

UMATILLA MORROW RADIO & DATA DISTRICT
BOARD of DIRECTORS MEETING
Umatilla County Fire District #1, Station 23
July 7, 2020 1:30pm

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

Absent:

Guests: Bob Simmons, CDX (telephonically) Steve Surwillo, CDX (telephonically)
 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 1:29pm.
- II. Changes/Additions to the Agenda
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes of the meetings from May 28 and June 2, 2020
Correction: Director Kennedy was present at the June 2 meeting. Director Matlack was absent.
 - 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

The work was finished, but had been delayed slightly due to wind. The inspection process went well and Shawn expected a report from Racom. The next step was to move the sites back over to the new system. Shawn felt that the physical installs were better than they had been.

- B. LMR System Project Update
 1. Mobile Installation

Shawn planned for a July 20 start date for mobile installs, since the microwave issues had been taken care of. Racom was preparing and also working on patches. The patches needed to be done so users could still talk to each other during the changeover. Shawn planned to do call testing on July 8. Racom and the District had some necessary items on order, including faceplates. Shawn and Steve Surwillo updated the install plan/schedule and Shawn planned to send that out to users. He expected the installs to be completed around the last week of September, with teams from Day Wireless and Racom starting at the same time. The original plan included breaks for community events, but those have all been canceled due to the virus.

2. DC/AC Inverter and Circuits

Shawn reported that the circuit at boardman would be installed on July 13.

C. MCSO Building Grounding

Shawn reported that, due to a misunderstanding with Day Wireless the project had a small delay. They were waiting for parts and expected them to be delivered soon and for the project to continue.

D. Logging Recorder

Director Lieuallen reported that the project was almost complete, pending coordination with the Umatilla County IT department. Training would follow. Director Lieuallen noted that she appreciated Scott's help with the encryption key. Phone calls were being recorded, but radio traffic was not yet.

E. Microwave System Demolition RFP

Shawn reported that the new due date for the RFP was July 10. He received a few calls, but was not optimistic about responses. He was considering contracting the work on a per site basis, and would focus on Sillusi Butte first. In response to Shawn's question, Marlon reported that Day Wireless was putting a proposal together for the work.

F. Coombs Project Update

Shawn reported that he had not received an update on this project and that a soil study had to be completed before the new foundation could be poured. He did not believe the project would be completed in the original 6 week timeline. Marlon noted that they were waiting for a part and that he did not know about the soil study delay. He would follow up with Shawn. Shawn reported that after 3 weeks, he was still waiting for a quote for microwave equipment from Nokia. He had a quote from Racom for the RF equipment.

Director Lieuallen reported that Umatilla and Morrow county dispatchers had been trained on the new consoles. They found them easy to use and were excited about them. She was happy with Racom. Shawn noted that he had been working on coverage testing and was happy with the coverage. He planned to start talk back testing using a grid and Harvard Phrases. That had been done with the previous system in 2004. He noted that there were a few places that the portables worked better than the mobiles. That shouldn't have been the case, so he planned to find out why.

Director Kennedy brought up a concern regarding dispatch preemption. In the current system, users could override traffic from Dispatch and he expressed the desire for that feature to continue. Shawn noted that that feature was unintentional, but that Motorola had not been able to offer a solution for it. Scott noted that it was possible in the new system, it was just a matter of programming and could be done talk group by talk group. Director Kennedy asked Shawn to talk to the users and find out their preference. Shawn noted that, either way, training would be important on both sides of calls.

Director Matlack arrived at 1:56pm

VI. New Business

A. Safety Review

Shawn noted that, due to the pandemic, masks were required at meetings. He was unsure how much longer that would continue and noted that he hadn't been spending much time at the District office. He also noted that masks were not required, or being worn regularly, in the UCSO/Justice Center. Director Lieuallen felt everyone should remember to clean their areas, wash their hands, and stay home when sick. Shawn reported that the State had provided some masks to the District. He needed to make a plan for the user training that he would be conducting soon. He was working with CDX on the training slides. Shawn noted that radios would be issued to agencies when they completed the training. He felt that the Media Room at the Justice Center was large enough to conduct a training, while maintaining social distancing.

B. Enable Fleet License

Shawn provided a quote from Racom in the packet. He noted that the system purchase included 1000 licenses for Over the Air Programming (OTAP), but that was not enough. There were currently 978 units and Shawn expected to add

more. The 500 license quote was a special request from Shawn and he expected that that would be sufficient for the life of the system. He recommended purchasing the extra licenses.

A motion to approve the Racom quote for 500 licenses, in the amount of \$11,802.26, was made by Director Pratt and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

C. PGG Anchor Inspection

Shawn provided a proposal from Shannon and Wilson to dig out and inspect the guyed anchors at PGG. This was the same company that did the original survey in 2002. In response to Director Roxbury's question, Shawn noted that the original survey noted 6' of sand, then gravel for another 10', so there was not a big corrosion risk. Shawn recommended accepting the proposal.

A motion to approve the Shannon and Wilson proposal, in the amount of \$13,900, was made by Director Kennedy and seconded by Director Pratt.

Director Lieuallen: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

D. Resolution #20-07-07-01: District Administrator Purchase Approval Increase

Shawn noted that the District's policy for Administrator purchase approval was limited to \$5000 for expenses approved in the budget. Based on recent experiences, like the road maintenance for Gleason Butte, he requested that the limit be increased to \$10,000. Director Lieuallen felt that, if the expense was already in the budget, it would be fine to increase the limit. Director Roxbury agreed.

A motion to adopt Resolution #20-07-07-01, increasing the District Administrator's purchase approval amount from \$5000 to \$10,000, was made by Director Lieuallen and seconded by Director Matlack.

Director Lieuallen: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

E. Resolution #20-07-07-02: Personnel Policy Change

Based on the discussion at the last meeting, Shawn provided a resolution to update the personnel policy with changes in the insurance allowance. He noted that the figures were different, based on the employee's plans.

A motion to adopt Resolution #20-07-07-02, increasing the allowance for employee health insurance, was made by Director Pratt and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Director Matlack: Aye

F. Resolution #20-07-07-03: Changes to the FY19-20 budget

Shawn noted that the change to the FY19-20 budget was due to the billing schedule of SDIS for insurance and a slight overage in the bookkeeping line. Both amounts would be taken from the Contingency line.

A motion to adopt Resolution #20-07-07-03, changes to the FY19-20 budget, was made by Director Kennedy and seconded by Director Pratt.

Director Lieuallen: Aye

Director Pratt: Aye
Director Kennedy: Aye
Director Roxbury: Aye
Director Matlack: Aye

VII. Open Discussion: None

VIII. Adjourn

A motion to adjourn the meeting at 2:18pm was made by Director Kennedy and seconded by Director Lieuallen.

Director Lieuallen: Aye
Director Pratt: Aye
Director Kennedy: Aye
Director Roxbury: Aye
Director Matlack: Aye

Next Meeting
August 4, 2020 1:30pm
Umatilla County Fire District #1, Station 23