

# DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

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DIRECTOR

September 10, 2014

Administration

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**MERA Executive Board**  
95 Rowland Way  
Novato, CA 94945

**Re: Request for Review of Additional Radios Policy and Procedures**

Accounting

Dear Directors:

Airport

At your May 7, 2014 you requested that the MERA Operational Issues Working Group (MERA Ops) review the Additional Radio Policy and Procedures.

Building Maintenance

Capital Projects

On December 14, 2011, the MERA Board of Directors approved an Additional Radios Policy and Procedures for additional radio requests. Currently requests are vetted through the Operations Issues Work Group for consistency with the above policy. Operational concerns that are identified are addressed on an individual basis. Requests come from both MERA members and non-members. On May 15, 2013, the MERA Governing Board adopted a zero rate fee schedule for Fiscal Year 2013-14 for mutual aid and automatic back-up aid agencies.

Certified Unified Program Agency (CUPA)

Communications Maintenance

County Garage

The Additional Radios Policy and Procedures requires the entity to pay for radios and all costs associated with programming and alignment. In addition, training is recommended for all users before the radios are released for use, based on the end user curriculum approved by MERA. Training can be provided by the entity if they have an approved trainer on staff, or provided by Marin County staff with all costs borne by the entity.

Disability Access

Engineering & Survey

Flood Control & Water Resources

At the June 4, 2014 MERA Ops this request was agendized for discussion. Following is a summary of the feedback provided:

Land Development

Purchasing

- The policy has worked to slow down requests
- The review by MERA Ops of requests has helped to provide awareness of who wants radios
- The review by MERA Ops has identified issues like training and operational needs
- The policy should be reviewed every 2 to 3 years, or after a major emergency incident that taxed the MERA system

Real Estate

Reprographic Services

Road Maintenance

Stormwater Program

Transportation & Traffic Operations

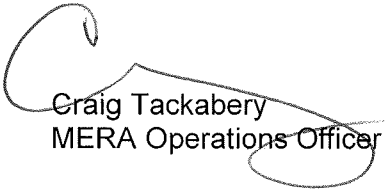
Waste Management

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- Non-member users should be sponsored by a MERA member. Items such as the talk group to use, training, oversight, and dispatch center role can be clarified through MERA Ops review.

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Very truly yours,



Craig Tackabery  
MERA Operations Officer

Attachment