

UMATILLA MORROW RADIO & DATA DISTRICT
Umatilla County Fire District #1, Station 23
December 3, 2019 1:30pm

Present: Director Pratt Director Kennedy
Director Roxbury

Absent: Director Lieuallen Director Matlack

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

Staff: Shawn Halsey, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:30pm.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes from the meeting from November 5, 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 Pratt and seconded by Director Kennedy.

Director Roxbury: Aye

Director Kennedy: Aye

Director Pratt: Aye

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

Shawn reported that the microwave project was going well. He provided a status map to the Board, showing which paths had been completed and which were still in progress. He noted that there had been some trouble with the paths from UCSO to East Pendleton and UCSO to Cabbage Hill. The crew would be back Thursday to work on it. The signal level was not what Shawn expected and he was unsure why. On December 6, they would address the Morrow County installation on the roof. He hoped that some of the parts they were waiting for would be delivered during the Thanksgiving break. He noted that the training would come later and that he had a purchase request for that. He expected the project to be finished in early January.

Shawn learned recently that Morrow County intended to replace the roof membrane in Spring 2020, so he needed to make a plan for moving the microwave dishes during that work and also to have them realigned after. Director Roxbury suggested having the work done around the District's equipment, instead of moving it. Shawn had until May to figure out a plan.

- B. LMR System Project Update

Shawn reported that work was being done at Gleason and that the site would be finished that week. A second crew would be joining the first and the plan was to address Jordan and Weston next. All of the equipment was in all of the sites, with the exception of Morrow County. Hanging antennas and wiring should be done by Christmas.

Shawn also noted that the mobile install RFP was almost finished and would be going out the first of next year.

C. State System Agreement

Shawn answered some questions from the State regarding the specifics of the agreement and it was sent back to their side for approval. Language outlining the District's use of the State's system would be added to the agreement or another agreement would be created.

D. MCSO Building Grounding

Shawn met with a Day Wireless crew from Portland and expected a proposal for the work at the MCSO building. Marlon noted that they had several questions, based on the study that was done and the standards included. Some of the equipment the study listed was only sold by that company. Shawn asked for the proposal to be at least at the Harris standard and he noted that the equipment that they proposed using did not have to be the same as what was listed in the study, just equal to or greater than. Shawn recognized that it would not comply with the exact specs from the other proposal. Marlon will follow up with Shawn.

In response to Director Pratt's question, Shawn confirmed that Morrow County Sheriff's Office knew that they would be sharing the cost of the work, and they had conveyed that to their commissioners.

VI. New Business

A. Safety Review: Winter Safety

Regarding winter safety, Shawn noted that there were a few emergency items that could be added to the District vehicles, including blankets, water, and food. He also noted that employees should be cautious when driving in bad weather by slowing down or not driving if it wasn't necessary.

B. PGG Lease Payments

Recently, Sprint needed to make a change to the tower at the PGG site. To do this, they needed a sign off from PGG. During that process, the person at PGG that was in charge of property liquidation noted that the agreement the District had with PGG stipulated that the District pay PGG a portion of the rent that Sprint was sending the District. This agreement was dated 2012. Before that, the agreement was with the State and they had not paid a portion of the rent to PGG either. The PGG representative figured out what the District should have paid and came up with a figure of \$28,950. He noted that it did not have to be paid all at once.

Director Kennedy asked Shawn if that was the case in any of the other agreements that the District had and Shawn noted that the only other site with a cell vendor was US Cellular at East Pendleton.

Director Roxbury was concerned that, as PGG liquidated their properties, the District might lose its place at PGG or be charged a much higher lease amount. He asked Shawn to find out what the term of the lease was and to do some research to come up with some options if that happened. Shawn noted that the land, zoned industrial, had been for sale for some time. The District could buy the 5 acres if necessary. The asking price was \$100,000 and it would cost 5 times that to move the site. Director Pratt asked Shawn to find out if the 5 acres were sub dividable.

C. Harassment Policy, Resolution 19-12-03-01

SDAO asked the special districts to adopt the Prevention of Workplace Discrimination, Harassment, and Retaliation Policy. Shawn noted that he had not had legal look at the policy, since it came directly from SDAO. He also noted that he recently left a message for attorney Eileen Eakins, to request some guidance on the user agreement and received a voicemail back and a bill for \$100.

A motion to pass Resolution 19-12-03-01: Prevention of Workplace Discrimination, Harassment, and Retaliation Policy was made by Director Kennedy and seconded by Director Pratt.

Director Kennedy: Aye

Director Pratt: Aye

Director Roxbury: Aye

D. Nokia Training Quote

Shawn provided a quote in the packet for Nokia training. The \$2890 quote was for a 4-day training at the District's office, for 6 students. He asked the Board for approval to set up the training.

A motion to accept the quote for Nokia training, in the amount of \$2890, was made by Director Kennedy and seconded by Director Pratt.

Director Kennedy: Aye

Director Pratt: Aye

Director Roxbury: Aye

VII.

Open Discussion

Scott arrived at the meeting late, as he was delayed due to traffic and cattle. He reported that the crew was working at Gleason and would be back the next week, with the second crew to work on Jordan, Wilkinson, Weston, and Cabbage. He expected the sites to be done before the end of the year. Brett and Thor were working on a last bit of maintenance link so what had been installed could be tested. Black Mountain was the only site that was live. The other sites were connected, but not on the air yet.

He noted that there were a lot of radios sitting at the Boardman site.

VIII. Adjourn

A motion to adjourn the meeting at 2:14pm was made by Director Pratt and seconded by Director Kennedy.

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Next Meeting
January 7, 2020 1:30pm
Boardman City Hall