

UMATILLA MORROW RADIO & DATA DISTRICT
Umatilla County Fire District #1, Station 23
October 1, 2019 1:30PM

Present: Director Matlack Director Roxbury Director Lieuallen

Absent: Director Kennedy Director Pratt

Guests: Bob Simmons, CDX Marlon Johnson, Day Wireless
Jesse Ediger, Racom David Porche, Racom
Sam, Boardman Fire Scott Skibness, Racom

Staff: Rosanna Brown, Shawn Halsey

- I. Call to Order and Recognition of Guest(s): The meeting was called to order at 1:34pm.
- II. Changes/Additions to the Agenda
 - Move MCSO Building Grounding to V. Old Business D.
 - Add Old Business E. Banner Bank Credit Card Authorization
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes of the meeting from September 3, 2019.
 - B. System Administrator's Report
 1. Unit Tracking Sheet
 2. District Income Review
 3. District Expenditures Review
 4. District Bank Statements/Checks Review
 5. LGIP

A motion to accept the consent agenda was made by Director Matlack and seconded by Director Lieuallen.

Director Roxbury: Aye

Director Lieuallen: Aye

Director Matlack: Aye

- V. Old Business
 - A. Microwave System Project Update

The project was delayed further. The equipment was out of staging and had final approved test results on 09/29/19 and Shawn was notified that the equipment for 5 sites was shipped and would be delivered 10/02/19 and 10/03/19. The original plan was to have those 5 sites installed during the month of October, but Shawn was unsure if that would happen. While the work was about 3 weeks behind schedule, Shawn noted that the end date of the project had not changed. The work would be done faster to make the original deadline. Director Roxbury asked Shawn if he had concerns about Nokia's performance and Shawn responded that he had felt that their initial plan was overly optimistic and he had expected the project to take longer. He also noted that Racom's schedule was not tied to the completion of the microwave project. The LMR project installation was independent of the microwave project. In response to Director Roxbury's question, Shawn explained that his Nokia liaison was Ron, from Seattle and that he had never met him in person. He also reported that the only person from Nokia that had been to the District was a salesperson that no longer worked for the company. Shawn did not feel like he was getting the run around. He felt confident that the project would get done and would likely just be slower than anticipated. He noted that the people he was working with were not the same people he spoke to before the bid, so he was having to explain certain points to them during the process. An example of this was when staging took

longer than expected because they didn't know Shawn wanted to use T1s and those were critical to support the old system. There was also some confusion at the start of the project because the customer was listed as Umatilla County, instead of the District and the additional paperwork needed caused delay. Bob Simmons agreed that there had been a disconnect between departments, causing the process to slow down. Shawn felt comfortable where the project was, but noted that if the timeline slipped more, it would be more difficult to access the higher sites so additional equipment might be needed for the access.

B. LMR System Project Update

Scott Skibness reported that the core had been installed and set up at the Sheriff's Office the previous week and work was being done to connect it to the District's network for the final configuration. Full installation at Black Mountain was scheduled to be done by October 14th, to be sure the work was done before winter weather made access impossible. There would be 2 crews returning the week of the 28th to continue at the other sites. He expected them to complete 2 sites per day and hoped to have all site equipment installed by Thanksgiving, with the project complete by Christmas. They planned to use the District's maintenance link for basic network testing, but they would not have full bandwidth. Shawn noted that they were going to focus on the higher sites first, since those sites would be getting snow. Once the core was integrated into the system, Shawn planned to begin programming the 956 subscriber units. He expected the process to take quite a bit of time, but noted that these radios would program faster than those that were done in 2004. Shawn also planned to start working on the RFP for mobile installs and noted that a standard for the installation would be included in it.

Currently, he would be supervising the microwave installations 6 days a week. Brett was scheduled to be there for the 2 Saturdays that Shawn wasn't available and he had a meeting with the FCC committee scheduled for 10/03/19, to discuss frequencies. He expected it to go well.

Scott noted that he planned to have a couple of consoles set up for Dispatch to test and give feedback.

C. State System Agreement

Shawn has been working on an agreement with the State for quite a while. He provided the Board a copy of what he and the State had come up with. In response to Director Roxbury's question, Shawn said that the State was being charged in essentially the same way as other users on the system are. He also confirmed that their encryption would pass through to the channels they have on our system. He did not need a motion at the time, as the documents were just informational. He would continue to work on a formal agreement to be signed. Shawn was happy with the agreement and confident that it would work out well.

D. MCSO Building Grounding

The District agreed to pay half of the cost to have a grounding survey done at Morrow County. Racom recommended it and the company Lyncole. The work was done a couple of weeks ago and Shawn received the report very quickly. The report basically said that the grounding in the building was not up to the standards needed for a radio site. The next step was to take the information to a grounding work vendor and request a quote for the work. Shawn noted that the grounding issue wasn't just in the equipment room, but also for the power system and generator. There was no grounding between the roof and equipment room. Lightning protection needed to be installed.

Significant funds and time were needed to install the 120' of trench needed, with 9-10' ground rods. A plan was listed in the report. Shawn felt that the District should pay for part of the grounding in the equipment room, part of the lightning protection system, and part of the power. He gave the report to the Morrow County Sheriff's Office. Director Matlack planned to take the report to the commissioners and ask for the funding to be included in the next budget. He felt confident that the commissioners would be willing to fund the project, as they knew the importance of the radio system. He asked Shawn to be available to answer their questions. He also wondered if the upgrading would help with the power issues that they have always had in that building. He felt that the report laid out the issues very well and gave a good plan for what needed to be done.

In response to Director Roxbury's question, Shawn noted that Lyncole was a company that had been doing lightning protection and grounding for a long time.

Shawn also noted that, based on the results of the report, he planned to have Racom put the system core into the Boardman site for the initial install, until the grounding issues were taken care of.

E. Banner Bank Credit Card Authorization

Shawn read an email that was sent by a Banner Bank representative. They requested a more specific motion to allow Shawn and Rosanna access to the District accounts.

A motion to have Shawn Halsey, District Administrator and Rosanna Brown, Administrative Assistant approved to access and authorize changes to the Banner Bank Master Card accounts and to access and authorize changes and transfers in and from the District's checking account and savings account was made by Director Matlack and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Matlack: Aye

Director Roxbury: Aye

VI. New Business

A. Safety Review: Bees

Shawn was recently at Morrow County Sheriff's Office with a technician hired to survey the grounding. Part of the test involved hammering metal spikes into the ground at several points. During the test, yellowjackets poured out of one of the holes in the ground. Shawn had recently used the last of his insect spray so he bought a foaming spray at the local store and covered that hole and another they found. He noted that staff should be aware that bees could come from the ground, not just overhead and also that insects will be coming inside as the weather cools. In response to Director Roxbury's question, Shawn confirmed that the District's first aid kits had bite ointment, but not bee sting kits and that none of the District employees had a bee allergy.

VII. Open Discussion: None

VIII. Adjourn

A motion to adjourn the meeting at 2:13pm was made by Director Lieuallen and seconded by Director Matlack.

Director Lieuallen: Aye

Director Roxbury: Aye

Director Matlack: Aye

Next Meeting
November 5, 2019 1:30pm
Boardman City Hall