

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** July 13, 2006  
**TO:** MERA Executive Committee  
**FROM:** Martin J. Nichols, Executive Officer  
**SUBJECT:** AGENDA ITEM E: FORMATION OF MERA OPERATIONS COMMITTEE

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Recommended Action: Recommend the purpose and structure of a MERA Operations Committee to the Board of Directors.

Background:

With the system nearly completed and most members using the network, the primary mission of the Authority is changing to management of operational and maintenance issues. Several major operational issues are before MERA which include:

- a. Changes to system capacity
- b. Coverage improvements
- c. Logging/recorder replacements
- d. Wired station alerting/printing network.

These are issues that need the participation of system users through a MERA advisory committee.

To address this need, the Board has discussed forming an "Operation Committee." The Executive Committee has been requested to make recommendations on the purpose and structure of this new advisory body.

1. Committee Purpose
  - a. Major changes to the network and the supporting equipment
  - b. Operational issues that include training, use protocols, and new users
  - c. System maintenance

## 2. Committee Membership

Three groups should be included, police, fire, and dispatchers.

Fire: We need representatives from the City agencies, the independent districts, which should include a member from the small West Marin agencies.

Police: As the biggest police agency, the Sheriff's office should be included.

Dispatch: The County dispatch center plus one City center should be included.

## 3. Nominations

The Police Chiefs' and Fire Chiefs' Associations should nominate from their membership, subject to establish criteria.

The dispatch representatives can be nominated by the Executive Committee.

## 4. Suggested Memberships

### a. Police – 4 members

- County Sheriff
- Either Novato or San Rafael
- One agency from Southern Marin and one from the Ross Valley

### b. Fire – 4 members

- County Fire or Novato FPD
- One City agency
- One independent district
- One West Marin agency

### c. Dispatch Centers

- County Sheriff
- City dispatch

## 5. Communication

The Operations Committee should make quarterly reports to the Police and Fire Chiefs' Associations.

## 6. Staffing

The Executive Officer and Project Engineer will support the work of the Committee.