

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** August 31, 2006  
**TO:** MERA Board of Directors  
**FROM:** Martin J. Nichols, Executive Officer  
**SUBJECT:** AGENDA ITEM E: FORMATION OF MERA OPERATION COMMITTEE

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Recommended Action: Establish the MERA Operations Advisory Committee.

Background:

With the system nearly completed and most members using the network, the primary mission of the Authority is changing to the 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
- e. Ongoing training
- f. West Marin paging system
- g. Fire station printers
- h. Motorola Contract closeout

These are issues that need the participation of system users through a MERA advisory committee. Future operational issues also need to be vetted through a user's group.

To address this need, the Board has discussed forming an "Operation Committee." The Executive Committee was requested to make recommendations on the purpose and structure of this new advisory body. The Executive Committee recommends the following structure for a MERA Operation Advisory Committee:

1. Committee Purpose
  - a. Major technical changes to the network and the supporting equipment
  - b. Operational issues that include training, use protocols, and new users
  - c. System maintenance effectiveness and efficiency reviews
  - d. System continuity and procurement policy

## 2. Committee Membership

Three groups should be included, police, fire, and technical staff.

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

Police: The three biggest police agencies, the Sheriff's office, San Rafael, and Novato should be included.

Technical Staff: Members of the Technical Advisory Committee

## 3. Nominations

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

The technical representatives can be nominated by the Technical Advisory Committee.

## 4. Suggested Memberships

### a. Police – 5 members

- County Sheriff
- Novato and San Rafael police departments
- One agency from Southern Marin and one from the Ross Valley (nominated by the Police Chiefs' Association)

### b. Fire – 5 members

- County Fire and Novato FPD
- One City agency (nominated by the Fire Chiefs' Association)
- One independent district (nominated by the Fire Chiefs' Association)
- One West Marin agency (nominated by the Fire Chiefs' Association)

### c. Technical Advisory Committee – 2 members (nominated by the Technical Advisory Committee)

## 5. Communication

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

## 6. Staffing

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

The County Radio Shop would also make periodic reports to the Operations Advisory Committee.