

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660

Agenda Item B-1: E.C. 11-10-10

EXECUTIVE COMMITTEE

Minutes of July 14, 2010, Regular Meeting

Call to Order:

The meeting was called to order by President Kinsey on July 14, 2010, at 3:32 p.m. at the Novato Fire Protection District's Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA.

Committee Members (or Alternates) Present:

County of Marin	Steve Kinsey
County of Marin Sheriff	Robert Doyle
City of San Rafael	Ken Nordhoff (arrived at 3:37 p.m.)
City of Novato	Joe Kreins
Novato Fire Protection District	Eric Nickel
Fire Districts: At-Large	Jim Irving
Ross Valley Agencies	Michael Rock

Committee Members Absent:

Southern Marin Cities/Towns	Adam Politzer
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Nonvoting Members/Guests/Staff Present:

Marin County Police Chiefs' Association	John Rohrbacher
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Nonvoting Members Absent:

Marin County Fire Chiefs' Association	Richard Pearce
Marin County Public Works Association	Nader Mansourian

Staff Present:

MERA Executive Officer	Maureen Cassingham
County Public Works Director	Farhad Mansourian
County Communication Engineer	Richard Chuck
Recording Secretary	Denise Wade

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a Member of the Committee or the public requests that separate action be taken on a specific item.

1. Minutes from May 12, 2010, Executive Committee Regular Meeting
2. Proposed MERA Meeting Agenda Policy and Procedures
3. Proposed MERA Capital Assets Policy and Procedures
4. Proposed MERA Risk Management Policy and Procedures
5. Proposed Revised MERA Public Records Policy and Procedures

M/S/P Doyle/Berg to approve Consent Calendar Items 1-5 as presented.

AYES: ALL
NAYS: NONE
Motion carried.

B. Executive Officer's Report (Cassingham)

1. Report on MERA Meeting Location, Access, Member Attendance and Request for Direction

Cassingham summarized her report which confirmed that the NFPD Heritage Conference Room was publicly accessible and compliant per the Brown Act as reviewed by General Counsel. She also suggested that MERA members might be polled to determine if this location affects attendance. Kinsey said in the past we have had quorum issues; however, that has not been a problem of late. He also thanked Counsel for assuring the Heritage Conference Room complies with the Brown Act. Cassingham said the meeting venue could be rotated to the South and Central County if that would improve attendance. From a support standpoint, this location is MERA's home, staff is onsite and scheduling and setting up the room has worked well for our needs. Past venues have posed availability and preparation challenges.

Doyle inquired about the number of Board and Executive Committee meetings. Cassingham said the Board meets regularly in May and December, and the Committee meets every other month. Kinsey said given the number of meetings, advance knowledge of the dates and times, and confirmed compliance with the Brown act of the facilities here, he supports continuing to meet in the Heritage Conference Room. He asked for feedback from the Committee. Doyle said since we do not meet that often, members should be able to attend and this is a great

location. Kreins offered his training room at the City of Novato for larger group use if needed. Kinsey said since there was no real reason to poll, NERA should continue to meet at the NFPD Heritage Conference Room. He asked that Cassingham report on the discussion at the September Board meeting.

2. Report on Procedures for Off-site Voting

Cassingham noted she has had several inquiries from Board members regarding how they can participate in an Executive Committee or Board meeting if they are out of jurisdiction. She asked General Counsel Karpiak to put some information together on this, that could be posted on the website for member reference. While it is arduous to participate via teleconference, it is important to provide information on how to accomplish that. A quorum of the legislative body must be present within the jurisdiction, but others could participate via teleconference if the requirements were met. She suggested that members interested in representing their organization, and wanting to vote on certain items on the agenda, should send their first or second alternate if they cannot attend.

Kinsey inquired about teleconferencing from outside the jurisdiction and whether that means members need to be outside the County of Marin. Cassingham will confirm with Karpiak as to whether teleconferencing is permitted from within the jurisdiction.

Nickel inquired if members can participate in the conversation by phone but not vote. Cassingham will clarify this as well.

3. Other Information Items

Cassingham reported that NERA will receive \$14,173.31 as reimbursement for overbilling for the Burdell Mountain site lease, most of it dating back to 2003-2008. Billings from American Tower to NERA for the site and its utilities got off-track over seven years ago, resulting in an overbilling for the site lease and underbilling for utilities. It has taken over three months and numerous American Tower and NERA staff hours to resolve this issue. She will be forwarding a letter to American Tower officially thanking their representative and the company for their integrity in identifying and following up on this refund on NERA's behalf.

Cassingham noted that since the May 19 NERA Board meeting, Bill Hogan, MMWD's NERA Board representative, has been in contact with her on the possibility of a "fair market" rent increase for the NERA tower site at Forbes Reservoir beginning FY 2012-13. Bill has stated that rent changes are no longer being proposed, at least for the next couple of years. Our recent and continuing successful working relationship with MMWD at the Forbes site is credited with the District's new position. She will continue to work with Bill to monitor the current annual rent waiver of \$1.00.

Cassingham said the Strategic Planning Committee will have its fourth and final meeting on July 15. She expects the recommended draft plan will be circulated to the Finance Committee for comments on the financial aspects of the plan. Those comments, along with the Plan, will be presented to the Executive Committee on September 8 and thereafter to the Board at a special meeting later that month. Kinsey asked when the Plan would be distributed to the Committee. Cassingham confirmed that it would go out with the rest of the agenda packet on September 1, one week before the meeting.

C. Operations Reports (Mansourian)

1. Request from City of Sausalito for Installation of MERA Base Station in Future Emergency Operations Center at Southern Marin Fire District Station #1

Mansourian summarized this request noting his support for it. Kinsey asked if this was included in the strategic plan. Mansourian said it was not, since this is at no cost to MERA.

M/S/P Irving/Nickel to approve the request for City of Sausalito for Installation of MERA Base Station in Future Emergency Operations Center at Southern Marin Fire District Station #1.

AYES: ALL
NAYS: NONE
Motion carried.

2. Report on Capacity Improvement Project

Mansourian reported that the capacity project is on time and on budget. Nelson, Chuck, and Motorola are doing a great job. They have finished the installation of hardware on the West and are working on installation of hardware on the East side. Thereafter comes the software update. This project should be completed by the end of the year.

As the Committee knows, one of the biggest issues DPW staff has been working on is with Marin County Transit because they are consistently the third highest user of the MERA system. Per Chuck's statistics, MCT has gone from the third highest user to usages of about 5%. The credit should go to MCT for switching to MDT for dispatch. Chuck, Rzepinski and Mansourian confirmed this morning that the only MCT users who are on the MERA system are the West Marin Stagecoach vehicles which includes only eight buses.

3. Report on Coverage Issues

- a. Southern Marin
- b. Tomales
- c. Stinson Beach

Mansourian reported no further activity on Southern Marin. Nordhoff was to approach the Tiburon Town Manager. The County is proceeding with the EIR process for the Martha Property.

Regarding the Tomales coverage review, NERA has funded the consultant's feasibility study. The community and Marin Agriculture Land Trust will be contacted in August. Sketches of the proposed antennas and their locations are being prepared.

Mansourian reported that no project has been approved by NERA to address Stinson coverage; however, staff is continuing to look at options. Stinson has been given a satellite phone which is working as a temporary solution.

4. Report on Regional Activities and Projects

Mansourian reported that Chuck and Nelson are expending considerable time and effort on regional projects including representing NERA members on committees.

5. Report on Federal/State/Regional Grants

Chuck reported that the RFP for 700 MHz planning alternatives has been released as a pre-bid this week. It is an information-gathering type of process where DPW should receive some really good designs and costs of what it will actually take to do the three modules. The first is a conventional 700 MHz overlay that is strictly used for interoperability when users come into the County. The second option is a trunked overlay that is used for interoperations. The benefit of the option is the switch could also be used for T-band. The third option is system replacement. Four to six vendors are expected to reply.

Kinsey asked if this timing will be considered in the Strategic Plan. Chuck said proposals are not due back until the end of September. Mansourian noted that it is just the proposal process followed by the study. He reminded the Committee that 700 MHz does not exist, that it is in the future; 700 MHz will require two times the number of sites. Chuck noted we now have 13, and we would be looking at 26 sites.

6. Status/Work Statistics Reports (Chuck)

Chuck reported on quarterly, monthly and weekly preventive system maintenance. DPW replaced the prime site batteries for the UPS, which was a very expensive MERA project, due to the fact that there were so many of them. One of the options there was to replace the entire UPS as it is 10+ years old. It was decided to replace the batteries instead of the entire UPS in light of the proposed new public safety building which will include a new UPS.

Chuck reported on a generator problem at Big Rock that was repaired this month. It was a holdover from the last rainy season. That generator seems to take in a lot of water because of the harsh environment there. Filters were required to remove the water from the diesel fuel.

Repairs were performed at Mt. Barnaby. Rats and mice were there and had caused problems. One air duct was blocked by a nest.

Chuck noted that almost 261,000 calls were logged last month, accounting for almost 1,000 hours of airtime. On a day-to-day basis, MCT usage is not affecting the larger accounts.

Kinsey asked if DPW is reviewing relocating MERA's prime site to the new EOF building, as well as evaluating connecting the current site to the new one. Chuck said the cost estimate study for MERA to move the prime site is due on Friday. Kinsey said there is also some consideration by the County of an alternative site. He asked if there had been any consideration on what impact that would have on MERA's prime site relocation costs if the new EOF did not locate across from the Civic Center. Chuck noted there is a slight additional cost if you have to include another microwave path, possibly another \$150,000, but the total cost that Motorola will submit on Friday will not be affected.

Kreins asked about system usage with transit down to 5% and jails down to create a 10% reduction in use. He inquired if the capacity project is intended to eliminate the jail and transit from MERA.

Mansourian said the additional frequencies were intended to get the Jail off the MERA system. He is working with Rzepinski to determine if Transit, using MDT, needs to be on the MERA system. If Transit does not use MERA, they may not want to pay full partner costs. Likewise, he is working with the Sheriff on this as well as working with Fire on tactical. Chuck confirmed for Mansourian that if the Jail and Transit move and Fire goes to tactical, our 30% over capacity during major emergencies drops to 2 to 3% with the completion of the expansion.

D. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

None to report.

E. Adjournment

The meeting was adjourned at 4:02 p.m.

NEXT: MERA Executive Committee Regular Meeting
Wednesday – September 8, 2010 – 3:30p.m.