

**Marin Emergency Radio Authority
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 Board.

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 Board. Non-Member agencies requests must be accompanied by a Letter of sponsorship from a MERA Member. The Operations Officer will schedule the request for review by the MERA Operational Issues Working Group, which will consider compliance with the policy, and will clarify items such as the talk group to use, training, oversight and Dispatch Center role.
2. If a request is deemed urgent by the Operations Officer, he will make his determination and report back to the Executive Board 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 Board. The fee schedule for the use of the system by non-members will be reviewed and approved annually by the Governing 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 requesting agency pays for the additional mobile and portable radios and all costs associated with programming and alignment. Training is required for all users before the radios are released for use, based on the approved end user curriculum. Training can be provided by the agency if they have an approved trainer on staff, or provided through Marin County from the MERA Trained Trainers List, with all costs borne by the agency.
6. In anticipation of MERA's upcoming transition to a Next Generation 700 MHz P25 6.25 KHz equivalency system, and the need for radios to work on the current T-Band frequencies, all Additional Radios added by MERA Members to the MERA System shall be APX one-band operational, second upgradeable or APX Dual band, both bands operational. Radios purchased will not lock MERA into any particular vendor for the Next Generation Communication System.