

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING  
UCFD 1, Station 23  
April 5, 2022 1:30pm

Present:        Director Primmer                      Director Matlack  
                  Director Pratt                              Director Kennedy

Absent:        Director Roxbury

Guests:        Steve Surwillo, CDX Wireless (telephonically)  
                  Bob Simmons, CDX Wireless (telephonically)

Staff:         Brett Mueller, Rosanna Brown

- 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 March 8 and 16, 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 Matlack.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Kennedy: Aye*

*Director Primmer: Aye*

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

The District was still waiting to install the latest Tait version on the system. Brett was tentatively looking at the last week of April for the install to happen. There had been successful installs on systems in Puerto Rico and Oklahoma. MAC in Grant County, Washington would be installing the version in the next couple of weeks and he was looking forward to see how it works for them. In response to Director Kennedy's question, Brett replied that the fall back plan was to remain where we are and deal with the known issues.

Director Pratt reported having a sit down meeting with Shawn and the CEO of Tait, while at IWCE. He expressed the Board's frustration with the many problems in the new system and was told that Tait is dedicated to making sure the District has a fully functional system. In response to Director Pratt's mention of the issues with the ISSI, Brett noted that the lingering problem there may not actually be related to Tait or Harris, and that it may be in Salem. There were still some things to resolve.

Brett reported a system issue that happened the afternoon of April 1. He was notified by alarm that the backup site controller at Sillusi went offline. The controller was in standby so there were no service issues and the solution was just pushing the button to turn it back on.

This was not the first time a site controller turned itself off. Brett hadn't seen any consistent related issues that he could attribute the problem to and had not gotten an answer from Tait about it.

He confirmed to the Board that all but one of the sites had full DC power and a large battery stack. The only site that didn't was Umatilla Ridge, where the District was relying on the very small Benton County PUD stack. Brett was looking into putting in a DC stack there to prevent future power loss to District equipment.

## 1. Acceptance

### a. Punch List Review

Brett included the punch list in the packet for reference, but noted that it was unchanged from last month. Due to IWCE and other scheduling conflicts, a Racom team had not been in the area to work on it. The tasks left were relatively minor and would not affect service.

## VI. New Business

### A. Safety Review

Based on a recommendation previously made during the Safety Review, staff began working on plan for first aid kits in the District trucks. In addition to the kits, they wanted to include survival items in the case of an employee being stranded for an extended amount of time. One fairly comprehensive first aid kit was purchased, along with a 72 hour kit of water and protein. Brett expected to add items to this kit as time went on and then make an identical kit for the other District truck.

Director Pratt asked if it would be a good idea to have a first aid kit at every site, for the benefit of staff and vendors that may be there. Additionally, that would provide extra supplies to help in the case of multiple injuries or extended response times.

In response to Director Matlack's question, Rosanna noted that the first aid kit was about \$120 and the 72 hour kits were \$20 each. The Board felt that it was a reasonable amount of funds to spend from a liability perspective and directed staff to purchase the same kit that was planned for the District vehicles, for every site. They also suggested finding a heavy plastic or metal container for the kits, to keep animals out.

### B. Resolution 22-04-05-01: Changes to the Budget

Brett explained that the resolution presented would move funds into a few lines that were slightly overspent, including Elections, Microwave System Maintenance, and Insurance. These overages were due to higher than anticipated costs.

He did note that the amount to move into the Site Maintenance line was a significant increase, due to the funds spent on the failure at the Coombs Canyon site. This was an unexpected expense, so there was no budget for it, and the expenses were reimbursed by the District's insurance company. The funds would be taken from the Contingency line.

*A motion to adopt Resolution #22-04-05-01: Changes to the Budget was made by Director Matlack and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

### C. Employee Health Insurance increase

Brett reported a 5% increase for the employee health insurance premiums this year, which was expected and significantly less than last year's increase. He asked the Board if the District would take on the additional expense on behalf of the employees or if the employees should expect to pay the difference.

*A motion to update the Personnel Policy, to increase the amount the District pays for employee health insurance premiums by 5%, was made by Director Primmer and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

#### D. CDX contract

The District has had an ongoing contract for consulting services with CDX Wireless. The contract has been based on a number of hours previously approved by the Board and there weren't many hours left. Brett recommended that the District sign an agreement that would add an additional 80 hours of service. The contract states that the time is used on an as needed basis and any significant work done for and billed to the District by CDX was approved by the administrator first. Brett noted that the cost of services would remain unchanged in the updated agreement. Director Kennedy felt that, since CDX was brought in to help with the system project and the project was not complete, it was a good idea to retain the consultation services. Brett also noted that CDX continued to help with ongoing projects like the sites in Ukiah and Pikes Peak. Director Kennedy asked if 80 hours was sufficient or if the Board would be asked to approve more hours before the next budget year. Steve Surwillo was confident 80 hours would be enough at the time, but was also willing to consider a recommendation of hours from the Board. He noted that the previous amendment that added 60 hours was used largely for working on RFPs and that took more hours than expected.

*A motion to approve Amendment Number 3, for 80 hours of service from CDX Wireless, was made by Director Pratt and seconded by Director Primmer.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

#### E. Future Meetings

Brett reported that, due to a new job, Director Roxbury's schedule did not allow him to attend meetings on Tuesday afternoons. Brett asked the Board if they wanted to make any changes to the dates or times of future meetings. Director Roxbury indicated to Brett that he could be available after 5pm or 6pm on weekdays or anytime on Fridays. Director Pratt was unavailable for meetings on any evening. Directors Matlack and Kennedy were usually unavailable on Fridays. Director Primmer was flexible in her schedule and could make most dates and times work. It was also noted that Director Roxbury's contract would end in October.

It was the consensus of the Board to leave the meeting date and time as it was and that, if the full Board was required for a specific meeting, a change could be made for it.

#### VII. Open Discussion

Brett informed the Board that, to keep up with tasks for both positions, he had been working extra hours and expected that to be the routine for a while. He did not expect to be able to take any time off in the near future and asked the Board about turning in overtime for pay, instead of accumulating more comp time. Overtime hours were allowed per the District's Personnel Policy. In the past, Brett and Shawn tried to keep the budget lines flat by taking comp time instead of overtime, but Brett pointed out that there were additional funds available due to having an unfilled position.

Director Matlack asked if the policy gave the manager the ability to receive overtime pay and if Brett being an interim administrator put him in that category. Usually a manager was considered exempt, and therefore received a higher salary and did not qualify for overtime hours. Brett pointed out that that was usually the case, but that these were extenuating circumstances.

Director Pratt agreed that the administrator should be considered exempt and not be eligible for overtime hours, however Brett was responsible for dual roles so he had no objections to authorizing overtime for him.

Director Primmer agreed and noted that she was doing the same with one of her employees. Director Kennedy also agreed and felt that Brett deserved to be paid for overtime hours. He noted, however, that he hoped Brett would look for opportunities to take time off to prevent burn out, even if it was just an occasional afternoon.

Director Matlack felt that the discussion of overtime versus comp time was different for a larger agency that had the staffing to cover for time off. Director Kennedy also noted that this conversation applied to Rosanna. The ability to be paid for overtime fit into the Personnel Policy, so no motion was needed.

On a related note, Brett requested that the cap on vacation time be increased. He was already maxed out on the 240 allowed hours and Rosanna was not far from it. He noted that, if approved, it would not be an action for this meeting. It would be a change to the Personnel Policy.

Director Primmer noted that her department had to go to their Board for similar approval several times in the past year, due to not having coverage for employees to take time off. She felt that it was unfair to take away earned time off. An alternative to increasing the cap could be an annual vacation hour payout.

Director Matlack felt that losing those vacation hours provided incentive for employees to take time off.

Director Pratt did not have any objection to a cash out of up to 40 hours annually and also raising the number of vacation hours an employee could keep on the books. Director Kennedy also had no objection to the cash out option and raising the cap of hours, but he felt that the increase of allowable hours should be for one year only, while the District was understaffed. The policy change and resolution should show an increase of capped hours, to 300, for one year from the date of the resolution. The Board also directed staff to add an annual (fiscal year) cash out option of up to 40 hours and bring the resolution to the next meeting.

In response to Rosanna's question regarding moving funds between the salary lines in the budget, the Board directed her to bring a budget resolution to the next meeting, moving all of the Communications Technician's remaining salary into the District Administrator line, with the knowledge that other adjustments to the lines may be made in the future.

#### VIII. Adjourn

*A motion to adjourn the meeting at 2:23pm was made by Director Matlack and seconded by Director Pratt.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

Next Meeting: May 3, 2022

1:30pm

Location: Boardman City Hall