

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING

Present: Director Pratt Director Pierotti Director Irons

Absent: Director Kennedy Director Primmer

Guests: Loren Dieter, Boardman Police Department

Staff: Brett Mueller, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:31pm.
- 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 Pierotti and seconded by Director Irons.*

*Director Pratt: Aye*

*Director Pierotti: Aye*

*Director Irons: Aye*

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

Brett reminded the board that he had planned on performing upgrades to the controllers, in preparation for a fully operational ISSI connection. He had hoped to have the operating system updated by Christmas and the Tait software in January. He reported that those upgrades did not happen. Tait was located in New Zealand and December was a summer holiday time for them, so he had trouble connecting with their staff and engineers. He did receive a phone call from their engineers the morning of the meeting and Rod was also on that call. Brett confirmed that the downtime the system would experience during the upgrade was minimal, a period of seconds not hours. There may be a few of those and Brett felt that they were something he could manage easily. The target dates were moved to the end of January for the operating system upgrade and the firmware update 2-3 weeks later.

The base station preventative maintenance was completed by Racom in November and Brett had a summary report from Rod. The findings were good, showing that the equipment was operating in the manufacturer and design specs. Racom did some fine tuning and recommended that this process be done annually. Brett agreed and noted that the simulcast system was sensitive to those sorts of issues.

Brett took some vacation time during Christmas and Shawn was on-call for emergencies. On Christmas evening, Brett received an alarm from Black Mountain, showing that a controller went offline and the secondary controller took over. The service interruption was minimal. This was the 5<sup>th</sup> time that a controller turned itself off and had to be turned back on manually, in the last 2 years. Black Mountain was an especially bad place for this to happen, due to its inaccessibility for about 6 months of the year. Brett spoke with Morrow County and ODOT and both were willing to work out a time to access the site and get the controller back online. Brett noted that he particularly wanted it online when doing the system upgrades, to keep everything in sync.

Brett noted that Tait was also investigating this issue, to try to find out why it happened. No error showed up in the logs. He had some ideas on how to remote start the controllers, by replacing them with a newer style that had that

option. In response to Director Pierotti's question, Brett replied that he had not heard of other agencies experiencing the issue in their systems, but he wouldn't be surprised if they had, but hadn't seen it. It was hard to capture and more obvious to the District due to the higher than average number of controllers at the sites.

Brett reported that, also while out of town, he received an alarm for low DC voltage from the Cabbage Hill base station. He investigated it and confirmed it looked low. It was tied into ODOT's power system, so Brett talked to them and one of their techs was sent to the site. The tech found that the system was not charging and determined that the problem was a component inside the generator's transfer switch, causing damage to the charging rectifier. The tech used a spare rectifier from a neighboring site and was able to charge the site back up. There was no loss of service. Brett noted that he did not contact Rod regarding either of the issues experienced over the holidays, but Rod had been monitoring the District's system and proactively looking at the issues as they came up. Brett was very appreciative of the attention from Racom.

Brett reported that the tower and dish inspections were mostly completed in December. There were a few issues related to ice and snow, so the team returned in the last week to finish those sites. Overall, the reports showed that the sites looked good. The team made a few corrections, such as tightening slightly loose dish mount connections. They also pointed out that there was some surface rust on the towers that should be cleaned up. Brett noted that none of the work suggested in the report was urgent. Tasks like these were added to the Site Inspections file that the District kept to track visits to the sites with dates, times, and corrective actions needed or completed.

#### B. Ukiah Site Construction

Brett reported that 2 bid proposals were received before the RFP deadline, from Day Wireless and Astro Systems (Oregon City). He requested one or two directors to meet with him, to evaluate and rate the proposals. The bids would be public after evaluation. Directors Pratt and Pierotti volunteered and Brett planned to contact them to set up a meeting.

#### C. Com Tech

Brett was unable to spend time working on the Comm Tech position since the last meeting, due to taking time off around the holidays. He planned to focus on it in the next month.

#### D. Resolution 23-01-10-01: Personnel policy

Based on the discussion regarding the Paid Leave Oregon program during the last board meeting, and the Board indicating that the District would pay the employee's portion of that tax, Brett provided an update to the Personnel Policy and a Resolution. The update to the policy indicated that the decision to cover the employee's portion would be discussed annually, before the budget adoption. Brett asked the directors to consider adopting the resolution to update the policy.

*A motion to adopt Resolution 23-01-10-01: A Resolution Adopting Employee Policies for the District was made by Director Irons and seconded by director Pierotti.*

*Director Irons: Aye*

*Director Pierotti: Aye*

*Director Pratt: Aye*

#### E. Umatilla Ridge DC power system purchase

Brett reported that he did receive clarification on the quote he presented, however he felt that he needed more time to review it and obtain a quote from an electrician, before he was ready to make a request to the Board. It was decided to delay this item until the next meeting.

#### F. Safety review

The District employees watched videos on ergonomics in the work place. The videos discussed the causes of soft tissue injuries, including lifting, pushing, carrying and repetitive motions and gave guidance for early prevention of those types of injuries.

### VI. New Business

#### A. 2021-2022 Fiscal Year Audit Report

The full audit report was provided in the packet. Brett noted that there had been no concerns raised by the auditor.

VII. Open Discussion

Director Pratt questioned Brett on the functions of the emergency buttons on the radios when multiple users hit it at the same time. This topic came up for BPD recently, when multiple officers might have used the function simultaneously to get to the Law Common channel. What would happen to each call if they were all equal priority? Brett wasn't sure what would happen and planned to find out, through research and testing. Director Pierotti also wondered about the response from Dispatch when receiving multiple emergency alarms.

Brett reported that Steve Surwillo and Bob Simons were dissolving the CDX Wireless consulting service. Steve accepted a position with Tait, in New Zealand and Bob decided to take a position elsewhere instead of continuing without Steve. Brett will be looking for another firm to take on some of the work that CDX had done for the District. Steve indicated to Brett that he was leaving soon, but might be able to help with current licensing deals through the end of January.

Directors Irons and Pierotti reported that they were registered for the SDAO conference in February. Brett noted that he would like to attend in person someday, but was registered to attend virtually this year.

VIII. Adjourn: The meeting was adjourned at 2:00pm.

Next Meeting

Tuesday, February 7, 2023 @ 1:30pm  
UCFD #1, Station 23