a notice in the newspaper for 7 days, then the Board would need to come back together to vote. Once that was done, the finance company would be ready to move forward. The current rate would be locked in until 01/25/19. Shawn planned the meeting for 01/25/19 at 2pm.

*A motion to accept the End User Agreement as written, was made by Director Pratt and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

*Director Pratt: Aye*

Steve expressed concern that the vendor that wasn't chosen might submit comments. Shawn felt that any complaint would be unfounded since the negotiations with RACOM were successful. Steve planned to write up a few notes for the Directors to reference, if they received a call from that vendor.

## 2. Financing

### a. RACOM Financing Plan

The District's credit limit was \$5.1m, with a max rate of 3.9%. The financing plan with RACOM outlined the District putting \$1.5m as a down payment and financing \$3.5m. Shawn explained that the loan would be 11 years, with the District paying about \$500,000 per year. This included system maintenance agreements.

Director Roxbury asked what kind of cushion Shawn planned for issues that came up and increased the price. Shawn confirmed that there would be money left after the microwave project and down payment, and additionally he planned to pay for changes with cash, however he didn't expect any.

### b. Resolution 19-01-17-01

"Resolution of Umatilla Morrow Radio & Data District, Umatilla and Morrow Counties, Oregon authorizing the issuance and negotiated sale of a full faith and credit obligation in an aggregate principal amount not to exceed \$5,100,000; Designating an authorized representative and special counsel; authorizing execution and delivery of a financing agreement; and related matters."

The District Administrator read the resolution by title.

*A motion to adopt Resolution 19-01-17-01 was made by Director Matlack and seconded by Director Pratt.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Kennedy: Aye*

-----*Director Matlack left at 10:38am.*-----

## C. Administrator Salary Recommendation

After the last meeting, Shawn talked to the bookkeeper and SDAO about any issues that might come up if he were to be paid a raise retroactively to last November. Neither had any objections. The bookkeeper cut the appropriate checks.

Shawn noted that it was easier to tie his raise to the fiscal year, instead of his anniversary date. The Board suggested an evaluation in January, instead of November, so the salary number would be known in time for budget planning.

Shawn planned to take a budget resolution to the next Board Meeting, to move money into the District Administrator's salary line.

## VI. New Business

### A. System Administrator's Report

#### 1. Unit Tracking Sheet: No new issues.

Shawn decided not to buy any more radios for the system, since any radios purchased could not be used on the new system. There would be the possibility of users buying their own radios in the future, but Shawn planned to have specific rules and policies about which radios could be added. Director Kennedy suggested Shawn obtain copies of similar policies to work from. Shawn also planned to discourage the issuance of radios to volunteers and he planned to have more bank chargers in the stations. He also reminded the Board of the option to access the system through a cell phone app, at a cost of about \$500 per user. All of the users were notified that there will be a cut in the amount of subscriber units they will receive.

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

3. District Expenditures Review: The District's Expenditure Report was reviewed.

The repair to the Tahoe cost \$2000 more than expected because, in addition to the work on the transmission, the front 4-wheel drive had to be replaced.

4. District Bank Statements/Checks Review: The District's Bank statements and checks were reviewed.

5. LGIP: The LGIP report was reviewed.

In response to Director Roxbury's question, Shawn reported that he moved money as needed, not on a schedule. He also reported that the District was making about \$3000 in interest per month. He expected to have more to move after February.

6. Safety Review: First Aid kits.

There was a first aid kit in the Tahoe, but the truck and office needed one. The Board suggested the District staff take CPR classes when the UCSO held them.

#### B. Mobile Subscriber Installations

Shawn recommended an RFP for a mobile unit installer for the new radios. He wanted to make sure the installs were done correctly the first time. He planned to avoid the install issues and errors that happened during the changeover to 450. Director Kennedy agreed that there were a lot of problems with the outside technicians that Day Wireless brought in for the work. Shawn planned to work agency by agency, test coverage, then do the changeover. Both systems would be running at the same time for a while and that would require some temporary patching.

Shawn planned to have CDX help with the RFP and he was going to start gathering vehicle information from the users. Shawn also planned to have each agency sign an agreement regarding the standard of installation of new radios. Steve suggested an installation guide. The Board was in favor of an RFP.

C. Audit Review: The FY17-18 audit was done and there were no findings or recommendations.

#### D. 2019 Elections

There were 2 directors up for re-election in November 2019. Shawn expected the microwave and new system projects to be completed by 2021. The information from Umatilla County Elections was included in the packet.

#### E. Meeting Time

Shawn asked the Board to consider a different time or day for board meeting since it had been difficult to get a quorum recently. Shawn noted that often attendees were flying in for meetings, so the meetings needed to be held when they were scheduled. Director Kennedy preferred later meetings, toward the evening, since he was often the only person on duty in Umatilla. Director Pratt was the opposite. He covered the evening shifts so late-morning was best for him. Director Roxbury did not have a preference for time or day. Shawn planned to ask Director Lieuallen and Matlack what their preferences were and he suggested a 10am meeting time for the Board to consider.

VII. Open Discussion: None

VIII. *A motion to adjourn the meeting at 11:24pm was made by Director Kennedy and seconded by Director Pratt.*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

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

January 25 @ 2:00pm, Umatilla Fire District Station #2

February 5 @ 1:30pm, UCFC#1, Station 23