

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING  
Boardman City Hall  
July 12, 2022 1:30pm

Present: Director Primmer      Director Pratt      Director Kennedy      Director Matlack  
Absent:  
Guests: Rod Ekholm, Racom      Steve Surwillo, CDX Wireless (telephonically)  
Mike Hughes, Boardman Fire Department      Loren Dieter, Boardman Police Department  
Marlon Johnson, Day Wireless      Bob Simons, CDX Wireless (telephonically)

Staff:      Brett Mueller, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:40pm.
- II. Changes/Additions to the Agenda  
New Business B: Budget Resolution  
New Business C: Director Roxbury's resignation
- III. Business from Guests: None
- IV. Consent Agenda
  - A. Minutes from the meeting on June 7, 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 Primmer: Aye*

*Director Kennedy: Aye*

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

Brett gave a quick synopsis of the system as a whole, including updates on the microwave and trunking systems. As of 07/11/2022, Brett believed he finally had the last of the Nokia engineering documents he had been waiting for to put in the link from Weston Mountain to Pike's Peak. He was then able to schedule Legacy Wireless to move forward with the project.

In preparation for that link going live, Brett spent the last month updating the software at all of the microwave sites to a required version level. The last one was completed, with help from Rod Ekholm, on 06/29/2022. He noted that quite a few of the sites had flash code problems, requiring additional trips to the sites. Nokia was helpful, but unsure why the cards failed.

Brett reported that a grounding engineering firm conducted a survey at the Pike's site on 07/06/2022. He was there for part of the survey and expected a report in the next week or so, with findings and recommendations for improvements. This was the same firm that the District used at MCSO.

Testing for the backhaul to Ukiah, to support a trunked site there, would likely take place the week of 07/25/2022. Equipment would be hung at Black Mountain and Brett expected that to be permanent.

Brett reported that the latest system version (18) from Tait had been installed at the District, after waiting to see successful testing at a few other locations. The cut over to the new version was done on 06/28/2022 and it had been running smoothly for those 2 weeks. Brett and the Tait engineers were watching the logs and the 30-day burn in period

would start 07/15/2022. This update was supposed to add functionality and allow the ISSI connection back to Salem to work properly. Brett and Rod planned to work on that on 07/13/2022.

Brett had also been working with Steve Surwillo on the IGA with ODOT. It was currently with the State for review. When the ISSI was fully functional, the District would be able to start adding state agencies to the system and start making changes to the subscriber unit programming to include them.

Brett wrote radio programs to allow interfacing with Frontier. He updated most of the south Morrow County portable programs, to allow them to talk to Frontier on fire talk groups. The testing had worked well. On 07/20/2022, Brett planned to travel to Arlington, to install the District's encryption key, so they would be able to operate on Law Common.

## 2. Punch list items

Rod reported that the antenna at Jordan Butte was completed, as well as a new antenna and feedline installation at Pikes Peak. The tags were installed physically at 2 sites and they were waiting for the radio interface and antenna build out. Rod hoped to be in UCSO Dispatch in the next couple of days, to finish clean-up work at one console that still had leftover MCC equipment. He noted that they were continuing to move forward on the punch list items and also on the new projects.

### B. Base Equipment Purchases

Brett reported that the District received approval for new frequencies, from the Oregon Region 35 coordinating body. He did not expect any issues with neighbors to the north or buy-in from Idaho for the Pike's site. He requested that the Board approve the purchase of base station equipment. The equipment for Black Mountain would add a channel that could be used by MCSO, UCSO, and fire agencies in the south. Those agencies had avoided using the site, due to the limited number of channels there.

The purchase for Ukiah was trunking site equipment. Brett recognized that there had not been a successful backhaul connection to test yet, but felt that it was extremely likely that a successful connection was possible. He did note that, if the Ukiah site did not work out, there were other potential sites identified that the equipment could be used for.

The transportable site Brett planned to purchase would be kept primarily in a District vehicle and used when driving to incidents, to provide system coverage to an area that did not have it. The equipment required some staging time and would be effective in wildfire and search and rescue incidents. In response to Director Kennedy's question about the similar equipment previously purchased by the District, Brett explained that that equipment was not trunked and was only capable of making patches. The new purchase would provide an actual site.

In response to Director Pratt's question, Brett confirmed that equipment for the Pikes site was already purchased, but that there were other places that the equipment could be used to enhance coverage.

*A motion to approve the Racom purchase of the Ukiah Site Add, the amount of \$254,150, was made by Director Pratt and seconded by Director Primmer.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

*A motion to approve the Racom purchase of a Black Mountain additional channel, in the amount of \$31,068.75, was made by Director Matlack and seconded by Director Pratt.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

*A motion to approve the Racom purchase of a Transportable Site, in the amount of \$137,630.75, was made by Director Primmer and seconded by Director Matlack.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

### C. Administrative Assistant Salary increase

Brett previously indicated to the Board that he felt that it was appropriate to raise the Administrative Assistant's salary by 10%. This increase had been included in the FY2022-2023 approved budget. He noted that the employee had been with the District for 10 years and had taken on many responsibilities that were not in the original job description, including HR duties and legal compliances. He noted that the only increases in the past were for COLA. He asked that the increase in salary be effective 07/01/2022.

*A motion to approve the salary increase for the Administrative Assistant, to \$54,000, was made by Director Matlack and seconded by Director Primmer.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

## VI. New Business

### A. Safety Review

Brett and Rosanna attended an SDAO webinar geared toward safety committees. Brett noted that the employee's monthly attendance in SDAO safety webinars had been somewhat useful and helped staff remain aware of potential hazards and mitigation of risks.

### B. Resolution 22-07-12-01: Changes to the Budget

The resolution presented would move funds from the Contingency line to the District Administrator line, in the FY2021-2022 budget. The reason for the overage in the Administrator line was mostly due to a payout of vacation hours to the previous Administrator. A small amount of the overage was due to overtime for Brett, before he signed the contract as the Administrator.

*A motion to adopt Resolution 22-07-12-01: Changes to the Budget, was made by Director Pratt and seconded by Director Primmer.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

### C. Director Roxbury's Resignation from the Board

Director Roxbury submitted his resignation from the Board via email. Those emails were provided to the Board to review. Director Matlack noted that he hated to lose Director Roxbury and had hoped the Board would be able to accommodate his new schedule. Director Kennedy had spoken with Director Roxbury and reported that Director Roxbury did not feel that he was doing the Board justice by his absence and thought he should be replaced with someone that could attend meetings more regularly.

Brett noted that there had been some miscommunication between District staff and Director Roxbury, so the announcement of the resignation had been delayed.

*A motion to accept the resignation of Director Mike Roxbury was made by Director Pratt and seconded by Director Matlack.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

Director Kenney suggested putting a notice on the District website, that there was a position open and that interested parties should submit a letter of interest. A decision could be made at the August meeting. Brett confirmed that the ORS did not specify a timeline for appointment and noted that it was entirely up to the Board on how they wanted to fill the vacancy. The Board agreed to a submission deadline of Friday, 07/29/2022. The appointed person would be able to run for the position during the 2023 election and then again, if they chose to, in the 2025 election.

Director Matlack noted that, since the formation of the District, the Board had been made up of users from both counties. He would like to see it continue to be that way and wanted to look toward a fire representative from Umatilla County to replace Director Roxbury, if it was possible.

Director Primmer had reached out to the Assistant Fire Chief of Pendleton and Director Kennedy had heard from an interested party from Umatilla Fire. They expected those parties to submit letters of interest.

VII. Open Discussion

Director Primmer suggested a plaque be made for Mike Roxbury, since he resigned from the Board. She felt it was appropriate due to all of his time on the Board. Rosanna noted that an obelisk, like the one made for Kathy Lieuallen, could be ordered.

In response to Director Kennedy's question, Brett confirmed that he had spent a little time working on the Communication Technician job posting. The Board directed Brett to provide a job description draft for it at the next meeting.

VIII. Adjourn: The meeting was adjourned at 2:23pm

Next Meeting

Tuesday, August 2, 2022 @ 1:30pm  
UCFD1, Station 23