

UMATILLA MORROW RADIO & DATA DISTRICT

Telephonic

April 7, 2020 1:30pm

Present: Director Pratt Director Matlack
Director Roxbury Director Lieuallen

Absent: Director Kennedy

Guests: Scott Skibness, Racom Steve Surwillo, CDX
Bob Simmons, CDX

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
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes from the meeting from March 10, 2020.

A motion to accept the minutes from the March 10, 2020 meeting was made by Director Lieuallen and seconded by Director Pratt.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Roxbury: Aye

- 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 rest of the consent agenda was made by Director Matlack and seconded by Director Pratt.

Director Matlack: Aye

Director Roxbury: Aye

Director Pratt: Aye

Director Lieuallen: Aye

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

Shawn reported that the microwave project was very nearly completed. There were only a few loose ends to tie up based on the burn in test, which they passed. Shawn signed the acceptance of installation portion of the project and expected the invoice for that soon. It would be about \$400,000. He noted that there were a few things still outstanding but that the system was usable. He expected to cut in the new LMR system in the next week and, assuming it went well, cut over the sites. Next, he would focus on the decommission of the old microwave system. He was working on a very detailed RFP for potential vendors for that project. The project would include removing equipment from each site like the old dishes and wave guides. He expected that the payment for the work done by the vendors would be the equipment that they removed because it could be salvaged and sold to secondary vendors. The RFP was complicated because each site was different and some sites were shared with other agencies. Someone from the District would accompany the vendor to every site. Shawn noted that the RFP was about 60% done and he expected to have it finished the next day.

B. LMR System Project Update

Shawn reported that all of the equipment had been installed, including MCSO, and was on the air. Scott Skibness reported that the installation was completed at MCSO and that it was the last site to be finished. All other sites were commissioned and turned on, except for Black Mountain because it was put in before the final commission plan was put into place. Readings needed to be verified. They started moving the system off of the maintenance link to the new one and were starting to see some routing issues. Instead of trying to track the problem, they planned to move everything over and verify that the issue was still there. He expected that to be done in the next couple of weeks. They were finalizing external systems and working on network connections. He hoped to have the coverage testing routes updated by the end of the week. In response to Director Roxbury's question, Scott reported that the coverage was as good or better than predicted and Shawn felt that it was at least as good as expected. Shawn noted that coverage in the north part of the county was better on portables than mobiles. He expected portable coverage in Umapine to be better. Director Roxbury asked Shawn for a coverage map of the old system versus the new system. Shawn planned to look for the previous driving test and update it for this purpose. Director Matlack agreed that it would be nice to see where the coverage changed from one system to the next, and where the coverage was better or worse. Shawn noted that both systems would be running side by side for a while, so it would be easy to tell where those spots were.

1. Mobile Install RFP

Shawn reported that he received 2 responses for the Mobile Install RFP. They were from Day Wireless and Racom. The committee to review the responses met a few times and decided to use both vendors. Shawn felt that it would give the District the best speed as far as finishing the project and also better control over the quality. He noted that both shops could have done the entire project, but they would have had to bring in employees from outside of the area and Shawn preferred local people that were familiar with the District's expectations. He planned to have Day Wireless start with Morrow County and, when that was finished, add the Racom crew. Shawn pointed out a breakdown sheet in the packets, showing about 100 mobiles in Morrow County, 100 in west Umatilla County, and 150 in east Umatilla County. He was also continuing to communicate with the agency heads about their unit numbers. There were some small changes. He planned to talk to both vendors about agreements and schedules the next week.

A motion to approve using both vendors that were responsive to the Mobile Install RFP (Day Wireless and Racom) was made by Director Pratt and seconded by Director Matlack.

Director Matlack: Aye

Director Roxbury: Aye

Director Pratt: Aye

Director Lieuallen: Aye

2. DC/AC Inverter and Circuits

Shawn provided a quote from Day Wireless for the installation of an inverter. The quote of \$5378.95 included 8 hours of travel and Shawn hoped that the District would not be billed for that, since Day Wireless would already be in Morrow County. He wanted the Board to know that it was in process and asked for approval.

A motion to approve the DC/AC inverter and circuits quote from Day Wireless, in the amount of \$5378.95, was made by Director Lieuallen and seconded by Director Pratt.

Director Matlack: Aye

Director Roxbury: Aye

Director Pratt: Aye

Director Lieuallen: Aye

C. MCSO Building Grounding

Shawn reported that the last bit of equipment for the project was being shipped and that the work would be done by a Day Wireless shop out of Portland. They were working on the schedule, but Shawn thought there could be a delay because that shop was down one employee. He hoped to have an update soon.

D. Logging Recorder

Director Lieuallen reported that the logging recorder vendor, Gosserco, Inc, had been selected and an agreement was signed. Umatilla County had been invoiced for \$84,485.64 and Morrow County would be paying half. She and Kristin from Morrow County had both been given approval for the purchase by their commissioners. They had a kick off meeting on April 1 and had another meeting planned for April 9. The installation was planned for the week of May 11. They would be using the Eventide recording system out of Arizona, but had techs in Oregon. She had worked with them

for the first recorder. In response to Director Roxbury's question, Director Lieuallen confirmed that this was a system that they had seen demonstrated in Las Vegas, just presented by a different vendor.

VI. New Business

A. Safety Review: Coronavirus/COVID-19

Shawn noted that things had changed since the last meeting. His understanding was that there were 1132 positive cases and 29 deaths in Oregon so far. People were walking around with the virus, but had no symptoms so they were potentially spreading the virus. He and District staff were taking more precautions like washing hands more frequently, using hand sanitizer, avoiding touching faces, and shaking hands. Shawn noted that, at a recent visit to a doctor's office, many people had begun wearing masks. Director Roxbury asked that District employees be reminded each day to take safety measures. Shawn noted that he, Brett, and Rosanna had been working from home some days. Rosanna was also spending one day per week in Boardman, working on inventory.

B. Personnel Policy Change

During the last board meeting, the concern was brought up about where the District was getting the annual COLA percentage amount. Shawn suggested using the Bureau of Labor CPI and made that change to the policy, pending acceptance by the Board. He also provided a resolution for the change. Director Matlack noted that his concern had been that the District should be using a number that was more specific to the area, a more local standard. He felt that it was fairer and more consistent. In response to his question, Shawn noted that the current percentage was 2.3%. He felt that the Bureau of Labor was a reliable way to track the amounts. He planned to use the March to March percentage because it was good timing for budgeting the next year's expenses. Director Pratt was fine with the change and felt that it was more accurate than the Social Security numbers. Director Lieuallen was also fine with the change.

A motion to adopt Resolution 20-04-07-01 was made by Director Lieuallen and seconded by Director Pratt.

Director Matlack: Aye

Director Roxbury: Aye

Director Pratt: Aye

Director Lieuallen: Aye

C. Insurance Increase

The District received the health insurance quotes for the next year and there was an 18% increase in premiums. This increase meant an additional \$200 for Shawn and Rosanna and an increase of \$300 for Brett. Shawn noted that the Wheatland insurance representative that handled the District's policies had checked all of the leading insurance companies for better rates and SDIS was the lowest, even with that increase. Those companies included Pacific Source and Moda. Shawn suggested that the District increase what it pays toward employee policies (currently \$1000) at least as much as 18%. The Board agreed that it was a steep increase and that it would be fair to increase the District's contribution. The Board directed Shawn to look for any other insurance policy providers that might have lower rates with similar coverage.

VII. Open Discussion: None

VIII. Adjourn

A motion to adjourn the meeting at 2:31pm was made by Director Lieuallen and seconded by Director Matlack.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Roxbury: Aye

Next Meeting
May 5, 2020 1:30pm
Location: TBD