

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING  
Umatilla County Fire District #1, Station 23  
June 2, 2020 1:30pm

Present: Director Pratt                      Director Matlack  
          Director Roxbury                  Director Lieuallen

Absent: Director Matlack

Guests: Marlon Johnson, Day Wireless                      Bob Simmons, CDX  
          Scott Skibness, Racom                                  Steve Surwillo, CDX (telephonically)  
          Yang, Tait

Staff: Shawn Halsey, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:59pm.
- II. Changes/Additions to the Agenda
  - Old Business G. Coombs Canyon update
  - New Business D. Boardman site
- III. Business from Guests: None
- IV. Consent Agenda
  - A. Minutes of the meeting from May 5, 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 Kennedy and seconded by Director Pratt.*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

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

Shawn reported that there were still a few close out items to take care of before final acceptance, including the modification of the license between Gleason and Wilkinson 1. He notified Nokia that he would not sign off on the project until that was completed.

- B. LMR System Project Update
      1. Mobile Installation

Shawn reported that the mobile installations had been postponed indefinitely due to the current state of the new microwave system, after the issues from the previous weekend. This delay gave the District more time to get ready for the installs and that would put the project closer to the originally planned dates. Shawn was able to get audio switch devices from the State on 05/30/20 and those were able to do 4 patches each. The State could have more available in the future. 17 patches would be needed to start, and then 24 eventually and the audio switches were needed to facilitate the changeover. The Morrow County Sheriff's Office communications vehicle had been loaned to the District and it could do 5 patches. The District had a smaller switch that could do 2 patches and there were a few other switches in service in the area that could be utilized. Shawn was waiting for parts to help with the switches, other items associated with the patches, and faceplates for the vehicle consoles. Adding a couple of weeks to the timeline gave more time to obtain the items.

## 2. DC/AC Inverter and Circuits

Shawn expected this work to be done by Day Wireless shortly. Marlon confirmed that it would begin the next week, as the crew would be in Heppner and planned to move to Boardman after. Shawn noted that the inverter was there to provide backup power to the alternate system core at the Boardman site.

### C. MCSO Building Grounding: In process

### D. Logging Recorder

Director Lieuallen reported that the logging recorder was installed at Umatilla County and they were waiting for training to begin. The installation at Morrow County was happening during the current week. She noted that ANI/ALI and all channels were done. Shawn noted that there was an issue connecting the Tait system to the logging recorder but Scott reported that it had been resolved.

### E. Medical Insurance Policy

The Board voted to stay with SDIS for employee insurance coverage at a previous meeting, but did not take any action regarding an increase in the insurance allowance provided by the District. Shawn reminded the Board that the premiums increased by 18% this year. He recommended the allowance be increased by \$200 per month for each employee. That would keep Shawn and Rosanna's cost flat and increase Brett's by \$100, instead of \$300, approximately. Director Roxbury noted that Brett's responsibility was very high for a government agency job. The budget line needed to be increased and the funds could be taken from contingency.

A motion to increase the medical insurance budget by \$700 per month, to cover the full increase of 18% for each employee, was made by Director Kennedy and seconded by Director Lieuallen.

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

The Board directed Shawn to update the Personnel policy and bring it to the next meeting for approval.

### F. Microwave System Demolition RFP

The Board asked Shawn if there had been any responses to the RFP. Shawn reported that the responses were not due until 06/06/20 but that he had received one email, requesting the documents. The date was pushed out until July 10 to give more time to interested vendors.

Director Roxbury suggested, to cut the cost of the demo, the District could remove the old equipment from inside the site buildings and Shawn agreed that that was a possibility. The Board directed Shawn to continue with the RFP.

In response to Shawn's question, Marlon reported that Day Wireless was reviewing the RFP and did not have any questions currently.

### G. Coombs Canyon

Shawn reported that he did not have any new information from the State since the meeting on 05/28/20. He had spoken with Nokia, but did not have a quote from them for the replacement equipment for the new tower. He was surprised he hadn't gotten the quote, because it was for equipment that the District very recently purchased. He noted that Nokia said they were making an emergency initiative to get it done. Not having the Coombs site took the redundancy out of the system and Shawn reported that there was evidence of that on 05/30/20. He was working on a fiberoptic patch to cover the hole created by the loss of the site. He was discussing the use of direct fiber at Umatilla Ridge with Umatilla Electric Cooperative (UCE) and turning the PGG site into a spur. In response to the Board's questions, Shawn replied that once the new Coombs site was up the system would go back to working as normal, with an intact microwave ring. There was a 3.5 mile wireless shot and he noted that timing was an important part of a microwave system and that it could be lost between fiber and wireless radios at sites, which meant it would not work well enough for a simulcast voice system. It could work well enough for a data to voice system, which was what the new system was. IP connections were more forgiving than T1, with regard to timing.

Shawn reported an outage on 05/30/20, between the Boardman and Jordan Butte sites. Since there was already a hole in the ring, traffic was cut off and one side of the ring ended at the PGG site. The failure was intermittent so not all traffic was going to and from Dispatch. Shawn and Brett worked at Wilkinson, Jordan, Gleason, and PGG to put the sites back onto the old microwave system. They continued working at the sites on 05/31/20 and 06/01/20 to troubleshoot and reconfigure the system to accept fiberoptic connections.

Shawn reported that representatives from Nokia were flying into the District, but he wasn't confident in their work and would prefer to pay Day Wireless or Racom to do the tower install inspections. The Board felt that Nokia should not be paid in full for the project if the District ended up having to pay another vendor to inspect and correct the installations.

Shawn noted that Nokia representatives offered to pay for the work to be done, even if another vendor did it.

VI. New Business

A. Safety Review

A new safety issue that the District had to unexpectedly address was that towers could fall down and that brought up the concern that the guyed tower at PGG could have the same issues that caused the collapse at Coombs Canyon.

Shawn felt that it was a concern that the District needed to come up with ideas for. He suggested inspecting other people's towers that the District used and he did not feel confident that the other owners could have inspections done in a timely manner so it would be worth the cost for the District to take action.

B. Resolution 20-06-02-02: Changes to the Budget

The proposed changes were for the FY19-20 budget year. The resolution increased the Microwave System Maintenance line for maintenance of the new system and the Insurance line to cover the additional premium for new subscriber units. The Cell Phones line was increased to cover the cost of the AT&T First Net phone service and also to cover the additional minutes that Shawn was using. He planned to look at other plan options for the next year.

*A motion to adopt Resolution 20-06-02-02: Changes to the Budget, was made by Director Lieuallen and second by Director Pratt.*

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

C. Morrow County Treasurer Order 20-06-02-03

This was an annual request. It was approved and signed by the Board.

D. Boardman site

Shawn received complaints from Boardman Police that they were having issues with their radios. Brett investigated and determined that there was a weak signal coming from the site and found that it was due to a short about 6' up the line from the connection to the building. Shawn suggested, based on the symptoms and proximity to the shooting range, that the copper jacket from a bullet was touching the metal core of the coax cable. Brett reported that he had heard bullets overhead when he was at the site. Shawn called the Boardman Police Chief and was told that it would be taken to the Port of Morrow to be addressed, as the Port controls the range. Director Pratt noted that there was a plan for the range to be taken out eventually.

Shawn noted that the hit from a bullet could have caused a lower signal level that was not noticed until the weekend storm.

He hoped to find out more information soon.

VII. Open Discussion: None

VIII. Adjourn

A motion to adjourn the meeting at 2:30pm was made by Director Pratt and seconded by Director Lieuallen.

*Director Lieuallen: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

*Director Roxbury: Aye*

Next Meeting  
July 7, 2020 1:30pm  
Location: TBD