

MARIN EMERGENCY RADIO AUTHORITY

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DATE: DECEMBER 9, 2015
TO: MERA Governing Board
FROM: Dave Jeffries, Deputy Executive Officer for the Next Gen Project
SUBJECT: AGENDA ITEM **B-4**: REPORT NO 8 FROM NEXT GEN PROJECT
OVERSIGHT COMMITTEE (NGPOC)

Recommended Action: Receive and file Report from the Next Gen System Project Oversight Committee.

Background:

The Federal Engineering contract was approved by the Marin Board of Supervisors on 09/15/15, with a Notice To Proceed that followed.

Federal Engineering developed a High Level System Requirements document that was reviewed by MERA and Marin DPW staff, as well as by the Next Generation Project Oversight Committee and the Operational Issues Working Group. Those comments were forwarded to Federal Engineering by Marin DPW for their review.

On 10/28/15, Marin DPW staff, MERA staff and NGPOC Chair Cusimano met with Federal Engineering for the Project Kick-Off meeting. During this 4.5-hour meeting, the High Level System Requirement document was reviewed item by item and a revised version was then prepared. In addition, we discussed a number of projected milestones, that includes a draft RFP (03/2016) and a final RFP (04/2016) along with a preliminary Project Timeline to aid with Project financing.

Later the same day, MERA, Marin DPW and Federal Engineering staff met with the Next Generation Project Oversight Committee and they were provided an update on the Project.

Federal Engineering then prepared a draft internal Communications Plan which was reviewed by the Executive Board, Next Generation Project Oversight Committee and staff, with a final version being prepared now. That Communication Plan includes a monthly status report which staff will also use as the basis for a newsletter to MERA Board members and member agencies. Marin Department of Public Works staff are also working with Federal Engineering to support site surveys of potential new tower sites as well as a FCC Frequency Review.

As we move forward, some of the near term steps include:

- a. 01/05-13/2016: Life Cycle Recommendations
- b. 01/26/2016: Coverage Analysis Workshop (one-day)

ATTACHMENTS: B-4a Marin County High-Level Requirements, dated 11/06/15
B-4b Report No 6 from NGPOC (E.B. 9/9/15)
B-4c Report No 7 from NGPOC (E.B. 11/18/15)