

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

November 5, 2019 1:30pm

Present: Director Matlack Director Kennedy
 Director Roxbury Director Pratt

Absent: Director Lieuallen

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

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:31pm.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes from the meeting from October 1, 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 Pratt.

Director Roxbury: Aye

Director Kennedy: Aye

Director Matlack: Aye

Director Pratt: Aye

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

Shawn reported that the project had been moving along. There were a few issues with material deliveries, but the weather had been good. Shawn distributed a project status map to the Board. East Pendleton was being worked on that day and was at 75%. The late delivery of materials caused a delay at Cabbage Hill and Weston Mountain. Director Roxbury asked how the project schedule was going and Shawn thought the project might be done early. His only concerns were that there had been problems with shipments and getting the correct materials to the correct places. He had been supervising the crew, to make sure they were doing things the right way. His impression of the crew was that this was the first time they had worked with this kind of project. The payment schedule for Nokia was further on the agenda.

- B. LMR System Project Update

Black Mountain was installed fully and was functional. 6 other sites were delivered and mostly installed the week before. Coombs Canyon, UCSO, and East Pendleton would have racks installed and antennas were being hung on towers at Sillusi. Sillusi would be installed and powered up that week and racks would be installed at Umatilla Ridge and PGG. Boardman was being powered up that day and equipment installed. Scott Skibness planned to follow up with Shawn, to review what was completed that week and what was left to do. Shawn was waiting on a high gain receive antenna. All of the large equipment had been delivered to the high sites, which had been Shawn's focus. The tower crew would be working every week except Thanksgiving week. In response to Director Pratt's question, Shawn noted that the fill site for

Heppner would be going in at the dispatch center. Scott noted that the Morrow County control rack was installed at Boardman.

C. State System Agreement

Shawn provided the State agreement draft in the packet. It included what Shawn and the State had been discussing, as far as terms. The State would be paying for use of the microwave shot from Cabbage Hill to Weston Mountain and an annual fee of \$77k for LMR usage. He was unsure of the start date and had a few more points to discuss, but was generally happy with it. Director Pratt asked Shawn to be sure the agreement had specific language describing the District's use of the State's system as well.

D. MCSO Building Grounding

Shawn was waiting for quotes for the grounding project at MCSO. He did not plan to speak to the commissioners at Morrow County until he had some numbers. He did receive one quote from the company that did the survey. The amount was \$25k and was just the lightning protection for the roof. No quotes for the grounding of the building had come in. He would like to have 3, but had not been able to identify 3 vendors that could do the work. Scott was helping Shawn look. It was a specialty service and Shawn expected it to be expensive.

E. User Agreement

Shawn made changes to the User Agreement in 2.6 Encryption, based on the discussion in the last meeting. It included language that stated that the District would provide the requesting agency a form to fill out and have approved by a governing body. He used the term "governing body" because some users did not have political leadership. Director Pratt asked about pushback. Jason Edmiston had said that he did not think he would have time to get it through his political leadership. Director Pratt thought it would be hard for the users to explain what they wanted to their city councils. Director Roxbury felt that it was up to the user, and not Shawn, to present the request and information to the governing bodies. Director Pratt felt that informing the governing body should be sufficient, without a formal motion or resolution. He felt that minutes from the meeting where it was discussed should be enough for the District. Director Roxbury did not think that informing a governing body that they would have encryption would be enough to protect the District and that was the goal of the agreement. If an agency's governing body does not agree to the encryption, then they should not be encrypted. Shawn wanted to be sure that, if there was pushback from the public, everyone in the chain of command at the agency would have the information and not be blindsided by media. If timing was an issue, Shawn noted that he could have the user agreement done in December instead of January, so the users had more time to meet with their governing body. Director Kennedy felt that the approval in the minutes of a meeting would be enough and that a resolution should not be a requirement. Director Matlack was also concerned that councils might have to start fielding complains and needed to be informed and prepared. In response to Director Matlack's question, Shawn replied that he had not heard of any big concern or blow up because of encryption so far.

VI. New Business

A. Safety Review: Towers

Shawn had been working with tower crews for a few weeks and was reminded about the importance of wearing a hard hat when tower work was being done. Items could fall from the tower during installation and also ice, when the weather changed. He noted that falling ice could also travel, depending on the wind.

B. Nokia Payment Schedule

Shawn received an unexpected invoice from Nokia. It had been his understanding, though it was not in agreement, that the full payment would be expected when the project was completed. Unfortunately, the sales person Shawn had worked with, and got that information from, was no longer with Nokia. He noted that it took 2-3 weeks, and the help of CDX, to get a milestone pay schedule from Nokia. He included it in the packet. The first invoice was paid. In response to Director Roxbury's question, Shawn explained that the training line was to cover the cost of Nokia traveling to the District and giving classes on how to maintain the system, the equipment, configuration, and maintenance. It included training for 6 people, so Shawn offered some of the spots to the State and they planned to send someone. Shawn expected that to be held in January. There would also be additional training that would come out of the District's training budget line. Shawn noted that the District would pay for maintenance on both new systems, so they would be updated as new software was released and that those updates could be done remotely.

VII. Open Discussion

Rick Stokoe commented that Jason Edmiston was adamantly opposed to the requirement of a resolution for encryption. He thought it was an overreach of the Board to ask another Board to do it. Rick noted that he was also against the requirement. Director Roxbury replied that the approval did not need to be in the form of a resolution, just the proof that the governing body knew about it and approved it. His only concern, as a Board member, was protecting the District. Shawn noted that the agreement said "minutes or other documentation provided by the User's governing body". Director Roxbury wanted to be sure that the approval of encryption was a discussion by the governing body, not just a line item mentioned. He felt that there was flexibility for who could sign it, as long as there was proof of a discussion. The burden would then be put on the user agency, or at least shared with the District instead of solely on the District. Director Matlack agreed that the person signing the agreement just needed to be someone that was representing the agency. Shawn noted that the users would also be agreeing to participate in litigation.

Shawn reported that the RFP for mobile installations was almost complete. He heard from one agency that wanted the freedom to use their own vendor for the work and have the District pay for it. He felt that, as long as the work being done followed the District's standards, that should be fine. Director Pratt's concern was the price and Shawn felt that the District could pay what was listed in the RFP, however that price would be less per vehicle, due to the volume of work. In response to Director Kennedy's question, Shawn said it would take about 4 hours to complete each vehicle. Director Kennedy asked about being proactive by having the cars wired beforehand and Shawn explained that all of the new installs were getting both sets of cables. Director Kennedy also noted that he did not want 2 radios in his car and that he must be able to access all of his regular talkgroups, including Morrow County. Scott noted that the migration plan would address the talkgroups that needed to be accessible. There would be interop gateways and patches to help with this process, and users would be able to communicate with Dispatch and their main talkgroups at all times. Director Roxbury asked Shawn to create a facts sheet regarding the migration and some of the problems the user may experience. He felt that the District needed to make the users aware of what was coming. In response to Director Kennedy's question about taking the time to remove the old cables during install, Shawn explained that the radios would be sold and would need to be sent with the cables. Director Roxbury stressed that the installation schedule should be set by Shawn, not by users. Shawn expected the installations to begin in the Spring.

VIII. Adjourn

A motion to adjourn the meeting at 2:24pm was made by Director Kennedy and seconded by Director Pratt.

Director Roxbury: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Matlack: Aye

Next Meeting

December 3, 2019 1:30pm

Umatilla County Fire District #1, Station 2