

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DRAFT: 1/23/17**

## **GOVERNING BOARD**

### **Minutes of December 14, 2016 Regular Meeting**

#### **Call to Order and Introductions**

The meeting was called to order by President Pearce on December 14, 2016 at 3:40 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945. Self-introductions followed.

#### **Governing Board Members & Alternates Present:**

City of Belvedere	Tricia Seyler (Alternate)
Town of Corte Madera	Todd Cusimano
City of Larkspur	Scott Shurtz
City of Mill Valley	Angel Bernal
City of Novato	Pam Drew
Town of Ross	Tom Gaffney
Town of Anselmo	Doug Kelly
City of San Rafael	Bob Sinnott (Alternate)
County of Marin	Matthew Hymel
City of Sausalito	Bill Fraass
Town of Tiburon	David Hutton (Alternate)
Bolinas Fire Protection District	Anita Tyrrell-Brown
Inverness Public Utility District	Jim Fox
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marin Community College District	Martin Langeveld
Marin Transit	Amy Van Doren
Marin Municipal Water District	Don Wick
Novato Fire Protection District	L.J. Silverman (Alternate)
Southern Marin Fire Protection District	Chris Tubbs (Alternate)
Stinson Beach Fire District	Robert Guidi (Alternate)
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Hamed Khalili (Alternate)

#### **Governing Board Member Agencies Absent:**

Town of Fairfax  
Marinwood Community Services District  
Ross Valley Fire Department

**Staff Present:**

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer - Next Gen Project	Dave Jeffries
MERA Operations Officer	Pat Echols
Recording Secretary	Lauren Pallas

**Guests Present:**

Federal Engineering	Rajit Jhaver
Federal Engineering	Bob Simmons

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a Member of the Governing Board or the public requests that separate action be taken on a specific item:

- 1) Minutes from October 26, 2016 Governing Board Regular Meeting
- 2) Proposed CY2017 Agreement for Management and Administrative Services with Regional Government Services (RGS) for MERA Executive Officer and Proposed 2017 Executive Officer Work Plan.
- 3) 2016 Annual Progress Report on Authority Operations and Activities.
- 4) MERA 2016 Auditor Communication with Governing Board and FY15-16 Audited Financial Statements and Auditors' Report.
- 5) Recommendation of MERA Measure A Special Parcel Tax Fiscal Year 2015/16 Annual Report.
- 6) Recommendation of Measure A Special Parcel Tax FY15/16 Independent Compliance Audit.
- 7) Report No. 49 on Strategic Plan Implementation.
- 8) Final Report on Rebuild and Hosting of MERA Website – meraonline.org.

Cassingham requested removal of Consent Calendar Item A-2.

*M/S/P Cusimano/Kelly to approve the Consent Calendar Items 1, 3, 4, 5, 6, 7 and 8, as presented.*

AYES: ALL  
NAYS: NONE  
ABSTENTIONS: NONE  
Motion carried.

Cassingham noted that Recommended Action #3 in Consent Calendar Item A-2 was a new recommendation from the Executive Officer of annual cost of living adjustments to the Deputy Executive Officer – Next Gen Project and Administrative Assistant – Next Gen Project hourly rates effective January 1 each year. She noted this had not appeared in a prior staff report from the Executive Officer Work Plan Committee to the Executive Board.

*M/S/P Cusimano/Gaffney to approve the Consent Calendar Item A-2, as presented.*

AYES: ALL  
NAYS: NONE  
ABSTENTIONS: NONE  
Motion carried.

B. Executive Officer's Report – (Cassingham)

1.) Report on Next Gen System Project Status of Communications – (Jeffries)

Jeffries said this was a report on stakeholder and public communications on the status of the Next Gen Project. He noted the MERA Project Newsletters provide updates on its status to those on the mailing list as well as link access on MERA's website for the public. Anderson can add anyone interested in receiving the Newsletter by email to the list.

Jeffries noted that Media Advisories are issued periodically about the Project with another anticipated when the contract for it will be presented to the Governing Board. Once the System's benefits are confirmed, via the contract, a Project Benefits Flyer will be developed for the public, staff, and member agencies' Boards and staff for educational purposes. He added where staff is looking for help is for MERA Board and Committee members to go back to their agencies with Next Gen updates to keep information flowing about what the Project will accomplish, especially regarding coverage and other enhancements. He said this will keep expectations managed and realistic.

Jeffries said MERA staff stands ready to make periodic presentations to member elected officials or employee groups or assist members with materials for their presentations. Pearce added it is very important to keep our 25 member-elected officials well informed about the Project since they will get questions and

comments from the public. He confirmed that this report is informational with no action required.

2. Report No. 24 from Next Gen Project Oversight Committee (NGPOC) – (Jeffries)

Jeffries presented an update on contract negotiations with Motorola noting much progress had been made from their original submittal and the list of issues is shrinking quickly. The list is down to half a dozen with Fire Station Alerting (FSA) being one of the most significant. Staff is reviewing two FSA vendors. Resolving this will not slow the Project down as it is installed later in the schedule. This would likely be a preidentified contract change order which will have cost estimates.

Jeffries added Volunteer Paging seems to be successfully addressed with Motorola. The contract is under review by MERA and County Counsels and another review of the cost estimate will follow. He said the Finance Committee this afternoon appointed an Ad Hoc Advisory Board of Pearce and Gaffney to give input to the Negotiating Team on contract costs and language. The hope is to present the final proposal and contract to the Governing Board in either January or February. Echols said a conference call may be in order to finalize the remaining half-dozen or so issues.

In response to Pearce, Cassingham and Ortiz confirmed that they had copies of the Motorola documents and would be discussing and reviewing them before conferencing with County Counsel. Jeffries was asked why there have been so many issues with the initial proposal. He noted areas where it was unresponsive, like FSA and Volunteer Paging to errors in terminology, along with various cosmetic adjustments. Echols added that an important area to be clarified is acceptable failure rates which Motorola says will occur during detailed design review. MERA wants this information now.

Jeffries noted the training provisions in the contract called for data elements training when this is a voice radio system. While some of this may appear minor, he said the goal is to have this contract as accurate and clear as it can possibly be. Pearce said the key to achieving a tight contract has been getting all the user and member input through outreach and diligent technical and administrative review. This will also minimize change orders.

Jeffries addressed the extensive staff and user review of the Fire Station Alerting System led by Chief Brown to assure effective interface with the current MOSCAD System as well as explore new features that come with today's products. They have also reached out to other Intergraph Systems users and the interface with Intergraph 9.3.

Kelly inquired about the history of the model releases by Motorola over the years. Jhaver said the latest release has been fairly recent. APEX 7000 was followed by APEX 4000 so they are not in a series. In response to Gaffney, he said Motorola has different models for different types of users. They have 3 or 4 models they sell at a given time. The new platforms, which is the real question, are the XTS and XTL. Jeffries said we are currently on the XTS and the latest platform is the APX. He clarified that the typical lifecycle of a portable radio is 8 to 9 years, while mobiles are 12 years.

Jeffries said MERA was offered a discount on radios if we took possession this month. He said we made it very clear to Motorola about not wanting radios to arrive too soon. It would make sense to have them arrive in late-2017, prior to System rollout. Any new radios at that time may provide either longer life and/or additional features we want. MERA to date has kept features relatively simple. He added the current 6000 model for public safety users may be more than other light MERA users' need. For budgetary purposes, we are pricing on a mid-range radio. However, members will be given upgrade options at an upcoming equipment fair at member agency cost.

Kelly asked if we can ascertain what the history is of the models offered and the extent of support once no longer produced. The intent is to obtain the newest model and longest support for it. Jeffries said the vendor will not tell us when they plan to discontinue a model. Kelly said delaying acquisition for as long as we can is our best approach.

Kelly asked for more detailed information on a GPS radio feature and costs. Jeffries said radios are GPS-capable, but the question internally was what happens to that information if it is not fed back to CAD. Kelly's concern is that we be able to locate a downed first responder with GPS-enabled radio. Jeffries said the CAD interface is another consideration and cost. With portables, the System must be designed to that vendor's mapping for display, which is beyond MERA's purview. The different dispatches operate differently. Kelly asked if more information could be provided on this.

In response to Van Doren, Jeffries said he will check on whether Novato CAD Intergraph will monitor GPS. He likes the feature for the individual officers, but CAD Systems vary. He will follow up with more information and assessment of whether this is a MERA project or Dispatch project. Naso asked if we can require in the contract the latest radio start dates. Jeffries said we can request the latest, but not likely the actual model start dates. Jhaver, in response to Naso, said the radio maps are less certain than the System release maps, which we will know based on intervals. Echols said the System map is built into the agreement along with a System Upgrade Agreement (SUA). Jhaver said the next radios will be a high-tech release, which will have more features and be more expensive. Jeffries added that MERA will need to communicate that it will provide mid-tier radios

and members may need to pick up the difference for high-tiers with enhancements.

Gaffney asked about the additional time required for additional towers. Jhaver confirmed the System can be operated in the interim. In response to Van Doren, Echols said MERA generated a list of potential new sites in the RFP to meet our coverage requirements. Vendors were to respond with sites to meet these requirements. He referenced the Coverage Workshop earlier this year where sites were added and removed to achieve the required coverage, but leaving it to vendors to identify sites to be proposed. Jeffries said some are established sites where entitlements may not be needed, but some are green sites needing CEQA, etc. After discussions with Motorola, one site in North County may replace three existing sites. Echols said we cannot get into Project site analyses until the Project scope is determined in the detailed design phase.

3) Other Information Items

Cassingham distributed copies of communications from the Marin County Office of Education thanking MERA, DPW staff and Sheriff's Office staff for assisting them in becoming MERA System users.

Cassingham also noted the Member Website Links Project to meraonline.org is now complete thanks to the extra efforts of Jeffries and Anderson. This will be used to enhance the Next Gen Project outreach.

Cassingham thanked Jeffries and Echols for their extraordinary efforts in 2016 with the Next Gen Project. She witnesses their work every day behind the scenes, culminating in the related approvals by MERA Committees and Boards.

C. Operations Reports – (Echols)

1) Proposed Phase 2 Next Generation Implementation Wireless Consulting Services Contract

Echols said the MERA Governing Board approved Phase I of the Wireless Communications Consulting Services Contract with Federal Engineering (FE) after an exhaustive RFP process and vetting. Since their engagement, we have gone through the Coverage Analysis Workshop, development of the vendor RFP, receipt and review of proposals, award of bid, followed by extensive vendor negotiations with Motorola. The Phase 1 Contract takes us through contract approval followed by the implementation phase. This phase includes preliminary and final System design, construction drawings preparation, environmental clearances, site construction bidding and work and installation oversight. All this is followed by System testing, acceptance, cutover, closeout and documentation.

Echols said the scope of work, which is attached to the contract, was developed with FE and has been approved by the Next Gen Project Oversight Committee (NGPOC) and Executive Board. With Governing Board approval, this contract will be presented to the Board of Supervisors and contract service would commence February 1, 2017. The hallmark of the contract is the dedicated Project Manager who will be solely dedicated to the Next Gen Project start to finish, full-time and on-site.

Echols said a Senior Consultant, Denis Marin, has been identified, followed by a video conference call interview with MERA and DPW staff last week. They were impressed with his experience with similar projects. He distributed his résumé, noting his duties in Orange and Los Angeles Counties, along with past service with Motorola.

Pearce asked about Section 3 of the FE Statement of Work and substitution for nonperformance of resources by mutual agreement. Jhaver said consulting services are based on reputation. Where there is nonperformance, it is mutually agreeable. There is no benefit to FE to oppose a client who says a resource is not working out. Their reputation means more than keeping a nonperforming resource in place.

Echols added that his experience in working with FE on Phase 1 and feedback from MERA's Boards and Committees is that everyone has been very impressed with their performance and professionalism. Pearce and Jeffries referenced the importance of El Paso's experience with being able to replace a nonperforming resource. In response to Gaffney, Echols said Phase 1 was \$355,000 and Phase 2 is \$989,250. Phase 2 is for 2-1/2 years of full-time Project Management Services. Gaffney confirmed Jhaver will have the Project Manager report to him along with provision of FE technical expertise during System design review. There will be at least another 200 hours of FE support early on during design, followed by the Project Manager's full-time oversight of Motorola during implementation.

Gaffney asked if we had a budget for these services. Jeffries said we had an updated Project Budget which included Phase 1 and 2 services as part of the Project costs. Gaffney said project management is usually 5% of Project costs and this is in line with that.

*M/S/P Kelly/Pomi to recommend Marin County Board of Supervisors' approval of the Phase 2 Next Generation Implementation Wireless Consulting Services Contract with Federal Engineering.*

AYES: ALL

NAYS: NONE

ABSTENTIONS: NONE

Motion carried.

2) Status/Work Statistics Reports – (Chuck)

Echols, in Chuck's absence, reported replacement of a power rectifier at Big Rock, replacement of a trunk receiver at Mt. Tam, repaired fire station controllers, repair of a Mt. Tam link, and programmed talk groups for MCOE. For the last month's System usage, we had 1,000 hours talk time with 24 seconds of busies.

3) Other Information Items

None.

D. Open Time for Items Not on Agenda:

Gaffney announced that MERA issued \$33M in bonds in May 2016 at 2.5% interest rate which would, if sold now, be at 3.5%. This is thanks to Hymel who wanted to sell in early-2016 and he wanted to delay. Hymel was right.

E. Adjournment

The meeting was adjourned at 4:28 p.m.

Respectfully submitted by:

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Maureen Cassingham  
MERA Executive Officer  
and Secretary