

UMATILLA MORROW RADIO & DATA DISTRICT

Umatilla County Fire District #1, Station 23

February 4, 2020 1:30pm

Present: Director Pratt Director Matlack  
Director Lieuallen Director Lieuallen

Absent: Director Roxbury

Guests: Rod Ekholm, Racom Marlon Johnson, Day Wireless  
Scott Skibness, Racom Kristen Bowles, Morrow County  
Steve Surwillo, CDX John Bowles, Morrow County  
Ron Bender, 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: New Business B. was removed due to Director Roxbury's absence.
- III. Business from Guests: None
- IV. Consent Agenda
  - A. Minutes from the meeting from January 7, 2020.
  - 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 Matlack: Aye*

*Director Kennedy: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

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

Shawn provided status maps for the microwave project. The green items were complete and Shawn considered Wilkinson 1 to be 90% because all that was left to do at that site was correct the license. The dish that went to Gleason would not work at the height it was engineered for. That was discovered during the recent T1 portion of the testing. The rest of the ethernet testing would be done Tuesday and the 10 day burn would be after that. He expected to be cutting over to the new system before the next meeting.

- B. LMR System Project Update

Shawn provided status maps for the LMR project. The green items were complete. Commissioning work needed to be done at Coombs Canyon and East Pendleton, but those sites were installed. Installation at PGG and UCSO would be done that week. Boardman was done the week before and all commissioning would be done in the next week.

1. Mobile Install RFP

Shawn provided the mobile install RFP in the packet for the Board to review. He noted that he had gone over it several times and had CDX, Brett, and legal also review it. He believed it was ready to go and asked for Board approval. Director Kennedy noted that he thought UPD's list was missing a vehicle and Steve Surwillo replied that, for the purposes of the RFP, the numbers were approximates and flexible. In response to the Board's question, Shawn explained that the start

time of the project was open to conjecture. He expected late May or early June, but that would depend on the how the coverage testing went. The Board directed Shawn to proceed sending out the RFP and agreed that no motion was needed for the action.

#### C. MCSO Building Grounding

Shawn provided 2 quotes for the grounding work that needed to be done at Morrow County Sheriff's Office. The quotes were \$74,954 from Lyncole and \$59074.38 from Day Wireless. Each quote was broken down by all of the parts of the project. Shawn noted that the quote from Day Wireless did not exactly follow the directions, but that what they proposed was the same or better than the Lyncole quote. Marlon confirmed. Shawn felt that it would be easy for the District to split the cost of the lightning protection system. Morrow County was expected to pay for any building related grounding, 70% of the antenna grounding, half of the Harris audit of the grounding system, and half of the project management. Shawn also noted that he found a \$40 discrepancy on the quote from Day Wireless. Shawn's recommendation was to accept the quote from Day Wireless with a caveat regarding the audit by Harris and the cost of correcting anything. He would request a change order if the amount was over \$3000. He wanted the stipulation because the project needed to be done to Harris standards.

*A motion to accept the quote from Day Wireless as written, in the amount of \$59,074.38, was made by Director Pratt and seconded by Director Kennedy.*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

*Director Lieuallen: Aye*

#### D. User Agreement

After the last meeting, Shawn sent the user agreement back to the lawyer, with the suggested update. Shawn spoke with Eileen Eakins, the SDAO recommended lawyer, about the changes. It was decided that, as long as someone from the agency was willing to say that a notification was made, that would be acceptable to the District. The section for "Title of attached documentation of notification/knowledge" could note minutes from a meeting, a copy of an email sent, or a memo from the signer, giving a description of how the governing body was notified (by phone, in person, etc). Shawn noted that he would retain the right to bring changes if he saw them necessary.

*A motion to approve the User Agreement, as presented, was made by Director Pratt and seconded by Director Kennedy.*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

#### E. PGG land purchase

Shawn spoke with PGG and was informed that there were other parties interested in buying the land that the PGG site was on. They planned to talk to those parties before making a decision about parceling the land. Director Pratt expressed concern about someone buying the land and suggested approaching PGG with a request to rewrite the contract and include a note regarding the District's tower for future land owners, a long term contract, and removing the possibility of the District having to move off of the land. Shawn would continue to speak with PGG and attempt to come to an agreement. He noted that the District doesn't own the land at any of the sites and most of them are long term private ownership agreements. There had never been an issue like this before.

#### F. State System Agreement

The State made one change to the agreement. They changed the word "agency" to "party". Shawn asked the Board to reapprove agreement.

*A motion to approve the updated agreement with ODOT was made by Director Matlack and seconded by Director Pratt.*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

### G. Logging Recorder

Umatilla County released the RFQ for the purchase and installation of a logging recorder on Tuesday. Tribal Dispatch was not part of the request, as they had made a recent purchase of logging equipment. Director Lieuallen noted that she was already getting questions from the vendors. She planned to review the responses with Shawn and with Racom. She noted that she had obtained county counsel approval on the document. She had some questions for Shawn and for Kristin, regarding number and duration of calls.

Shawn noted that the logging recorder installation project was a potential slow down for the District project.

### VI. New Business

A. Safety Review: No accidents were reported in January. Shawn spoke about Active Shooter situations. He noted that there had been a training a couple of years ago and changes were made to the facility to allow for places for people to hid and barricade themselves. He also noted that an active shooter was unlikely for the Sheriff's Office. He felt that it was most important for people to be mindful about what is happening around them.

B. District Administrator Evaluation: Removed

C. District FY 18-19 Audit: Copies of the audit were distributed to the Board for review.

D. Resolution 20-02-04-01: Changes to Budget

The lines for insurance and professional services were slightly over 100%. The insurance cost was higher than expected and the professional services line was high due to Tower Engineering and CDX fees. There would not be any more tower surveys. Shawn asked CDX for a projection of how much more they would be billing this fiscal year and Steve said he would get a number to him. Additional funds would be moved at the next meeting. Shawn read the resolution by name. *A motion to adopt Resolution 20-02-04-01: Changes to the Budget, as presented, was made by Director Matlack and seconded by Director Pratt.*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Matlack: Aye*

*Director Lieuallen: Aye*

E. Change of March meeting date

Nokia proposed their training for the first week of March, creating a conflict with the Board meeting, so Shawn asked if the meeting could be moved to the next week, Tuesday, March 10. The Board agreed.

He also noted that he reached out to the State, and asked if they would like to send anyone to the training. He had not received a response.

VII. Open Discussion: Shawn spent the day working with Racom and CDX, looking at ways to approach the new system. They plan to do the change over in phases. They would start with Morrow County and work west to east through the District. They decided that it made the most sense to do the project geographically, instead of by types of agency. Shawn expected that there would be a lot of patching between systems during the migration. Some patches would last the entire time and some would be temporary. He noted that MCSO would be patched the longest amount of time, until moving into the eastern part of Umatilla County. The patch for UCSO would start when they were working in the east part of Morrow County. Shawn planned to identify critical talk groups. Scott Skibness agreed with Shawn and felt that it was a good approach. Director Kennedy asked Shawn when it would begin and Shawn replied as soon as the coverage testing is finished, hopefully in May. He agreed that fire season could hinder operations. Shawn did not think there would be too many radio issues if the fire departments were using Fire Common. Other channels may not be fully functional. In response to Director Pratt's question, Shawn confirmed that Dispatch would have the ability to create and use patches. Shawn also planned to give out the portables before the changeover and expected that to help. The system's coverage would be very good. Steve Surwillo also agreed that the plan was a good one. He was working with Scott and Shawn on the planning. He felt that the digital sound would be a challenge, but the users would get used to that on the portables and Shawn would be providing training and information. Steve noted that there would be a firm plan created, based on the foundation they laid during their session. In response to Director Kennedy's question, Shawn confirmed that he would talk to the agencies about how many portables they would be receiving. The District did not have any extra money to buy more equipment for some time. The agencies did get used to an abundance of equipment during CSEPP, but that was no longer the case and the Board directed Shawn to focus on the infrastructure and creating

a fully functional system, and then purchase units. He reported that some agencies have indicated they would buy some portables on their own, to flesh out their inventory. In response to Director Pratt's question, Shawn confirmed that he spoke about the \$120 cost (to the user) of GPS mobile antennas at the last user group meeting, but he would also send an email out with that information as well. John Bowles noted that there was not a lot of interest in the GPS antenna at the user board meeting. Shawn also noted that there were no fire representatives at the meeting. He confirmed that the GPS tech was compatible with RIMS and that the data would go through it. He expected more expenses to come along and noted that there was not enough money in the budget to do all of the mobile installs. Some of those will have to come from the FY20-21 budget.

Shawn also reported that there had been many discussions with the fire agencies regarding portables and keeping them at the stations, and also how to distribute them to the volunteers. The District will have a cache of radios to lend out for events and agencies will be able to ask Shawn for spares, but spares will not be issued to agencies. There will be a lot of extra batteries.

Shawn explained that the Nokia training included 6 seats and the fee was a flat rate, with no additional fee per student and no discount for a less than full class, so he offered seats to the State, to Racom, and to Day Wireless. The State had not responded. Racom would like one of the seats and Marlon planned to discuss it with Shawn.

VIII. Adjourn: Director Lieuallen adjourned the meeting at 2:37pm.

Next Meeting  
~~March 3, 2020 1:30pm~~  
March 10, 2020 1:30pm  
Boardman City Hall