

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

March 10, 2020 1:30pm

Present: Director Pratt Director Matlack Director Lieuallen  
Director Kennedy Director Roxbury

Absent: None

Guests: Scott Skibness, Racom Marlon Johnson, Day Wireless

Staff: Shawn Halsey, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:32 pm. Directors Lieuallen, Pratt, Kennedy, and Matlack were present.
- II. Changes/Additions to the Agenda
- III. Business from Guests: None
- IV. Consent Agenda
  - A. Minutes from the meeting from February 4, 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 reported that there was a problem with the link from Jordan to Wilkinson 2. They were attempting the burn in test, but it was not passing. Shawn had a conference call planned for the morning of March 11 to discuss. He also reported an issue with the dish at Sillusi. It came loose during the recent windstorm, so the tower crew had to repair it. Based on that issue, the crew would be going around to other sites to fix any other issues they found and reinforce the loop.

*Director Roxbury arrived at 1:35pm.*

Shawn reported that Brett was in the process of reconfiguring the network to be set up how it should be for the LMR system. Brett and Shawn attended a training the previous week on how to run the system. Representatives from the State, Day Wireless, and Racom also attended. Shawn also noted that, besides the Jordan to Wilkinson 2 link the system was running very well and the burn in testing was successful.

- B. LMR System Project Update

Shawn reported that the physical installs were mostly complete, with work left to be done at Morrow County Dispatch. They were in the fine tuning stage. Scott Skibness reported that console installation would begin and he would work

with Director Lieuallen first, then move onto Morrow County. Cabbage Hill and Umatilla Ridge were on the network. Shawn and Scott were working on mapping the District for coverage testing. They hoped to have the testing plan mapped out by the end of March 11 and to begin the driving after.

In response to the Board's question, Shawn said that the project was going according to plan with only minor surprises that were easy to take care of. Scott agreed and noted that the preplanning had been beneficial. Shawn noted that the LMR project had gone more smoothly than the Microwave project.

Shawn noted that his test calls had been going well and confirmed that Dispatch would have priority again.

#### 1. Mobile Install RFP

Shawn reported that the RFP responses were due on Friday, March 13. He planned to create a committee to review the responses and asked for a couple of directors to join, in addition to members of the User Group. Director Pratt and Roxbury expressed interest. Shawn expected to have the meeting during the week of March 23.

#### C. MCSO Building Grounding

Shawn reported that the funding for the grounding work at MCSO was approved by the Morrow County court, so the project would move forward. Shawn attended the meeting. He ordered and paid for the lightning protection hardware and expected the delivery to be fairly quick. Director Matlack asked Shawn what he thought of the discussion at the meeting and Shawn felt that there was some confusion about the scope of the project so it was good that he was there and that it was approved.

#### D. Logging Recorder

Umatilla and Morrow Counties issued a request for logging recorder system quotes jointly and specified that the bid should be based on contract pricing. Director Lieuallen reported that she would go in front of the Umatilla County Board of Commissioners, while Kristen Bowles would go before her Board in Morrow County. Director Lieuallen noted that they received 4 responses and 3 of those addressed how to record on the new system. A final decision would be made after receiving approval from the two counties' boards.

### VI. New Business

#### A. Safety Review: Coronavirus (SARS CV19)

In response to the outbreak of the virus, Shawn's advice to the District employees and vendors coming from other areas was to wash hands frequently, use cleaning wipes and avoid touching their faces, and crowds of people. He also checked and refilled the hand sanitizer dispensers at the UCSO and placed a couple of bottles in the District's work area.

The Board discussed how to conduct the next meeting. Shawn had planned to ask to move the meeting, due to the Radio Conference, but he was unsure if that would still be happening. He noted that the vulnerable population was well represented at that conference. He also reported that IWCE had been cancelled. Director Matlack noted that there had been talk about enforcement of quarantines, but that there was no language in the statutes for that. Shawn reported that there had been one confirmed case in the District, an employee of Wildhorse.

He was unsure how to respond to the idea of sending employees home, voluntary quarantining, and sick time. Director Roxbury suggested employees working from home was an option to consider.

The Board directed Shawn to watch the progress of the virus and keep the Board informed of a plan for the April meeting.

#### B. District Administrator Evaluation

Director Roxbury collected the evaluations from the Board and reviewed them. He reported that Shawn received "outstanding", "exceeds expectations", or "meets expectation" on all points. Shawn noted that the reason for the evaluation was to determine raise amounts for the coming budget planning. He had begun work on the budget the previous day. Director Matlack asked Shawn to discuss how the raises were determined for the District.

The Communications Technician and Administrative Assistant positions had steps and Brett and Rosanna had reached the top for those. After reaching the top, each year they were given a cost of living increase, based on the numbers published by the Social Security website, per the District's Personnel Policy. Shawn was given raises when they were approved by the Board and un-related to the Social Security numbers. The Board wanted the District Administrator position to have annual increases, to keep the salary at an amount that would be reasonable to pay someone if Shawn

had to be replaced. Shawn noted that there were no comparables to the District Administrator position. Director Matlack also felt that most entities had a cost of living increase for all employees annually, at the very least, and that the District should as well. Director Roxbury suggested using the City CPI for cost of living increases, since it related to the District more than a federal agency's percentage. Shawn explained that to change the resource used would mean a change to the Personnel Policy and the Board agreed that the policy should be changed. They felt that the amount should be comparable to other entities in Oregon.

The Board directed Shawn to research changing the policy, look for current and accurate data, and check with SDAO.

#### C. Resolution 20-03-10-01: Changes to Budget

Shawn noted that, because of the microwave and LMR projects, funds needed to be moved around in the budget. Some of these changes included the cost for the tower survey and the MCSO grounding. There was also a slight increase in the audit fee that wasn't updated in last year's budget planning. Most of the money was moved from the Infrastructure and Equipment Replacement fund.

*A motion to adopt Resolution 20-03-01-01: Changes to the Budget was made by Director Matlack and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

#### VII. Open Discussion

Shawn provided a copy of a letter from the City of Pilot Rock to the directors, regarding a Rural Renewable Energy Development Zone for Pilot Rock. Shawn did not have much more information that what was explained in the letter and did not know if there were already plans for businesses in the zone. In response to Director Matlack's question about the impact to the District, Shawn replied that it meant that Pilot Rock could add to their assessed value without paying more in taxes. There could be a larger load on services provided, with funding going directly to the city and not to the districts that would otherwise receive their portion of the taxes. The letter received was informational only and no approval or signature was requested from the affected districts.

Shawn planned to notify the board about the next meeting date and location closer to the scheduled date.

#### VIII. Adjourn

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

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

Next Meeting-Subject to Change

*April 7, 2020 1:30pm*

*Umatilla County Fire District #1, Station 23*