

UMATILLA MORROW RADIO & DATA DISTRICT
BOARD of DIRECTORS MEETING
Boardman City Hall
May 4, 2021 1:30pm

Present: Director Lieuallen (telephonically) Mike Roxbury (telephonically)
Director Pratt

Absent: Director Matlack Director Kennedy

Guests: Marlon Johnson, Day Wireless Scott Skibness, Racom
Loren Dieter, Boardman Police Department Rick Stokoe, Boardman Police Department
Telephonically
Steve Surwillo, CDX Wireless Rod Ekholm, Racom
Danielle Mellado, Tait Simon Neiper, Tait
Bob Simmons, CDX Wireless

Staff: Shawn Halsey, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:32pm.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes of the meetings from April 6, 2021
 - 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 Pratt and seconded by Director Lieuallen.

Director Lieuallen: Aye

Director Pratt: Aye

Director Roxbury: Aye

- V. Old Business
 - A. LMR System Project Update
 1. System Issues

During the last meeting, Shawn discussed issues with the newest software version (12.3) causing a one minute reset. That issue was addressed over the last month. While staying on that version, they found that too many talk groups being recorded was the cause. It was taken care of and was being monitored. Shawn noted that more than 70 talk groups being recorded would cause problems and the setting was changed to record about 40.

Tait and Racom recommended trying to move to version 12.4 last week and that went alright for a couple of days, but then started performing a one minute reset again. The previous Sunday evening, there was an issue with the Hermiston site controller that was similar to what was experienced in 12.3. While it presented differently, it was the same issue that had caused the need for the site controller to be rolled every couple of days to keep the site backlog from backing up and causing a memory leak. Shawn reported that the system was rolled back to 12-3 that morning and expected it to function correctly.

Director Roxbury asked, if the software was not working and had to be reverted to a previous version, what would happen if the system had to be moved forward and it was not working. Would this happen every time the radios needed to be updated? He was unconvinced that the vendors knew how to fix the problem.

In response, Simon Neiper stated that what had been discussed was accurate to the moment and, in terms of future versions, there would be increased testing. It became clear that a live system was able to produce a problem that was not occurring during testing. Tait was adding personnel, building a test team, adding more software engineers, and adding more functionality to better test live systems. Their focus was on closing the gap between the system passing in the test and malfunctioning in the field. They were putting a lot of resources into that. He did not expect future versions to have site controller issues. He also noted that, when a system was updated to a new version, there was always a roll back plan built in. Director Roxbury's concern was that the District was sold a system that did not work.

Shawn reported that a new version should be available at the end of May or early June. The District would attempt to wait long enough to see if someone else loaded the update first. Director Roxbury asked about contact with Dean Hane and the comparison of the systems. Rod Ekholm replied that the system in Moses Lake was a twin system to the District's, with the only difference being that they were using Phase 1 while the District was using Phase 2. He noted that Dean's system was also having comparable issues. In response to Director Roxbury's question, Shawn noted that he had spoken with Dean about a month ago but not since. Director Roxbury requested a conference call with himself, Shawn, and Dean to talk about their options.

Rod noted that the Racom and Tait teams working on the District's issues were the same team working on Dean's. He reiterated that this project was the highest priority for Racom and Tait. Danielle Mellado stated that Tait was 100% behind fixing the problems and that it was their first priority. They were willing to do anything they could to get everyone comfortable with the system, the plan, and the progress.

Richard Stokoe commented that, as a user of the system and being responsible for an agency, he was very discouraged and disappointed with the service they were receiving. They had issues with Dispatch not being able to call out on the radio and having to use cell phones. Shawn was looking into it. Richard stated that the users did not have faith in the system and that lives were dependent on the system operating correctly. He was extremely concerned that one of their officers would be hurt or killed because they could not use their radio. Director Roxbury asked at what point should the District consider requesting an independent consultant for advice and direction. Shawn was unsure if an outside entity could evaluate it.

Steve Surwillo noted that CDX had been a consultant for the District since the project's inception. They have worked to manage the project by holding twice weekly calls, reviewing log issues, and having direct resources from vendors. He was unsure if a contractor could insert themselves into Tait to conduct an evaluation.

2. System Acceptance

The Board agreed that it was not ready to discuss an acceptance.

Director Roxbury said that the District would not be signing a system acceptance until there was confidence in the system and that he would consider bringing in someone to do an evaluation. Director Lieuallen agreed with Chief Stokoe and expressed her disappointment and concern that the users could not depend on the system. Director Roxbury asked Shawn to obtain advice from the attorney to provide at the June meeting, regarding what the District's options were if the system was not fixed.

VI. New Business

A. Safety Review: Insects and Reptiles

Shawn noted that, as the weather starts to get warmer, District staff should be aware of insects and reptiles at the sites, specifically hornets, bees, and yellowjackets. Director Lieuallen also noted that it was tic season.

B. District Health Insurance

Shawn reported that the health insurance rates for the District went up again this year. The agent was able to get a bit of a discount for the District, but the plan that the employees were considering was still a 12% increase, which increased their out of pocket expenses considerably. He asked the Board to consider paying the difference, like last year. Shawn noted that the District was part of a large insurance pool, through SDIS, and that the agent had researched and provided a few other options, but this plan gave the best benefits for the cost. The increase would not start until the next fiscal year, July 1, so no changes to the current budget were necessary. Covering the increase in premiums would cost the District an extra \$6300 per year and that covered all 3 employees. The Directors agreed to increase the health insurance allowance to cover the increase for the employees. Shawn would update the Personnel Policy and provide it at the June meeting for approval.

C. Resolution 21-05-04-01: Changes to the Budget

Shawn noted that this resolution moved funds into the Microwave System Maintenance line, to cover work done by Nokia last year due to the Coombs Canyon issues, and the Site Lease line, for a payment for the Weston Mountain site lease, from Infrastructure and Equipment Replacement.

A motion to adopt resolution 21-05-04-01 was made by Director Pratt and seconded by Director Lieuallen.

Director Pratt: Aye

Director Lieuallen: Aye

Director Roxbury: Aye

D. Frontier Telenet Proposal

Shawn was contacted by a representative from Frontier Telenet last week regarding a possible agreement for management services. They served Gillam, Sherman, and Wheeler Counties and Jefferson County Dispatch. He provided the Scope of Work in the packet. He noted that he, and District staff, were capable of doing every task on the list. They have been without management for a couple of years, after they had to let everyone go. Their Board has been managing the system, but there were in a position to hire someone to help them. They were looking for proposals to be submitted by May 20. Shawn suggested proposing a 1 year agreement, then reevaluating.

In response to Director Lieuallen's question, Shawn replied that the agreement would be labor intensive for him for the first few months. He guessed maybe 20 hours per month. His plan was to work more hours and he did not plan to deduct those hours from the District. He and Director Roxbury felt that the District owed Frontier its help and support because staff from Frontier had been instrumental in helping with the formation of the District. Shawn wanted to help them and also pave a way for further partnership in the future. He felt that, if the District's system was running well by the time the agreement went into effect, he would have the time. He wanted to make the proposal and see how it went. He also noted that Frontier might also receive other proposals that could work better for them.

In response to Director Roxbury's question, Shawn noted that he did not need action from the Board to submit the proposal and that he would bring an IGA to the Board if his offer was accepted. Shawn expected to attend one of their meetings and make a presentation, possibly in the late summer. Director Roxbury was in favor of the agreement. Director Lieuallen's only concern was taking time away from the new system. Director Pratt also supported the agreement and wanted Shawn to weed out any tasks that Frontier could do themselves. Director Roxbury wanted to know, if the District was paid for the contract, how would Shawn be compensated for his extra hours. He did not want Shawn to continue to work more than 40 hours per week, as it was unsustainable. Shawn expected to be able to complete a few tasks fairly quickly at the beginning and utilize Brett and Rosanna for some of the tasks.

VII. Open Discussion

1. Shawn met with Umatilla Electric Cooperative and they were very interested in setting up agreement to go into effect by the end of September. Shawn notified them of what to expect with regard to the user fees. They expressed a desire to cost share for projects and help expand the District's system. They had a good conversation about how the agencies could help each other in the future. Shawn planned to bring a new user agreement and proposal contract to the next meeting.

2. Shawn reported that he would have a proposal for new sites in Ukiah and Pike's Peak at the next meeting as well. He noted that he was very close to an agreement with Walla Walla and that they had agreed to the improvements that Shawn requested at the site, including gravel and fencing. The order of magnitude quote from Racom was under \$400,000 for both projects. He planned to put these projects in the FY21-22 budget. These sites would provide coverage in areas frequented by ODOT, OSP, and UCSO.
3. Shawn asked the Board to inform Rosanna of their availability for a Budget Committee meeting.
4. Shawn noted that the next meeting was scheduled for June 1, which was the day after a 3 day holiday weekend. He asked if there was any reason to move the meeting to the following week. He noted that this was also the case with the July 6 meeting. None of the Directors had objections to the currently scheduled dates.
5. In response to Director Lieuallen's question about when the newly elected director would take over, it was stated that the date was July 1st, so she had one more meeting to attend.

VIII. Adjourn

A motion to adjourn the meeting at 2:35pm was made by Director Lieuallen and seconded by Director Pratt.

Director Lieuallen: Aye

Director Pratt: Aye

Director Roxbury: Aye

Next Meeting
June 1, 2021 1:30pm
Umatilla County Fire District #1, Station 23