

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District

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**NEXT GENERATION PROJECT OVERSIGHT COMMITTEE**

**MINUTES OF NOVEMBER 9, 2016**

**DRAFT: 12/8/16**

Call to Order

The meeting was called to order by Chair Cusimano at 2:45 p.m. on November 9, 2016 at the Novato Fire Protection District – Heritage Room, Novato, CA.

Committee Members Present:

Town of Corte Madera

Tiburon Fire Protection District

Novato Fire Protection District

County of Marin Fire

Novato Police Department

County of Marin

Marin County Sheriff

Town of Ross

Todd Cusimano

Richard Pearce

Gerald McCarthy

Mark Brown

Jamie Knox (Alternate)

Dan Eilerman (Alternate)

Mike Ridgway (Alternate)

Tom Gaffney

Committee Members Absent:

City of Mill Valley

Staff Present:

MERA Executive Officer

MERA Deputy Exec. Officer – Next Gen. Project

MERA Admin. Assistant – Next Gen. Project

MERA Operations Officer

Maureen Cassingham

Dave Jeffries

Alex Anderson

Pat Echols

Guests Present:

None

A. Approval of Minutes from September 14, 2016 Next Generation Project Oversight Committee Meeting

*M/S/P Pierce/Eilerman to approve minutes from September 14, 2016 Next Generation Project Oversight Committee Meeting as presented.*

AYES: All  
NAYS: None  
ABSTENTIONS: None  
Motion Carried

B. Update on the Next Gen System Project

Jeffries reported that Marin Emergency Radio Authority (MERA) negotiations team met with Motorola on September 21 to begin negotiations. Discussions focused on coverage, fire station alerting, paging, system maintenance issues, and pricing. After a report back from Motorola, a follow up meeting was held on October 20. Members of the Fire Chiefs Association, Police Chiefs Association, and West Marin Fire Chiefs were invited and participated at this follow up meeting. This group addressed follow up questions regarding coverage, fire station alerting and paging.

Echols shared that the latest update provided by Motorola following these negotiation meetings was encouraging and that it appeared the negotiation process was moving in the right direction. The total cost of radios was lowered once quantities of single band versus dual band radios had been clarified, and a higher confidence level was achieved on Motorola's proposed paging solution, though concerns remain regarding Motorola's proposed fire station alerting solution.

McCarthy and Brown discussed their research of the proposed Mach Alert solution for fire station alerting, noting they want to make sure that it is a product that continues to grow. They also expressed concern that Mach Alert did not allow for a tone to alert operators when to speak and did not have a text-to-speech option. Echols said that MERA's options on fire station alerting were still open.

Gaffney asked how close MERA was to finishing negotiations with Motorola. Jeffries suggested that after one more meeting with Motorola the negotiation process would go to the MERA Finance Committee and to the attorney's to begin fine tuning the terms and conditions of the project.

Pearce asked about the level of confidence in Motorola's latest coverage analysis. Jeffries and Echols discussed new proposed placements of tower sites, latest coverage maps, and in-building coverage. Jeffries concluded that he was confident in Motorola's current proposed coverage.

C. Phase II Next Gen Implementation Wireless Consultant Contract

Echols recalled that in February of 2015 the MERA Executive Board had authorized the release of a Request for Proposal to hire a wireless services consultant, which ultimately resulted in the selection of Federal Engineering (FE) in September of 2015. The contract awarded to FE was for Phase I of the project, which entailed development of the Vendor Request for Proposal and assistance with negotiations.

Echols explained that since the scope and duration of the Next Generation System Project had been better defined, FE was now able to submit a contract for services during the second phase of the project. He noted that the duration of the Phase II contract for FE coincided with Motorola's proposed timeline of two and a half years, with the expectation that the project would go live around the end of 2018 and work would be finalized sometime in the first half of 2019.

Echols continued that the proposed contract from FE also included a full time, dedicated project manager to the Next Generation System Project, explaining how important this feature was to MERA and the DPW team on the project.

Pearce asked if MERA could request to change senior consultants during the process if their performance was unsatisfactory. Echols responded that language could be included in the contract to accomplish that if desired. Pearce also asked if MERA counsel needed to review the contract before finalizing. Cassingham responded that MERA counsel would have the opportunity to review the contract before it went to the MERA Governing Board at their December meeting.

Echols said he has been very impressed with the responsiveness, knowledge and experience the FE team had provided thus far and that he recommended MERA retain their services for Phase II of the project.

*M/S/P Brown/Pearce to recommend approval of the Phase II Next Gen Implementation Wireless Consultant contract to the MERA Executive Board.*

AYES: All  
NAYS: None  
ABSTENTIONS: None  
Motion Carried

D. Next Gen Project Communications

Jeffries gave an update on the various ways MERA was working to inform MERA agencies, city and county elected officials and staff, and the general public on the ongoing progress of the Next Generation System Project. He noted that a MERA newsletter had just been sent out, as well as a media advisory to let the public know that MERA had entered negotiations with Motorola. He explained that additional communications would be sent out when a contract with Motorola was finalized.

Jeffries continued that MERA staff was working on a one or two-page handout that explained some of the project goals and would include updates regarding progress towards achieving those goals.

Jeffries requested that MERA board members communicate within their own agencies about the progress of the Next Generation System Project, and offered that MERA staff would be available to visit agencies to give updates if requested.

E. Open Time for Items Not on Agenda

None.

F. Adjournment

Cusimano adjourned the meeting at 3:12 pm.

Minutes prepared by:



Alex Anderson,

MERA Administrative Assistant – MERA Next Generation Project