

UMATILLA MORROW RADIO & DATA DISTRICT

Telephonic

May 5, 2020 1:30pm

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

Absent: None

Guests: None

Staff: Shawn Halsey, Rosanna Brown

I. Call to Order and Recognition of Guests: The meeting was called to order at 1:36pm.

II. Changes/Additions to the Agenda: None

III. Business from Guests: None

IV. Consent Agenda

A. Minutes from the meeting from April 7, 2020.

*A motion to accept the minutes from the April 7 meeting was made by Director Matlack and seconded by Director Kennedy.*

*Director Roxbury: Aye*

*Director Kennedy: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: 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 Kennedy and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

Shawn noted that he would be purchasing additional radios in the next month.

V. Old Business

A. Microwave System Project Update

Shaw reported that the new system was up and running. 7 of 9 sites were online, with Jordan and Wilkinson not yet moved over. Those would be done on May 6. When that was complete, the alarms would be moved to the new system as well. Shawn expected to keep the old system running for a while, but all of the functions were transferred to the new system. Director Roxbury asked Shawn what the value of the old system was and Shawn explained that he hoped it was as much as the cost of removing the equipment. He noted that it would be discussed in New Business. Shawn also noted that there was no value in keeping the old system as it was not as reliable as the new system and the towers would be overloaded with both.

#### B. LMR System Project Update

Shawn reported that the new system was up and running. He was in the process of programming the new radios. He noted that the Push to Talk (over cellular) server was still being worked on and it was the only issue that was left to resolve. He expected drive testing with a tech to happen during the first week of June. When the testing was complete, they would move to acceptance, and then start install work. He expected install work to begin in early July.

#### C. MCSO Building Grounding

Shawn reported that the grounding project would happen soon. Day Wireless had visited the site in Heppner and Shawn was waiting to hear back from them with a start date.

#### D. Logging Recorder

The logging recorder project seemed to be moving forward and had been ordered, with an expected delivery in late May. Director Lieuallen reported that the target date had been moved to May 25, due to a change order of an additional server at Morrow County. That created an additional cost and needed commissioner approval. She noted that it caused a delay but it was not a problem.

#### E. Medical Insurance Policy

Shawn obtained another health insurance quote and noted that it was less expensive than previous quotes, but the coverage and benefits were not as good. His recommendation was to stay with SDIS and have the District increase its contribution to the employee policies.

*A motion to renew the health insurance plan with SDIS was made by Director Kennedy and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

### VI. New Business

#### A. Safety Review: Ongoing Virus and insects.

Murder hornets had been reported in Washington. Shawn noted that no District employees had an allergy. The Board discussed the idea of having epi pens in the first aid kits.

Shawn noted that a District employee was sick and that the illness could be related to the virus, but that had not been verified. The employee was not hospitalized. He noted that it was not an issue that needed action at the time.

#### B. Microwave System Demolition RFP

Shawn provided the UMRDD Legacy Microwave Radio Equipment Removal and Disposal Request for Proposals in the Directors packets. If approved, he planned to have it published in the Daily Journal of Commerce on 05/8/20. The Board discussed the value of the equipment versus the value of the removal. Shawn hoped that a vendor would accept the equipment as payment for the work. Director Roxbury asked Shawn to do some research to make sure he could evaluate the responses based on current market values. Shawn was unsure what the value of the equipment was, but thought the labor was about \$2000 per site. He expected the RFP responses to give him an idea of the values. He planned to budget for the removal though, just in case. In response to Director Lieuallen's question, Shawn reported that there were not many interested vendors, but that he had contacted some.

*A motion to approve publishing and distribution of the UMRDD Legacy Microwave Radio Equipment Removal and Disposal Request for Proposals was made by Director Pratt and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

### C. Budget Committee

The Budget Committee had a couple of empty positions so Shawn was looking for volunteers. He spoke with Scott Stanton and Dave Baty and both expressed interest. Director Pratt spoke with the new Boardman Fire Chief, Mike Hughes, and he was interested as well. Shawn recommended Chief Stanton and Chief Hughes as new members. *A motion to appoint Scott Stanton and Mike Hughes as Budget Committee members was made by Director Pratt and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Roxbury: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Kennedy: Aye*

Shawn noted that the budget committee meeting would be held by phone and that additional information would be emailed out in the next week.

In response to Director Roxbury's question, Shawn reported that he did not know when the Board could start meeting in person again. There was a bit of an outbreak in positive virus cases in Umatilla County, so he expected it would not be in time for the meeting in June. Director Roxbury expressed his desire to have face-to-face meetings when it was time for system acceptance, even if it meant renting a large facility to maintain social distance. He felt that it was important for discussion and understanding, when dealing with a subject like that.

Director Matlack heard that Circuit Courts would open June 1 and he noted that his Board of Commissioners were working on a plan for Phase 1 reopening.

Shawn also noted that there was an option for some of the group to meet face-to-face and others have the opportunity to attend by phone.

### VII. Open Discussion:

Shawn reported that he was spending time in Boardman, programming new radios. He had done about 250 of 500. He expected it to take a couple of weeks. Director Roxbury expressed concern that future Board members may not have knowledge or interest in the subscriber units and Director Lieuallen responded that the Board should encourage people in related agencies to run when positions opened. Director Pratt noted that he had been helping Shawn program radios and Director Roxbury replied that it was reasonable for Directors to wear different hats when possible, to help the District.

### VIII. Adjourn

*A motion to adjourn the meeting at 2:19pm was made by Director Matlack and seconded by Director Lieuallen.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Lieuallen: Aye*

*Director Roxbury: Aye*

*Director Kennedy: Aye*

Next Meeting  
June 2, 2020 1:30pm  
Location: TBD