

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING  
Boardman City Hall  
May 3, 2022 1:30pm

Present: Director Primmer Director Matlack (telephonically)  
Director Pratt

Absent: Director Roxbury Director Kennedy

Guests: Steve Surwillo, CDX Wireless (telephonically) Marlon Johnson, Day Wireless  
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 1:38pm.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. Consent Agenda
  - A. Minutes from the meetings of April 5, 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 Primmer and seconded by Director Matlack.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

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

Brett received one trouble report, from Director Primmer. A unit in the field was not hearing Dispatch call them. Brett listened to the recording, reviewed the site controllers, and was unable to find any reason that the radio missed the call. The two status checks and noted negative contact by Dispatch were made in a fairly short amount of time, so it was possible that the officer missed the calls. So far, it was noted as an isolated incident and no further investigation was needed, unless it was reported again.

Brett sent an email to the Board, recapping a recent event at the Cabbage Hill site. The site, which was operated by ODOT, was compromised. A lock was cut and copper was stolen. There was camera evidence, but it was from high on the tower. The ODOT technician told Brett that they planned to put in another camera, closer to the ground. There were no alarms and no loss of service due to the incident and ODOT restored the grounding connection. ODOT was responsible for all of the equipment and labor costs so there was no financial impact on the District.

1. Acceptance
  - a. Punch List Review

Brett reported that there was little progress made on the punch list. He notified the Board that, during the course of the equipment removal at the Sillusi Butte site, the vendor removed some items that did not belong to the District. Brett was notified by a Washington ODOT representative, when they discovered a link that was carrying weather data was down. Their technician was not overly concerned with the down link because it was not critical during this time of year and Brett assured the Board that the issue would be corrected as soon as the Washington technician returned from vacation. In response to Director Primmer's question, Brett suggested ways to prevent this in the future could include judicious labeling and better training for the technicians, with the possible need of direct oversight.

In response to Director Matlack's questions, Brett clarified that the incident at Cabbage included theft and that ODOT was responsible for the repairs. It was being investigated by Tribal Police. The removal of equipment at the Sillusi site was done by a vendor working for the District and that there was no loss or damage of that equipment. With regard to insurance coverage, Brett did not know the specifics of the policy, but thought there was theft coverage.

#### B. Resolution 22-05-03-02: Updates to Personnel Policy

This resolution made changes to the policy regarding insurance and vacation time.

The amounts for the District's contribution to employee health insurance were increased and the section regarding that information was moved from the Optional Deductions section to the Medical and Life Insurance section of the policy.

The maximum amount of vacation time that an employee may accrue was increased from 240 hours to 300 hours, temporarily (one year).

*A motion to adopt Resolution 22-05-03-02: Updates to the Personnel Policy, was made by Director Primmer and seconded by Director Matlack.*

*Director Pratt: Aye*

*Director Primmer: Aye*

*Director Matlack: Aye*

#### C. Strategic Plan

A basic Strategic Plan draft was sent to the Board to review the previous week. An updated version, with additional language, was provided the day of the meeting. The draft plan included the mission statement, a vision statement, strategic goals, and a plan of actions that directly tied back to those goals. Brett asked the Board to review and critique the plan, and provide feedback. He also suggested that the Board create a subcommittee to work on a final plan with District staff, that could be presented for adoption at a future meeting.

*A motion to create a Strategic Plan subcommittee, consisting of Directors Primmer and Pratt, to review the information in the proposed draft document was made by Director Primmer and seconded by Director Matlack.*

*Director Pratt: Aye*

*Director Primmer: Aye*

*Director Matlack: Aye*

### VI. New Business

#### A. Safety Review

The District held a mandatory safety class in the office. Employees watched training videos, released by the weather service, regarding lightning safety. Staff then reviewed vulnerabilities at sites, ways to be prepared, what to watch for, and what to do in the event of a strike.

#### B. Resolution 22-05-03-01: Changes to the Budget

*A motion to adopt Resolution 22-05-03-01: Changes to the Budget, as written, was made by Director Matlack and seconded by Director Primmer.*

*Director Primmer: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

C. New landowner of Feedville (PGG) site

Brett reported that PGG sold the property on Feedville in Hermiston, where the District has a radio site. The buyer had a multiple site propane business in Oregon and California and planned to place propane distribution equipment on the land. They were very agreeable to keeping the current lease terms, with no changes to the fee. Brett and their representative also agreed to create a brand new agreement, since the historical documentation of the site had a long and complicated ownership history, that included the State of Oregon, Umatilla County, and the District. Brett tasked Steve Surwillo with drawing up a new agreement. Brett also reported that the new landlord was not interested in selling any part of the land to the District as they needed to have enough space to be in compliance with regulations for propane storage.

VII. Open Discussion

Brett reported that he managed to program a Fish and Wildlife Motorola portable to work on the District's system. The radio belonged to a law enforcement officer, so the radio was programmed to be on Law Common and UCSO. It was a difficult process to make the radio fit into the Tait system and Brett sought out assistance from Marlon Johnson. He expected to be programming more of their radios in the future.

Brett reported on an ongoing project with the University of Oregon, called Alert Wildfire. The goal of the project was to place cameras in strategic locations to give notification of wildfires. They also included earthquake sensors. The University of Oregon had approached Shawn to request authorization to place equipment on some of the District's towers, at their expense. The Alert Wildfire representative sent the District a sample agreement that they had with other entities around the state. Steve Surwillo noted that Deschutes County currently had such an agreement. After discussion with their representative, Brett suggested the Jordan Butte site as a trial to start the program, with the stipulation that anything put on District equipment would not interfere with District operations, and they agreed. Brett felt that, if the work was done professionally and up to standards, the District could be a good partner in the program. Brett will continue to work on the agreement with them.

VIII. Adjourn

*A motion to adjourn the meeting at 2:05pm was made by Director Primmer and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Pratt: Aye*

*Director Primmer: Aye*

Upcoming Meetings

BUDGET COMMITTEE MEETING  
Monday, May 23, 2022 @ 10:00am  
Umatilla County Justice Center (Media Room)

BOARD OF DIRECTORS MEETING  
Tuesday, June 7, 2022 @ 1:30pm  
UCFD1, Station 23

FISCAL YEAR 2022-2023 BUDGET HEARING  
Tuesday, June 7, 2022 @ 1:30pm  
UCFD1, Station 23