

UMATILLA MORROW RADIO & DATA DISTRICT
BOARD of DIRECTORS MEETING
Boardman City Hall
March 8, 2022 1:30pm

Present: Director Pratt Director Kennedy (telephonically)
Director Roxbury Director Primmer (telephonically)

Absent: Director Matlack

Guests: Rod Ekholm, Racom (telephonically)
Brian Snyder, Morrow County
Marlon Johnson, Day Wireless

Staff: Shawn Halsey, Rosanna Brown, Brett Mueller

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:30pm.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes from the meetings of February 1 and 22, 2022.
 - B. System Administrator's Report
 1. District Income Review
 2. District Expenditures Review
 3. District Bank Statement/Checks Review
 4. LGIP

A motion to accept the consent agenda was made by Director Pratt and seconded by Director Kennedy.

Director Roxbury: Aye

Director Kennedy: Aye

Director Primmer: Aye

Director Pratt: Aye

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

Shawn reported that he was still waiting on the next version from Tait and it was currently being tested in other Tait customer systems. Tait wanted to be sure there were no issues before installing it in the District's system. Shawn wanted to see the installation of the new version in the next week.

1. Acceptances
 - a. Punch List Review

Shawn directed the Board's attention to the punch list and noted there were a few outstanding items being worked on. Rod explained that there would be another crew in the area the week after next. In response to Director Roxbury's question, Shawn explained that the remaining tasks were small and unlikely to cause disruption or being labor intensive and some could be done by District staff. He also noted that there were back up power sources in place to run the sites while making changes and that he was confident in the redundancy system wide.

- B. In Building Coverage Enhancement Policy, Resolution 22-03-08-01

Shawn provided a version of the policy to the Board previously and did not receive any feedback, so he was presenting it for approval or discussion. The policy would provide the ability for the District to enhance system coverage inside publicly owned buildings, where there was a public safety presence for more than 25% of the work day. There were various stipulations and qualifications lined out in the policy. The building must be publicly owned and also in the boundaries of the District. This excluded all privately owned buildings.

At the previous meeting, Shawn noted the following areas that were publicly owed buildings, with a public safety presence, had coverage issues: Hermiston Police Department, UCSO side of the Stafford Hansell building in Hermiston, Umatilla County Courthouse, and the new Morrow County government center in Irrigon.

In response to Director Roxbury's question about current user UEC asking for enhanced coverage, Shawn responded that they were a private company and therefore did not qualify under the policy. Shawn also noted that he would deny hospitals, based on this policy, because there were also not publicly owned buildings. If private users wanted enhanced coverage, they were financially responsible.

The Board thought the policy was a good start.

C. Shawn Halsey Resignation Letter

Shawn provided a resignation letter for the Board, in the packet. Director Primmer expressed appreciation for all of Shawn's work for the District and noted that he will be missed. Director Kennedy agreed.

VI. New Business

A. Safety Review

Shawn reported that the District staff developed a list of suggestions that had been brought up during previous safety committee sessions. The list included any actions taken regarding the recommendations. He noted that some of the suggestions were worth pursuing and some were dismissed after review.

B. FY 20-21 Audit Review

The FY20-21 audit report was distributed to the Board. The only issue brought up was related to the notification for the Budget Committee meeting and it was addressed and taken care of at the District and State level. The Board asked if the District could expect to see a lower insurance rate, based on having less equipment with the new system, and Shawn noted that there had not been a decrease in the premium.

C. Job Descriptions

Updated job descriptions for Brett and Shawn were included in the packet. Shawn also provided a SDAO proposal for consultant services to help with the hiring process. He noted that the first 8 hours of service were free to SDAO members and that they quoted a max of \$4500 for the full service. If the Board decided to retain the services of SDAO, Shawn planned to request senior consultant Jim Stearns, since he was familiar with the area and with the District. Director Roxbury asked that the Board consider if they wanted to focus on hiring someone more familiar with business administrator/governmental tasks or more familiar with the technical aspects of the job. He had no doubt that Brett would be able to work up to the task, if he decided he was interested in it. He noted that there was a lot more to the job than the technical side of it and that the administrator needed to be able to do both.

SDAO projected a timeline of 3-6 month for the process of hiring a new administrator. The Board agreed that there should be an in-depth review of the job descriptions.

Shawn asked the Board to also review the salary listed for the District Administrator. The range was higher than it had been in the past and offered it for the Board to discuss. The Board wanted to be sure that the salary would be competitive enough to keep a new employee for more than a couple of years. Shawn noted that, for him to stay in the position, he would expect more than the listed salary.

Director Pratt thought the listed salary was a good range to start with and plan to negotiate and also noted that the benefits packaged should be reviewed.

The Board also wanted to retain the ability of letting someone go, if they were not a good fit. The Board put tremendous trust in the District Administrator and did not want to keep someone that wasn't the right person for the job.

Brett noted that he and Rosanna watched an SDAO webinar about recruitment for an executive. It was customary to appoint an interim while making the decisions about hiring. He expressed his willingness to take on the responsibilities of the interim. Shawn noted that appointing an interim was necessary and Director Roxbury said it needed to be on the agenda and voted on.

D. Banner Bank Authorization

A motion to authorize Brett Mueller as the contract person for the District, with regard to all District accounts with Banner Bank, was made by Director Primmer and seconded by Director Pratt.

Director Primmer: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

VII. Open Discussion:

The Board discussed some topics that needed to be decided on, with regard to filling the District Administrator position. Those topics included reviewing the job description more closely, looking at industry standards, deciding the priorities for the new hire, considering the hiring of a consultant to help with the process like CDX or SDAO, and other considerations.

It was decided to schedule a work session. Director Roxbury wanted every Director to have the opportunity to be on record with their opinion and then the Board could make a plan from there.

VIII. Adjourn

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

Director Primmer: Aye

Director Pratt: Aye

Director Kennedy: Aye

Director Roxbury: Aye

Next Meeting: April 5, 2022

1:30pm

Location: UCFD 1, Station 23