

UMATILLA MORROW RADIO & DATA DISTRICT  
Boardman City Hall  
January 7, 2020 1:30pm

Present: Director Pratt Director Matlack  
Director Lieuallen Director Roxbury

Absent: Director Kennedy

Guests: Rick Stokoe, Boardman Police Department Rod Eckle, Racom  
Marlon Johnson, Day Wireless Scott Skibness, Racom  
Sam, Boardman Fire

Staff: Shawn Halsey, Rosanna Brown

- 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 December 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 Pratt and seconded by Director Matlack.*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Roxbury arrived at 1:33pm.*

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

Shawn provided a project status map to the Board. The map was up to date as of 01/05/20, but it had been changed in the time before the meeting. The crews were back in the area and working. Jordan Butte was at 85%. Gleason to Wilkinson 2 was finished and the Gleason site was 100%. From there the crew would move to work on links between MCSO and Wilkson 1 and 2. Shawn reported that they had run into an interference issue between UCSO and East Pendleton and between UCSO and Cabbage Hill. A piece of equipment to help identify the interference had been delivered that day. Shawn expected most work at sites on hills would be put on hold, since winter weather was expected that week. They would work on troubleshooting during that time. Shawn also reported that the LMR crew was working at the Jordan Butte site that week.

- B. LMR System Project Update

Shawn provided a project status map to the Board. Sillusi, Umatilla Ridge, Gleason, Black Mountain, and East Pendleton were mostly finished. Scott confirmed that those sites were complete, with just commissioning left to be done and that included tuning and taking readings. They planned to work at Cabbage Hill and Weston during the week. They were

working at Jordan and Shawn noted that that site was a big question mark with regard to access and the site tended to be windy. Director Matlack suggested that Shawn speak with the farmer/land owner about the use of a tractor for clearing access and Shawn planned to make the inquiry. He agreed that a tractor may be the only way to get to the site. UCSO, Boardman, and PGG could wait because access would not be an issue at those sites. Shawn noted that Sprint would be working at the PGG the next week. Shawn noted that the project was slightly behind schedule, but he was not concerned. Scott reported that they planned to have the tower work done by the end of January.

#### C. MCSO Building Grounding

Shawn provided quotes for the work at MCSO from Day Wireless and VFC Lyncole. The quote from Day Wireless was more than he was expecting, due to a misunderstanding. Shawn thought their quotes were one or the other, but they were actually to be added together, as different parts of the same job. Their quote was for \$47,366.38. He noted that that quote still had the possibility of changing after further discussion with Day Wireless.

The \$27,402 quote from Lyncole, the vendor that provided the study, was also a partial quote and Shawn expected a full quote by the end of the week. Shawn provided the quotes to the Board so they had an idea of what the final numbers might be. Shawn would like the quotes to match up more closely before he makes a decision. Director Matlack noted that he would need the information by Friday to take it to his Board on Wednesday's meeting and it looked like it wasn't ready for that. Shawn agreed and explained that, since Morrow County would need to pay for part of the project, their process would have to be followed for approval of the funds. In response to Director Lieuallen's question, Shawn explained that he would not know how the cost would be divided between MCSO and the District until he saw detailed quotes that showed where the costs were divided on the project.

#### D. User Agreement

Shawn provided the current User Agreement in the Board packet and it included an appendix, encryption request form, and mobile install requirements.

Director Pratt asked to discuss the language in 2.6 Encryption. He asked if "agency head" would be sufficient for approval, instead of "formal". Shawn noted that he wanted direction from the Board regarding that point. He felt that clarification of the word "formal" was needed. Director Matlack felt that the commissioners of Morrow County would only need to be brought in on a decision that included funding outside of the approved budget. This issue was not a cost issue and should be up to the sheriff. He did not have any issue signing the form and taking responsibility for the decision of adding encryption. His questions concerned channels and frequencies. Shawn explained that, regarding which channels are encrypted, it was entirely up to each agency. He confirmed that there would be less TAC channels and he also noted that users would not notice any differences on their end, when switching between encrypted and non-encrypted channels. They would still be able to talk to anyone they currently do. He also confirmed that the ability to have encryption was built into the system and there was no additional fee for it. All radios were encryption capable. Shawn asked the Board what language they would like to see in that section of the agreement. Director Pratt felt that the agency head should be the agency representative that signs the form and that formal action was unnecessary. He felt that, if they exercised authority that they didn't have, they would be left dealing with the governing body. Director Matlack agreed. Rick Stokoe agreed and noted that it should not be up to one board to require a resolution from another board. Director Roxbury wanted to confirm who has the authority to make the decision, when the request was submitted. He agreed that, if the request was made by someone that did not have the support of their council, they would be responsible for the consequences. His concerns included public backlash and potential litigation. Shawn noted that he was partly taking the perspective of a disgruntled citizen and looking at ways to protect the District and the users. He wanted to be sure that the Board could show that it made its best effort to ensure leaders and elected representatives were informed on the change, before it happened. In response to Director Roxbury's question regarding a public hearing, Director Matlack felt that a public hearing would encourage a public debate. Shawn felt that there was a difference in authority between a sheriff and a police chief, as one was an elected position. Shawn also noted that an agency would not need to bring their request for encryption to a Board meeting. He would set it up based on the signed form.

Director Pratt suggested changing "governing body" to "agency head" and changing "formal action" to "knowledge of". Director Roxbury asked what public interest was being served by taking out that language. He wanted the Directors to be making choices based on their positions for the District, and not their jobs with other agencies. Director Lieuallen agreed with Director Pratt and said that the District Board did not have the authority to make this request of another Board. She felt that the agreement just needed to confirm that everyone was aware of what was happening and that the

decision had been made by the chief or head of the agency. Shawn suggested crossing out the last sentence of the second paragraph and changing “formal action” to “knowledge of” and remove the word “approval” from the section. He also wanted to be sure that the proof of “knowledge of” be attached to the request. Director Pratt said he could live with that.

Shawn reported that everything that had been added to the agreement was reviewed by a lawyer and what he presented was a product of their notes. Shawn planned to update the bottom of the form, the agreement’s title by removing “450 MHz”.

Shawn also noted that he was working on a fleet map for Scott.

Regarding Appendix A: Installation Requirements, Section IX, Director Pratt asked for clarification and Shawn confirmed that the District would not be providing the GPS antennas. In response to Director Matlack’s question, Shawn confirmed that the current system does not offer GPS. Users are getting that from a cellular connection through RIMs.

Shawn asked the Board about the language on the Agreement to Initiate Encryption request form. The Board directed him to strike the word “approval” and use “knowledge” or “notification” instead. Director Roxbury asked Shawn to send it back to legal with the changes.

In response to Director Pratt’s question, Scott confirmed that GPS transmissions could be encrypted. Shawn noted that that was his preference and Director Matlack agreed.

The directors did not have any input for the indemnification and hold harmless sections. The lawyer told Shawn that the agreement as slanted toward the District and did not include negligence on the side of the District. They noted that it was not required, just suggested as standard contract language. Shawn also noted that there was language regarding training included and also the need for users to notify Shawn of changes like aliases.

The Board asked Shawn to check with legal and bring the agreement to the next meeting for approval.

#### E. State System Agreement

Shawn provided the agreement, with updates from the DOJ. He had a conference call with them on 01/06/20 and made a few more changes, including information regarding the third tier users. That was the only change, besides typos, that was made. Shawn noted that the DOJ cut several sections of language that they considered unnecessary and Shawn was happy with the current document. He also noted that the more detailed language regarding the District using the State system would be included in the ISSI agreement, which he expected in the next couple of months. Director Pratt felt that the agreements should mirror each other, with regard to system access and Shawn noted that the State would not have access to the District’s system without the ISSI agreement and full functionality. He also noted that an ISSI from Harris would have to be made to work and that the State may have to use conventional channels until that was done. The Board agreed to accept the agreement as presented, with the assurance that it would have to be presented again if any additional changes were made by either side.

*A motion to adopt the Intergovernmental agreement between the State of Oregon DOT and the District was made by Director Pratt and seconded by Director Roxbury*

*Director Pratt: Aye*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

#### VI. New Business

##### A. Safety Review: Tumbleweeds

Shawn wanted to bring attention to the potential problems with tumbleweeds. In extreme circumstances, they can completely cover a vehicle or fly out into traffic. They are also a problem at sites. They can get stuck in the undercarriage of a vehicle and start a fire. Shawn attempted to control weeds at the sites and planned to purchase a weed eater and work on the roads to the sites later in the year. He did not think he would be able to spray at any sites, due to them being surrounded by farm land. The Board felt that clearing the weeds at the sites was a good idea, but directed Shawn to look for a company that provided the service, instead of doing the work himself. They felt that it was a more cost effective option. Director Matlack suggested, for sites in Morrow County, using their work crew.

##### B. Stanfield-Echo Enterprise Zone

Shawn provided the notification of the Stanfield-Echo Enterprise Zone meeting to the Board. The meeting was being held at the same time as this Board meeting so Shawn could not attend, so he spoke with Brian Zumwalt for details. Brian explained that the proposal was an extension of what they had already been doing and would not affect current properties, only new developments inside city limits. Previously it had been done in conjunction with Umatilla. Shawn confirmed that the proposal would not have an effect on the District.

VII.

Open Discussion

Shawn noted that it was time for District evaluations. He would do evaluations for the employees, but he needed the Board to conduct his evaluation and he would like to be done before the next Board meeting. Rosanna would email the evaluation form to the Board.

VIII. Adjourn: Director Lieuallen adjourned the meeting at 2:43pm.

Next Meeting  
February 4, 2020 1:30pm  
Umatilla County Fire District #1, Station 23