

UMATILLA MORROW RADIO & DATA DISTRICT
BOARD of DIRECTORS MEETING
Umatilla County Fire District #1, Station 23
December 6, 2022 1:30pm

Present: Director Primmer (telephonically) Director Pratt (telephonically)
Director Pierotti (telephonically) Director Irons
Director Kennedy

Absent: None

Guests: Steve Surwillo, CDX (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 meeting on November 1, 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 Irons.

Director Pratt: Aye

Director Primmer: Aye

Director Kennedy: Aye

Director Pierotti: Aye

Director Irons: Aye

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

Brett reported that, due to high winds in the region on November 4 and 5, the power pole that supplied power to the East Pendleton site toppled and nearby residences and vehicles were damaged. The site lost power, but was otherwise unaffected. The system stayed online and the generator ran for 14 hours. Brett noted that it only used 7-8% of the fuel in the tank, so it was nice to know that the site would be able to run for an extended amount of time if necessary.

In the early hours of November 8, the Tait firmware patch was installed, to correct audio interruptions. Brett noted that there had not been any system level problems since that time. There would be 2 more updates in the next month or so, including updates to the site controllers and core controllers. Those updates were required to do before upgrading to the latest Tait software that will have all of the ISSI features to become fully interoperable with OSP and ODOT. Brett expected the Tait firmware upgrade to happen after January 1.

The base station preventative maintenance was conducted by Racom in late November at all of the accessible sites. Black Mountain would be inaccessible until May or June. There were no issues reported.

The road improvement at Pikes Peak was done on November 21. It had been delayed due to road access, and contractor and equipment availability. Brett was satisfied with the work done and noted that it would help when serving the site in all weather conditions, and mitigate fire danger.

Brett reported finding a few microwave circuit board issues at the Boardman, Feedville, and Weston sites. The issue at Weston was due to wasps, so special screens were ordered from Nokia to keep the wasps out of the equipment. Zach Wilson (HVAC) also planned to look for openings where the wasps were getting into the building.

B. Ukiah Site Construction

The Ukiah Site Construction RFP was published on November 10. In addition to a post in the newspaper, Brett directly contacted 8 companies. The required site walk was done on November 17, and included East Pendleton, Boardman, and Ukiah. The following vendors sent representative to the site walk; Day Wireless, Astro Systems, Legacy Wireless, and Racom. Proposals were due Monday, December 19 at 3:30pm. Racom did tell Brett that they did not intend to submit a bid.

C. Communications Technician position

Brett reported that there had not been progress made in the Comm Tech position vacancy. In response to Director Kennedy's question about the delay, Brett noted that he had put priority in fixing the microwave issues and getting the Ukiah site RFP prepared and issued. The Board was concerned that, if filling the position wasn't made a higher priority, Brett would become burned out. Brett noted that it seemed that things had calmed down some and that he planned to take some time off.

D. Tower Inspections

The tower inspections began the week of December 5. They had been planned for the previous week, but one of the crew members sustained an injury. The crew was making progress visiting the sites and hoped to be finished in the week. Brett was unsure, based on the snow and ice, if they would be able to get to all of the sites. If not, they would have to return at a later date.

E. Safety Review

The staff watched an SDAO webinar regarding defensive driving and reviewed seasonal, rural, urban, and work zone hazards.

VI. New Business

A. Umatilla Ridge DC Power System purchase

Brett expected to have quotes for the Board to review, for the DC power system purchase, but he had not received them in time for the meeting. He did have a quote, but it included items he did not need, so it wasn't accurate. This power system would be installed at the Benton County PUD building, for the Umatilla Ridge site. The current system was inadequate for a power outage and not up to the District's standards. The District had permission to install the system and Brett noted that there was plenty of room. Brett asked for authorization of up to \$40,000 to make the decision and purchase when he received the quotes, so that he could move forward with that project. The Board felt that, at that high amount, they would prefer to see the quotes before Brett moved forward. Brett hoped to have the quotes for the next Board meeting.

C. Paid Leave Oregon program

Brett noted that a new mandated program in Oregon, that expanded upon FMLA, would be implemented in January 2023. It provided pay for those taking up to the 12 weeks of leave allowed by FMLA. The program was funded by payroll taxes. The amount was 1% of salaries and 60% of that 1% would come from the employees, while the other 40% would come from the employer. Due to the low number of employees, the District was not responsible for the 40%. Brett proposed that the District, as a benefit to the employees, absorb that increase. If the District were fully staffed at max salary, the total responsibility would be \$1764 for the year. That amount would also be affected by future COLA amounts. Brett noted that there were still several facets of the program that had not been decided at the state level. In response to Director Kennedy's question, Brett confirmed that there was enough money in this fiscal year's payroll tax line to absorb this increase.

The Board was in favor of the District covering the employee percentage, but would like to review it each year to decide if the budget would allow an extension of the benefit.

An update would need to be made to the personnel policy. The Board asked that an updated policy and resolution be provided at the January meeting.

VII. Open Discussion

Brett noted that the January meeting was scheduled for January 3, but asked the Board to consider moving it to the next week, January 10, due to the holiday season. The Board agreed.

The SDAO conference was going to be held in-person in Sun River, February 9-12, 2023. Brett noted that he might attend virtually. Director Primmer noted that she attended virtually last year and found it very beneficial. She and Director Kennedy reported that they were unable to attend the 2023 conference. Additional information would be sent to Directors Pierotti and Irons.

Director Kennedy reiterated that the Board was going to continue to put pressure on Brett to fill the Comm Tech position. They did not want Brett to bear the weight of the entire District.

Director Pierotti asked Brett if there was anything that the directors could do to help facilitate the process. Brett noted that he was at the point where he needed feedback from the SDAO human resources division, regarding job listings, postings, and how to arrange that. Director Peirotti told Brett to utilize the Board and let the directors know how they could help.

Director Primmer wished the Board and staff a Merry Christmas and noted that she felt that the staff had been doing a great job.

VIII. Adjourn: The meeting was adjourned at 1:53pm.

Next Meeting

Tuesday, January 10, 2023 @ 1:30pm
Boardman City Hall