

MARIN EMERGENCY RADIO AUTHORITY

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

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NEXT GENERATION PROJECT OVERSIGHT COMMITTEE

MINUTES OF MARCH 18, 2015

A. Call to Order

The meeting was called to order by Chair Cusimano at 3:38 p.m. on March 18, 2015 in Marin Civic Center, CAO Room 315, San Rafael, CA.

Committee Members Present:

Central Marin Police Authority
County of Marin Fire
Marin County Sheriff
City of Novato
Novato Fire Protection District
City of Sausalito

Todd Cusimano
Mark Brown
Robert Doyle
Jim Berg
Gerald McCarthy
John Rohrbacher
(GB Alternate)
Richard Pearce
Matthew Hymel
Tom Gaffney

Tiburon Fire Protection District
County of Marin
Town of Ross

Committee Members Absent:

City of Mill Valley

Jim McCann

Staff Present:

MERA Executive Officer
MERA Deputy Exec. Officer – Next Gen. Project
MERA Admin. Assistant – Next Gen. Project
MERA Operations Officer
County Communication Engineer

Maureen Cassingham
Dave Jeffries
Alex Anderson
Craig Tackabery
Richard Chuck

Guests Present:

none

B. Review of Next Gen Project Oversight Committee Membership

Jeffries noted that this item was informational, and placed on the agenda to let everyone know the make-up of the newly formed Next Generation Project Oversight Committee and which agencies were represented on the Committee.

C. Appointment of Vice Chair

Cusimano asked the Committee if anyone was interested in serving as Vice Chair. Doyle suggested Brown to serve as Vice Chair of the Committee.

M/S/P Doyle/Pearce to appoint Mark Brown as the Vice Chair of the Next Generation Project Oversight Committee.

AYES: All

NAYS: None

ABSTENTIONS: None

MOTION CARRIED

D. Acceptance of Project Oversight Committee Minutes – Meeting of May 28, 2014

Jeffries explained that the Committee was being asked to accept, not approve, the minutes from the last Project Oversight Committee, given that the Next Generation Project Oversight Committee make-up and responsibilities has changed from the previous Committee.

M/S/P Hymel/Gaffney to accept the minutes from the May 28, 2014 meeting of the Project Oversight Committee.

AYES: All

NAYS: None

ABSTENTIONS: None

MOTION CARRIED

E. Overview of Next Gen Project Oversight Committee Responsibilities – Jeffries and Tackabery

Jeffries gave an overview of Next Gen Project Oversight Committee (NGPOC) responsibilities. He explained that the Committee would be working to make recommendations regarding the Next Gen Project to MERA's Executive Board.

Jeffries noted that the NGPOC's most immediate responsibility would be making recommendations to the Executive Board on the hiring of a consultant to help with the Request for Proposal process to select a vendor for the Next Generation system, and ultimately would be participating in the vendor selection process and making a recommendation on which vendor to select to the Executive Board.

Jeffries reviewed the supporting staff for the NGPOC including: Maureen Cassingham, MERA Executive Director, whose role remains the same; Craig Tackabery, Operations Officer, overseeing the Department of Public Works role for the Project and the Operational Issues Working group; Richard Chuck and Shelly Nelson, Department of Public Works staff assigned to assist with the Next Generation Project; Dave Jeffries, Deputy Executive Officer for the Next Gen. Project, MERA's liaison to the Project throughout its implementation; Alex Anderson, Administrative Assistant for the Next Gen. Project, in a supporting role for the Deputy Executive Officer and the NGPOC.

Tackabery explained that the Request for Proposal for a consultant for vendor selection was issued on March 2, 2015 and that the NGPOC would be choosing a selection committee for that process. He explained that he expected five to six respondents to the RFP, and that there would be a pre-proposal conference scheduled for April 2, 2015, at which interested parties could ask questions about the RFP. Proposals are due April 28, 2015, after which the NGPOC selection committee would help select the consultant.

Jeffries noted that many of the dates on the proposed Next Gen. Project timeline were subject to change. Tackabery explained that the RFP for a consultant for vendor selection was issued somewhat later than expected, and that the delay could effect the timeline for vendor selection.

Tackabery went on to explain that after a vendor was selected for the Next Gen. Project, the immediate next step would be to begin a detailed design review for the project. Then, once the design was approved, implementation of the project would begin.

Jeffries asked what part a Technical Advisory Committee would play in the vendor selection and design review process for the project. Tackabery answered that there would be many technical questions for the NGPOC, and that the NGPOC would need to decide what role a Technical Advisory Committee would play in the process. He said he believed the Operational Issues Working group could also provide technical support.

Jeffries reiterated that some of the dates on the project timeline were tentative, and that staff would work to continue moving the project forward according to the timeline as much as possible.

Pearce asked for clarification on the project timeline and when staff expected to complete the vendor selection process, noting that the timeline stated the vendor selection process would be complete by March of 2015. Jeffries explained that the timeline would need to be updated given the delay of the RFP for a consultant for the vendor selection process.

F. Selection of RFP Selection Subcommittee Members and Staff – Jeffries

Cusimano asked Jeffries and Tackabery to explain the roles and responsibilities of the RFP Selection Subcommittee. Tackabery recommended that three to four members of the NGPOC serve on the Subcommittee and that those members possess experience with implementing similar projects and/or ability to judge vendor technical expertise.

Cusimano asked which staff members would serve on the Subcommittee. Hymel responded he believed that the selection Subcommittee should be made of NGPOC members, and that they could choose which staff members would support their work.

Jeffries noted that he and Anderson were specifically tasked with supporting the NGPOC and any NGPOC Subcommittees, and that Chuck and Nelson of the Public Works Department should also be available to provide technical support.

Hymel suggested that three NGPOC members serve on the RFP Selection Subcommittee. He nominated Cusimano, Pearce and Doyle.

M/S/P Hymel/Brown to appoint Cusimano, Pearce and Doyle to serve on the RFP Selection-Subcommittee.

AYES: All

NAYS: None

ABSTENTIONS: None

MOTION CARRIED

G. Discussion of Meeting Schedule, Frequency, Locations, Dates/Times - Jeffries

Jeffries noted again the Next Gen. Project Oversight Committee was newly formed, and that staff was seeking direction as to meeting schedule, frequency, location, dates and times.

Hymel suggested that meeting frequency would be driven by Project milestones. For instance, when the Subcommittee had recommendations for the NGPOC to review, a meeting would then be scheduled.

Pearce noted that it was important to coordinate the timing of the meetings with the meetings of MERA's Executive and Governing Boards, in case those bodies needed to make decisions based on NGPOC recommendations.

Doyle suggested that meetings take place at the Marin Public Safety Building and that he could aid in setting up a meeting at that location.

All agreed that Wednesday afternoons work well for meeting dates.

H. Other Information Items

None.

I. Next Meeting

The date and time of the next meeting is to be determined.

J. Open Time for Items Not on Agenda

None.

K. Adjournment

The meeting was adjourned at 4:02 p.m.

Minutes prepared by:



Alex Anderson,
MERA Administrative Assistant – Next Gen Project