

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING  
Umatilla County Fire District #1, Station 23  
August 2, 2022 1:30pm

Present: Director Primmer  
Director Matlack  
Director Pratt  
Director Kennedy (telephonically/in-person)

Absent:

Guests: Rod Ekholm, Racom (telephonically)  
Sam Irons, Boardman Rural Fire District  
Steve Surwillo, CDX Wireless  
Scott Skibness, Racom (telephonically)  
Richard Stokoe, Boardman Police Department

Staff: Brett Mueller, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:33pm.
- II. Changes/Additions to the Agenda
- III. Business from Guests: None
- IV. Consent Agenda
  - A. Minutes from the meeting on July 12, 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 Matlack and seconded by Director Kennedy.*

*Director Pratt: Aye*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Kennedy: Aye*

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

Brett provided a recap on the project status since the last meeting. During that time, he was able to confirm that all of the Nokia equipment and documentation, for the shot from Pikes Peak to Weston, had been received. He reported that Legacy Wireless would have to squeeze this project in between other jobs they currently had.

FCC licensing was showing, but not completed for the spur, however Brett did not expect any problems with it. Final frequency coordination approval was received from Washington and Idaho for channels at Pikes, Ukiah, and Black Mountain.

Brett received the grounding and lighting protection survey report on August 1, but had not had time to review it. Racom crews were at Ukiah and Black Mountain the previous week, installing the test backhaul. The installation at Ukiah was a temporary mount at the fire station that would be moved to a permanent site later. Brett reported that the signal strength was better than the engineering specs had anticipated. Though it hadn't been fully vetted with testing, he felt confident that it would hold solidly.

Rod installed a control station at the East Pendleton site, so the dispatch centers were able to utilize the repeater at Carney Butte.

The 30 day burn-in test began on July 15 and was going well, so far. Brett was not seeing the site controller problems and dropped calls that had been showing up previously.

Brett was still waiting to hear back from ODOT regarding the ISSI intergovernmental agreement. He was advised that some of the changes requested had prompted ODOT to review some of their other agreements and the focus on operability versus interoperability. Brett expected to receive the agreement back from them soon and he would then review the changes and finalize the agreement.

Regarding the ISSI, Brett reported that teams from Racom, ODOT, Tait, and Harris were all involved in the process of getting to the right configuration and programming to make the end user radios behave how they'd like.

Brett noted that Marty Britt recently bladed Wilkinson Hill to mitigate fire danger.

Boardman and southern Morrow County portables had been programmed with Frontier. As of last week, all of the IDs had been added to their system and Brett expected that to be helpful with fires in Gilliam County.

Brett had planned to go to Arlington, to upload the District's encryption key into their radios so they could talk on Morrow County Law Common, but the Motorola flash code was delayed.

#### B. Communications Technician position

The packet included the revised Comm Tech position description. Brett noted that SDAO had some human resources assets available to help with recruitment of staff. He was able to get in touch with one of them and she provided some guidance on the job description and offered to help craft a good posting and a list of places to advertise it. Brett thought SDAO would provide assistance for the interview process as well.

The description presented was very close to what Brett thought would be used for the final. In response to Director Pratt's question, Brett thought it could be ready to advertise in a couple of weeks. Brett asked for input on how to address the need for someone with a lot of skills, but the District's willingness to train the right person to get them to the level needed. Brett noted that the market was tight and there weren't a lot of individuals capable of the position. Director Matlack noted that, if the District was unable to find what was required, even accepting someone that was capable of some of the work was better than continuing to attempt to operate effectively while understaffed. The job listing should have a list of preferred qualities versus required. Director Pratt suggested including language in the ad that indicated that the District was willing to train the right person.

Steve Surwillo suggested a job posting that listed position levels, with credentials and experience, that would allow someone to apply for the level that they were qualified for.

Brett requested 2 directors volunteer to serve on a hiring subcommittee.

#### C. Safety Review

The UMRDD staff watched a heat illness awareness webinar, presented by SDAO. The focus was on recognition and mitigation of heat illnesses. The presentation mentioned an OSHA rule that required employers to develop a written plan to be in compliance with standards related to heat illness.

### VI. New Business

#### A. Heat Illness Prevention Plan

Brett offered for consideration a heat illness prevention plan for the District, based on one found on the SDAO website. *A motion to accept the Heat Illness Prevention Plan was made by Director Primmer and seconded by Director Matlack.*

*Director Matlack: Aye*

*Director Primmer: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

#### B. Letters of Interest for Open Director Position

There were 5 letters received from parties interested in filling the open board position. These letters were sent to the directors to review before the meeting.

Director Matlack liked the idea of keeping the board balanced, with 2 members from law enforcement, 2 members from the fire departments, and 1 member from communications/dispatch and Director Kennedy agreed.

Director Pratt was not focused on what group the member represented as much as bringing someone one that was committed to attending the meetings and with a grasp of how the radio system operates.

One candidate, Sam Irons, attended the meeting. Director Primmer noted that Anthony Pierotti was out of town.

Director Matlack noted that John Bowles was unsure of the protocol, and therefore did not attend the meeting.

*\*\*Director Kennedy arrived (in person) at 2:06pm.\*\**

Rick Stokoe thought it was important that whoever was appointed had a real interest in the position and had some background with the system. They should be familiar with what the system was about and the issues that had been faced in the past. It would be nice to bring someone on board that already knew what was going on.

The board decided to narrow their decision down to 2 candidates, Sam and Tony, and ask them to attend the next meeting for questions. The board also noted that they would like Brett's input. Brett noted that he would like to see a fire representative in the position.

VII. Open Discussion

Director Pratt noted that, since Director Roxbury stepped down, officers needed to be decided at the next meeting. Brett agreed to check on the policy for electing officers before the meeting.

Brett noted that the next regular meeting day was September 6, which was the day after the Labor Day holiday. The following Tuesday was during Round-Up.

After discussion, the board agreed to leave the meeting on the scheduled date.

VIII. Adjourn: The meeting was adjourned at 2:22pm.

Next Meeting

Tuesday, September 6, 2022 @ 1:30pm  
Boardman City Hall