

UMATILLA MORROW RADIO & DATA DISTRICT

UCFD #1, Station 23

April 2, 2019 1:30PM

Present: Director Lieuallen  
Director Kennedy  
Director Pratt  
Director Roxbury

Absent: Director Matlack

Guests: Marlon Johnson, Day Wireless Rick Stokoe, Boardman Police Department  
Scott Skibness, Racom

Staff: Rosanna Brown, Shawn Halsey

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

II. Minutes of the Meeting from March 12, 2019

*A motion to approve the minutes from the meeting on March 12 was made by Director Kennedy and seconded by Director Pratt.*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

III. Changes to the Agenda: Add V. Old Business D. Support Agreement Pricing for LMR system and Dispatch consoles

IV. Business from Guest(s): None

V. Old Business

A. Microwave System Project Update

Shawn reported that all of the survey site visits were complete. The weather caused a few delays and he had to snow shoe into Cabbage and Weston and use 4-wheelers to access Gleason and Jordan. He expected the survey results 04/03/19 and planned to review them with CDX. Licensing for the frequencies would follow and he felt that they would still hit the June window for factory acceptance testing of the equipment.

B. LMR System Project Update

Scott Skibness planned to call Tait to confirm the ship dates for the equipment and expected to start staging in Spoke in late April or early May. The project was on schedule. Shawn and Scott reviewed frequencies during a morning meeting and Shawn felt good about the frequency plan moving forward. They also discussed fleet mapping and Shawn was looking forward to reducing the number of talk groups. Scott noted that the Avtec screen building would take place in the mornings on April 22 and April 23.

-----Director Roxbury arrived at 135pm-----

C. Tower Repairs

Shawn reported that TEP was in the process of sourcing materials and would have a timeline for the work later in the week. He hopes to have the project started in the next month and expected to have it done before July.

D. Support Agreement Pricing for LMR system and Dispatch consoles

Shawn received new numbers from Scott, for the projected 10 years of support for the dispatch consoles and LMR system. For the LMR, it was \$85,403.81 and for the Avtec consoles it was \$32,458.75 annually. This added up to a flat rate of \$589,312.80 over 10 years, or an average of \$117,862.56 per year. Shawn felt that these prices were reasonable and asked the Board to approve the agreement. He did not think there was some finalization to do that might affect the amount slightly.

*A motion to accept the Avtec support agreement for the LMR system and Dispatch consoles, in the amount of \$117,862.56 per year, was made by Director Pratt and seconded by Director Lieuallen.*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

New Business

#### A. System Administrator's Report

1. Unit Tracking Sheet: No units issued. Shawn was notified that Hermiston Police Department would be adding 9 new vehicles to their fleet and needed 9 new mobiles in the next few months. Shawn located 8 MCS2000s and 1 XTL2500 to put into those vehicles. They are radios from the District's inventory, not new (or aftermarket) purchases. Shawn did not plan to buy any new radios. During the installation, wires will also be run for the next system radios.

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

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

There were a couple of lines on the report that were over 100%. Those lines would be addressed in New Business C. Resolution 19-04-02-01: Changes to Budget. Shawn expected some of the lines to have money left over at the end of the budget year, because the amounts he included during budget planning last year were estimates. He noted that the District planned to purchase new office computers during this budget year and the next budget year. He also noted that the budget next year would be extremely tight, compared to previous years and that there would not be much carryover.

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

5. LGIP: The LGIP report was reviewed.

6. Safety Review: Shawn noted that driving was the most dangerous activity that District employees engaged in and driver safety had been discussed.

#### B. TEP Tower Mapping and Analysis

Shawn provided the tower mapping and analysis quote to the Board, with a recommendation to sign it. He noted that the mapping service was needed for both projects. He explained that mapping included what was on the tower (antennas) and analysis was how much load was being carried and what standards were being used to evaluate it. The analysis needed to be done at Sillusi and Umatilla Ridge. In response to Director Pratt's question, Shawn explained that the job was professional services and under \$50,000, so it was not necessary to go out to bid.

*A motion to accept the Power Engineering Professionals quote for tower mapping and analysis, in the amount of \$33,750, was made by Director Kennedy and seconded by Director Pratt.*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

#### C. Resolution 19-04-02-01: Changes to Budget

Resolution 19-04-02-01 moved funds from the General Operating Contingency and Infrastructure & Equipment Replacement lines into the lines for Life Insurance, Professional Services, Test Equipment, and Site Maintenance lines. The lines all came from the same general fund, but Shawn liked to record the changes to help with budget forecasting.

*A motion to accept Resolution 19-04-02-01: Changes to the Budget was made by Director Lieuallen and seconded by Director Pratt.*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Roxbury: Aye*

#### VI. Open Discussion

Shawn asked which board members would be able to attend the budget committee meeting on May 7. Directors Pratt, Lieuallen, and Roxbury planned to attend and Director Kennedy was not available.

Shawn provided a portable that would be used on the new system at the meeting and passed it around for the board to see. They had Bluetooth, GPS capabilities, and encryption capabilities. Shawn thought the dispatch centers would not want to use GPS because it would necessitate an additional screen. Director Lieuallen noted that the option was still being discussed and one solution would be to have just one screen for GPS in the center that the dispatcher could go look at, instead of one at each station.

Director Pratt felt that if GPS was an option, it should be implemented for user safety and asked Shawn to get a quote for it. Scott noted that he would get the numbers to Shawn. Director Roxbury questioned whether GPS was a necessary feature, when the users had been performing without it for some time. He wanted to know how the information would be used if the users had been getting by without it until now.

Scott also noted that, for use in a mobile, GPS would require an additional or combined antenna and that was a different cost. He thought about \$150-165 per vehicle to add an antenna and at least \$200 for a dual antenna. Shawn noted that the budget for the next year was already tight and Director Pratt suggested having the agencies pay the difference, if they wanted the feature. The system could be set up to send location information as specified times, such as when the emergency button was pushed, or every 15 minutes, or on every key up. Additionally, Dispatch could have a poll button that sent a location request. It would be up to the users, the District, and the dispatch centers to set the policy. Director Kennedy didn't think constant tracking was necessary, but on push-to-talk or emergency button activation would be helpful for law enforcement. Scott noted that it would also be up to the users how long the records were kept and that there could be a standard set by the state. Director Roxbury was concerned with dealing with the record keeping of the reports. He did not want the District to be making a decision or policy for everyone. He also was concerned about agencies complaining about features that they did not have because they could not afford them and if that would put the District at risk for liability.

Director Lieuallen noted that dispatchers usually use Vista maps, instead of Rims.

With regard to encryption, Shawn asked that agencies get approval before they ask the District to provide it. If there are complaints from the community, they should go back to the agency, not the District.

VII. Adjourn

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

*Director Roxbury: Aye*

*Director Kennedy: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

**Next Meeting(s)**

Budget Committee Meeting May 7, 2019 @ 1:30pm, Boardman City Hall

Board Meeting May 7, 2019 @ 2:15pm, Boardman City Hall