


MARIN EMERGENCY RADIO AUTHORITY
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MEMORANDUM

DATE: November 21, 2007

TO: MERA Board of Directors

FROM: Farhad Mansourian 

SUBJECT: RECOMENDATION FOR \$85,000 IN BUDGET AMENDMENTS TO PROVIDE FOR TRAINING FOR MERA SYSTEM USERS (\$60,000) AND FOR TECHNOLOGICAL SERVICES (\$25,000)

Recommended Action: Approval of amendments to the 2007-08 budget to provide for training for MERA system users and for technological services, as recommended by the Executive Committee

SUMMARY:

1. Training

MERA budgeted \$60,000 for this essential training during FY 2006-07 but was unable to initiate training due to delays in perfecting the contract. As a result, only \$120 was spent and few member agency staff were trained. The current budget has \$45,000 for this training but as we wish to accelerate training, most of those funds have been spent (see Attachment A for some workload measures.) Staff now recommends that the budget savings from last year be re-appropriated, via a transfer of funds from the MERA Fund Balance, to allow a return to the original schedule. The expenditure over the two-year period will be as planned.

These details are provided by the County DPW:

1. Fiscal Year 06-07 Training Budget

MERA approved funding	\$60,000.00
Actual Expenditures	<u>(120.00)</u>
Unexpended Training Funds	\$59,880.00

2. Fiscal Year 07-08 Training Budget

MERA approved funding	\$45,000.00
Expenditures as of 10-10-07	<u>(34,513.56)</u>
Balance available for FY 07-08	\$10,486.44

**Anticipated additional funding needed - \$60,000.00*

1. Technical Services. The County Department of Public Works provides a variety of technological services, under contract, through the management of consultants to advise on specialized technical matters, or to conduct studies for which County staff is not available. The demand for these services have exceeded expectations, again largely through a lack of activity during 2006-07, and there are insufficient funds to complete the work anticipated for the balance of this year.

The areas where activity is planned are:

- Motorola Services;
- CitCom Dictaphone Consulting Service - Review of proposals are due at the end of November, coordinating with affected agencies, recommend purchasing equipment as appropriate;
- DELTAWRX Consulting - Continue evaluation of existing Motorola contract, evaluation of coverage problem areas and recommendation of specific solutions for each area, and, assist with negotiations and dealing with station printing issues; and,
- The creation of the MERA/Motorola Repair Bank - Pre-funding, at a sharp discount, the replacement of worn and broken parts. The mountain top facilities are owned by MERA. Previously, parts were repaired or replaced one at a time with no scale of economy in place. By pre-purchasing \$18,000 worth of Repair Bank dollars, we will receive \$24,000 of parts and services, thus a savings of \$6,000.

1. Fiscal Year 07-08 Technical Services Budget

MERA approved funding	\$100,000.00
Anticipated Expenditures as of 10-10-07	<u>(\$102,095.42)</u>
Balance for FY 07-08	(\$ 2,095.42)

We are anticipating that with many technical issues still pending, additional funds might be needed, at an estimated \$25,000 for the remainder of fiscal year. Obviously, unspent funds are not billed. County DPW spends the funds first, and then seeks reimbursement.

For budget purpose we are anticipating possible expenditures for remaining FY 07-08 - \$25,000

08-24-07	18,495.42 (Motorola Service plus tech time)
Anticipated Oct 07	24,600.00 (Dictaphone consultant Cit Com)
Anticipated Oct 07	41,000.00 (Deltawrx consultant)
Anticipated Oct 07	<u>18,000.00</u> (MERA/Motorola Repair Bank)
Balance	\$102,095.42



Recommend Approval
Michael Garvey, Interim Executive Director

ATTACHMENT "A"

MERA END USER TRAINING SCHEDULE

DATE	AGENCY	LOCATION	INSTRUCTOR	COMMENTS
6/25/2007	MCFD	Video Conf	Nunes	
6/26/2007	MCFD	Video Conf	Nunes	
6/29/2007	MCFD	Video Conf	Nunes	
7/23/2007	MVFD		Mason	C Shift
7/24/2007	MVFD		Mason	A Shift
7/27/2007	MVFD		Mason	B Shift
8/7/2007	MVPD & MVPW	MV Public Safety Bldg	C. Mason & J. Cuadrez	
8/9/2007	MVPD & MVPW	MV Public Safety Bldg	J. Cuadrez & K. Skoog	
8/15/2007	NPD	NPD-Training Rm	Bettin	
8/20/2007	KFD/LFD/RF D	Kentfield Fire Station	C. Mason	B Shift
8/20/2007	TPD	Tiburon PD/EOC Rm	K. Skoog & Rob Law Asst.	
8/21/2007	KFD/LFD/RF D	Kentfield Fire Station	C. Mason	C Shift
8/23/2007	KFD/LFD/RF D	Kentfield Fire Station	Jim Irving	A Shift
8/24/2007	TPD	Tiburon PD/EOC Rm	M. Larson & Rob Law Asst.	
8/28/2007	IFD	Inverness Fire Sta.	Fox & Dillman	
8/28/2007	CMFD	CM Fire Sta. #14	Irving	C Shift
8/29/2007	CMFD	CM Fire Sta. #14	Irving	A Shift
8/31/2007	CMFD	CM Fire Sta. #14	Irving	B Shift
9/3/2007	TFD	Sta.	Irving	
9/4/2007	RVFD	RVFD Sta. #20	Irving	A Shift-Canceled-STL
9/6/2007	RVFD	RVFD Sta. #20	Mason	B Shift
8/27/2007	RVFD	RVFD Sta. #20	Mason	C Shift Canceled STL
9/10/2007	TFD	CANCELED	Irving	CANCELED to 9/16
9/10/2007	SRFD	SRFD Sta. #2	Irving	A Shift
9/11/2007	SRFD	SRFD Sta. #2	Irving	A Shift
9/11/2007	SRFD	SRFD Sta. #2	Irving	A Shift
9/12/2007	TFD	Sta	Irving	
9/12/2007	SRFD	SRFD Sta. #2	Irving	B Shift
9/13/2007	NPD	NPD-Training Rm	Bettin & Jefferies	
9/14/2007	SRFD	SRFD Sta. #2	Mason	C Shift
9/14/2007	SRFD	SRFD Sta. #2	Mason	C Shift

9/16/2007	TFD	Sta.	Irving	A Shift
9/17/2007	NFD	NFD Sta. #1		A Shift- CANCELED
9/18/2007	SRFD	SRFD Sta. #2	Irving	B Shift
9/18/2007	SRFD	SRFD Sta. #2	Mason	B Shift
9/18/2007	TFD	Sta	Irving	
9/19/2007	NFD	NFD Sta. #1	B/C	B Shift
9/19/2007	NFD	NFD Sta. #1	B/C	B Shift
9/19/2007	MWFD	Sta #58	S. Heine	
9/20/2007	SRFD	SRFD Sta. #2	Mason	C Shift
9/21/2007	NFD	NFD Sta. #1	B/C	C Shift
9/21/2007	NFD	NFD Sta. #1	B/C	C Shift
9/21/2007	IFD	Station	Fox & Dillman	
9/23/2007	NFD	NFD Sta. #1	B/C	A Shift
9/23/2007	NFD	NFD Sta. #1	B/C	A Shift
10/2/2007	RVFD	RVFD Sta. #20	Mason	C Shift
10/5/2007	RVFD	RVFD Sta. #20	Irving	A Shift
10/16/2007	NPW	Margaret Todd	Dave & Dave	
10/18/2007	MVPW	MVPD Trn. Rm	Mason	PW
10/18/2007	BPW	MVPD Trn. Rm	Mason	Joint class w/MVPW
10/22/2007	SRPD	SRPD SQ RM		Team 1
10/22/2007	SRPD	SRPD SQ RM		Team 3
10/23/2007	BFD		Jim Fox	
10/24/2007	MVPW	MVPD Trn. Rm	Mason	PW
10/24/2007	BPW	MVPD Trn. Rm	Mason	Joint class w/MVPW
10/25/2007	SRPD	SRPD SQ RM		Team 2
10/25/2007	SRPD	SRPD SQ RM		Team 4
10/29/2007	SRPD	SRPD SQ RM		
11/1/2007	SRPD	SRPD SQ RM		
11/5/2007	FPD/SAPD/C OM	COM Room 53	Matt Larson & Darryl	
11/5/2007	FPD/SAPD/C OM	COM Room 53	Matt Larson & Darryl	
11/7/2007	MMWD Rangers	Sky Oaks	Matt Larson	
11/7/2007	SBFD		Jim Fox	
11/8/2007	SRPD	SRPD SQ RM		