

# DEPARTMENT OF PUBLIC WORKS

People serving people.

Robert Beaumont  
DIRECTOR

January 16, 2013

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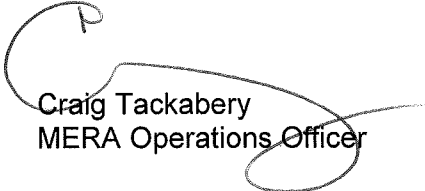
Re: Review of Waiver of Radio Moratorium Policy

Dear Directors:

On December 14, 2011, the MERA Board approved an Additional Radios Policy and Procedures for additional radio requests, copy attached.

Also attached is a summary by agency of radios issued at the beginning of MERA and the current number of radios issued.

Very truly yours,



Craig Tackabery  
MERA Operations Officer

Attachments

Accounting

Airport

Building Maintenance

Capital Projects

Certified Unified Program  
Agency (CUPA)

Communications  
Maintenance

County Garage

Disability Access

Engineering & Survey

Flood Control &  
Water Resources

Land Development

Purchasing

Real Estate

Reprographic Services

Road Maintenance

Stormwater Program

Transportation &  
Traffic Operations

Waste Management

# MARIN EMERGENCY RADIO AUTHORITY

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

## MEMORANDUM

**DATE:** December 14, 2011  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-5**: PROPOSED MERA ADDITIONAL RADIOS POLICY AND PROCEDURES

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Recommended Action: Upon Executive Committee recommendation, approve the attached Proposed Radio Policy and Procedures as presented.

Background: A pending task in the Executive Officer's 2011 Work Plan was to formalize a MERA Radio Policy and Procedures with input from Operations Officer Mansourian and his DPW team. Attached is the proposed policy and procedures which reflect their input and Board-approved practice.

The MERA Finance Committee was briefed on this matter at their May 25, 2011 meeting in conjunction with the proposed Non-member System User Fee Schedule. The proposed policy and procedures was distributed to the Finance Committee prior to submission to the Executive Committee on September 14, 2011.

Once adopted, this document will be posted on MERA's website (meraonline.org) for members, staff and public reference.

**ATTACHMENT:** MERA Proposed Additional Radios Policy and Procedures

Marin Emergency Radio Authority  
**PROPOSED**  
Additional Radios Policy and Procedures

Purpose: To establish operational and administrative requirements for the addition of member and non-member mobile and portable radios for use on the MERA system.

Policy: The Marin Emergency Radio Authority operates a radio system that facilitates essential communications between and among its member agencies and non-member public and private users that serve and support all facets of public safety. The MERA Operations Officer will review all requests for additional radios and make a recommendation to the Executive Committee.

Procedures:

1. A member or non-member agency must submit a written request for additional radios to the Operations Officer for his review and recommendation to the Executive Committee.
2. If a request is deemed urgent by the Operations Officer, he will make his determination and report back to the Executive Committee with his decision.
3. Public and private agencies not members of the Authority may use the radio system on a fee basis upon formal request and approval of the Operations Officer and Executive Committee. The fee schedule for the use of the system by non-members will be reviewed and approved annually by the Board as part of the annual operating budget.
4. Review of requests for additional radios will take into account the affects on system capacity and radio usage.
5. The regulatory agency pays for replacement and additional mobile and portable radios and all costs associated with programming and alignment. Training is separate and is not included with additional or replacement radio costs.

**MERA**  
**Mobile and Portable Radios**

The original system design subscriber count was for 1580 units with a projected 20 year growth total count of 1896 units. We are 914 units above the 20 year projection.

<u>Agency</u>	<u>MERA</u> <u>Member</u>	<u>Original</u> <u>Bond</u>	<u>Actual</u> <u>Order</u>	<u>5-1-11</u> <u>Mob/Port</u>	<u>1-11-11</u> <u>Mob/Port</u>	<u>1-16-13</u> <u>Mob/Port</u>
AMR	No	0	0	12	12	12
AMER. RED CROSS	No	0	0	1	1	2
CA State Parks	No	0	0	8	8	8
CHP	No	0	0	10	10	10
Fish & Game	No	0	0	0	0	2
GGNRA FIRE	No	0	0	8	8	8
GGNRA NPS LAW	No	0	0	4	4	4
Humane Society	No	0	12	16	16	16
NOR-CAL Ambulance	No	0	0	5	5	5
Pro Transport	No	0	0	0	0	7
San Antonio Volunteer Fire Company	No	0	0	18	18	18
PT.REYES NAT. SS	No	0	0	42	42	42
Sonoma Co. SO	No	0	0	3	3	3
St. Joe's Ambulance Svc.	No	0	0	7	7	7
USCG CAMSPAC	No	0	0	3	3	3
XSN CA OES COMM	No	0	0	1	1	1
City of Belvedere PD & PW	Yes	16	16	21	21	21
Bolinas Fire Protection District	Yes	11	16	23	23	23
Town of Corte Madera Fire & PW	Yes	26	46	59	59	59
Town of Fairfax PD & PW	Yes	25	25	35	35	35
Inverness Public Utility District	Yes	18	18	19	19	19
Kentfield Fire Protection District	Yes	14	16	23	23	23
City of Larkspur Fire & PW	Yes	39	47	55	55	55
Marin Community College District	Yes	11	11	15	15	15
County of Marin (All Departments)	Yes	760	825	976	988	991
Marin County Transit District	Yes	47	47	75	75	75
Marinwood Community Services District	Yes	16	20	21	21	21
City of Mill Valley FD, PD, PW	Yes	49	74	114	114	114
Marin Municipal Water District Rangers	Yes	20	28	60	60	60
Novato Fire Protection District	Yes	5	86	124	124	128
City of Novato PD & PW	Yes	180	180	182	182	182
Town of Ross FD & PD	Yes	19	25	29	29	29
Ross Valley Fire Service	Yes	16	23	34	34	34
Town of San Anselmo PD & PW	Yes	55	55	58	59	59
City of San Rafael FD, PD, PW	Yes	249	255	426	426	430
City of Sausalito PD & PW	Yes	43	43	45	45	46
Skywalker Ranch Fire Brigade	Yes	0	0	14	14	14
Southern Marin Fire Protection District	Yes	0	55	65	65	67
Stinson Beach Fire Protection District	Yes	20	20	26	26	26
Tiburon Fire Protection District	Yes	1	45	37	37	37
Town of Tiburon PD & PW	Yes	38	38	38	38	38
Twin Cities Police Authority	Yes	58	58	61	61	61
TOTAL UNIT COUNTS		=====	=====	=====	=====	=====
		1,736	2,084	2,773	2,786	2,810

\*Totals do not reflect fixed fire station alerting radios and MERA training radios.