

Agenda Item B-2

MARIN EMERGENCY RADIO AUTHORITY

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2012 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 2012.

Important system operating and administrative enhancements have been completed or are underway within available resources and at no additional cost to member agencies.

ADMINISTRATION:

Facilitation and support for 17 individual and joint meetings of the Governance Work Group, Finance Committee, Outreach Subcommittee, Executive Board and Governing Board to continue implementation of MERA's Strategic Plan

Approval of Joint Powers Agreement No. 5 and Restated Bylaws implementing Executive Board Governance Structure within the 18 month timeline from Strategic Plan adoption

Engagement of Outreach Consultants to Develop Internal and External Communications Strategies Regarding Current Operations and Replacement System Support

Development of Preliminary Financing Plan for Next Generation System

Creation of position descriptions for part-time staff for Next Generation System

Development of Governing and Executive Boards' Educational Workshop on MERA Next Generation System

Presentation of Second Annual New and Continuing Members Orientation and County Communications Facility Tour

Expansion of Finance Committee membership to include Police and Fire representatives

Expedited development and distribution of Preliminary Annual MERA Operating Budget for member agency use by mid-March

ADMINISTRATION (cont'd)

Approval of new one-year Technical Services and three-year System Analysis Agreements with County of Marin

Approval of Long-Term Forbes Reservoir Rent Waiver with MMWD

Transfer of MERA's Electric Accounts to Marin Clean Energy

Continued work on MERA Members Website Links Project

Development of Member Recognition Policy, Procedures and Budget

Biennial Review of MERA Conflict of Interest Code

OPERATIONS:

Continued DPW Representation of MERA and all Agencies within the County on Local and Regional Work Groups, Committees, and Associations working on Bay Area Public Safety Communications Projects to Fund Studies, Training and Equipment

Continued Development of 700 MHz System Feasibility Study

Completion of All Pre-Construction Work for Tomales Site Coverage Project

Appointment of Executive Board Coverage Subcommittee to review current and future system-coverage issues

Continued Work on Obtaining Martha Property Tower Site to Improve Southern Marin Coverage

Monitoring of Proposed Federal Reallocation of MERA T-Band Spectrum

Coordination of MERA Prime Site Relocation to New Marin County Emergency Operations Facility

Approval of Implementation of Command Mutual Aid Conventional Channel

11/7/12