

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DRAFT: 3/4/16**

**NEXT GENERATION PROJECT OVERSIGHT COMMITTEE**

**MINUTES OF JANUARY 27, 2016**

A. Call to Order

The meeting was called to order by Chair Cusimano at 2:02 p.m. on January 27, 2016 at the Novato Fire Protection District – Heritage Room, Novato, CA.

Committee Members Present:

Central Marin Police Authority	Todd Cusimano (Chair)
	Mike Norton (Alternate)
City of Novato	Jamie Knox (Alternate)
Marin County Sheriff	Robert Doyle
Novato Fire Protection District	Gerald McCarthy
Tiburon Fire Protection District	Richard Pearce
County of Marin	Dan Eilerman (Alternate)
Town of Ross	Tom Gaffney
County of Marin Fire	Jeremy Pierce (Alternate)

Committee Members Absent:

City of Mill Valley

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Exec. Officer – Next Gen. Project	Dave Jeffries
MERA Admin. Assistant – Next Gen. Project	Alex Anderson
MERA Operations Officer	Pat Echols
Marin Department of Public Works	Shelly Nelson
County Communications Engineer	Richard Chuck

Guests Present:

Federal Engineering – Project Manager	Rajit Jhaver
Federal Engineering – Deputy Project Manager	Bob Simmons

Harris PSPC

John Eagler

B. Approval of Minutes from December 9, 2015 Next Generation Project Oversight Committee Meeting

*M/S/P Pearce/McCarthy to approve minutes from December 9, 2015 Next Generation Project Oversight Committee Meeting as presented.*

AYES: All  
NAYS: None  
ABSTENTIONS: Pearce  
Motion Carried

C. Project Update (Jeffries/Echols/FE Staff)

Jeffries gave an update on the progress of the MERA Next Generation Project, including the completion of the Site Survey project by Federal Engineering (FE). He explained that the survey examined the existing MERA tower sites as well as proposed additional tower sites. The Site Survey can be provided upon request. He also discussed the Frequency Review report which was provided at the meeting. Jeffries gave an update on the Life Cycle Recommendations document, noting that it had been circulated to various MERA Boards and Committees for review and feedback.

Jeffries discussed the Coverage Analysis Workshop that took place the day before at the Marin Center. The workshop was well attended, and covered various iterations of tower sites and their potential coverage for the new system. Pearce asked about the potential sharing of sites at the Golden Gate Bridge Toll Plaza and Sutro Tower sites. Jhaver responded that those options would be included in the Request for Proposal to the vendors. Pearce and Cusimano observed that the Muir Beach site would be crucial for West County coverage.

Jhaver discussed the results of the MERA Coverage Analysis and presented some of the slides that were generated at the workshop. He discussed some of the challenges of moving from a UHF system to a 700mhz system.

Gaffney asked about the likelihood of acquiring new tower sites. Jeffries responded that they all varied in their respective level of development. Cusimano said he was concerned that if we got to the point of switch over from the old system to the new system and MERA had not acquired all the necessary sites, some agencies coverage may suffer.

Jeffries discussed the process of developing the best coverage for the new system, noting that the work being done now was to develop as many possible options for coverage by the new system, and that the vendors may come in with different ideas that could provide even better coverage.

Jeffries explained that the draft Request for Proposal to vendors was scheduled to be ready by March 1, and that it would be provided to the MERA Executive Board, MERA Operations Working Group and the MERA Next Generation Project Oversight Committee for review and feedback. He said he expected about a 20-day review period. Jhaver said he expected the document to be about 80 to 100 pages.

C. Newsletter (Verbal Report)

Jeffries shared the MERA staff distributed a newsletter in January which included updates on the MERA Next Generation Project, the Coverage Analysis Workshop, and membership of the MERA Operations Working Group. The next newsletter would be sent out an early February and include updates from Federal Engineering.

E. Other Information Items

None

G. Next Meeting

The next meeting was tentatively scheduled for 3/23/16 at 2:00 pm.

F. Open Time for Items Not on Agenda

Nelson asked for help getting more members for the MERA Operations Working Group, noting that the group places a critical role in the review process for the implementation of the MERA Next Generation System.

H. Adjournment

Chair Cusimano adjourned the meeting at 2:28 pm.

Minutes prepared by:



Alex Anderson,

MERA Administrative Assistant – MERA Next Generation Project