

# **MARIN EMERGENCY RADIO AUTHORITY**

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

## **2010 ANNUAL PROGRESS REPORT ON AUTHORITY OPERATIONS AND ACTIVITIES**

In accordance with Section 8.4 of the Marin Emergency Radio Authority Joint Powers Agreement, this annual report summarizes for the member agencies significant Authority operations and activities undertaken in 2010. Within available resources and without additional member agency augmentation, important system operating and administrative enhancements have been completed or are underway.

- 1) Adoption of Resolution Approving Restated Project Operating Agreement, Indenture of Trust, Official Statement, Purchase Contract, Continuing Disclosure Agreement and Directing Other Actions for the Refinancing of MERA 1999 Revenue Bonds, resulting in member agency savings.
- 2) Approval of Investment of 2010 Revenue Bonds Reserve with Federal National Mortgage Association.
- 3) Approval of Change Order No. 1 for MERA Frequency Expansion Project, including \$170,000 savings for equipment and services.
- 4) Completion of installation of five additional frequencies by Motorola.
- 5) Continued planning and entitlement analyses of Tomales Site Coverage project (allocation of \$600,000) and development of draft site lease.
- 6) Continued exploration of Martha Property to improve system coverage.
- 7) Approval of new five-year Emergency Communications System Maintenance Agreement with County of Marin.
- 8) Approval of new three-year Communications Engineering Services Agreement with County of Marin.
- 9) Completion of CTA Study of Interoperability Options for Marin County funded by UASI.
- 10) County Department of Public Works representation of MERA and all agencies within the County on work groups, projects and associations working on regional partnerships, public safety projects in the Bay Area and grant initiatives to fund studies, training and equipment.

- 11) Development of Proposed Amended and Restated Radio Frequencies Shared Use Agreement with County of Marin.
- 12) Completion and conditional acceptance of Ad Hoc Committee's Recommended Draft MERA Strategic Plan.
- 13) Development of an educational workshop on the Strategic Plan for Board Members, Alternates and elected officials including an initial Board self-assessment.
- 14) Continued work on radio cost policy in conjunction with Strategic Plan implementation.
- 15) Approval of FY 10-11 Operating and Other Budgets with one-time member savings.
- 16) Approval of Audit Services Agreement for FY 09-10 and acceptance of FY 09-10 Audited Financial Statements and Auditors' Report.
- 17) Acceptance of 2010 Annual Progress report on Authority Operations and Activities.
- 18) Extension of Office and Staff Services Agreement with Novato Fire Protection District.
- 19) Approval and implementation of Phase IV of MERA's Records Management Project including storage reorganization, file review, file creation and authorized records destruction.
- 20) Adoption of Cash Flow Management, Investment, Operating Budget and Capital Assets Policies and Procedures.
- 21) Revision of Public Records Policy and Procedures.
- 22) Adoption of Meeting Agenda Policy and Procedures.
- 23) Adoption of Risk Management Policy and Procedures.
- 24) Adoption of Procedures for Off-Site Voting by Teleconference.
- 25) Completion of Chronological History of MERA for posting on website.
- 26) Completion of website update including redesign and enhancements.
- 27) Initiation of Electronic Distribution of Executive Committee and Board Agenda Packets.

The projects and activities commenced in 2010 set the tone for a busy 2011, both operationally and administratively. Any new projects that emerge will be addressed on a priority basis in context with approved work plans.

It is important to recognize the leadership, commitment and efforts of the MERA Board and its Committees in moving the Authority forward on all these important fronts.