

# **MARIN EMERGENCY RADIO AUTHORITY**

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**DRAFT: 8/29/17**

## **NEXT GENERATION PROJECT OVERSIGHT AND FINANCE COMMITTEE JOINT MEETING**

### **MINUTES OF JUNE 15, 2017**

#### Call to Order

The meeting was called to order by Chair Cusimano at 2:35 p.m. on June 15, 2017 at the Marin Civic Center – CAO Room 315, San Rafael, CA.

#### Committee Members Present:

Town of Corte Madera	Todd Cusimano
Tiburon Fire Protection District	Richard Pearce
Novato Fire Protection District	Gerald McCarthy
County of Marin Fire	Mark Brown
Novato Police Department	Adam McGill
County of Marin	Matthew Hymel
Marin County Sheriff	Mike Ridgway (Alternate)
Town of Ross	Tom Gaffney

#### Committee Members Absent:

None

#### 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
DPW Communications Engineering Services Manager	Richard Chuck

#### Guests Present:

Denis Marin	Federal Engineering
Hamid Khalili	Central Marin Police Authority

A. Approval of Minutes from November 9, 2016 Next Generation Project Oversight Committee Meeting

*M/S/P Pearce/Gaffney to approve minutes from November 9, 2016 Next Generation Project Oversight Committee Meeting as presented.*

AYES: All  
NAYS: None  
ABSTENTIONS: None  
Motion Carried

B. Approval of Minutes from February 22, 2017 Finance Committee Meeting

*M/S/P Pearce/Hymel to approve minutes from February 22, 2017 Finance Committee Meeting with correction of spelling of Pearce's name.*

AYES: All  
NAYS: None  
ABSTENTIONS: None  
Motion Carried

C. Update on the Next Gen System Project

Jeffries reported that Marin Emergency Radio Authority (MERA) staff is working of developing the one-for-one replacement radio inventory for the MERA Next Gen System based on agency inventory as of November 2014. He explained that surveys had been sent out to all agencies to report on their inventory of portable and mobile radios, and noted that about half of the surveys had been returned. He also noted that later in the week MERA staff would be putting out a console survey focused on desktop control stations that some of the agencies possess. MERA and Marin Department of Public Works (DPW) staff will be working on reconciling the results of the survey with MERA records.

Jeffries announced that MERA would be holding an equipment fair in late July or early August so that MERA agencies would have the opportunity come look at the equipment Motorola is offering. He explained that at that time another notice would be sent out to agencies to confirm the results of the equipment inventory survey. Ridgway requested that agencies be given options for the mics and ear pieces they would like to purchase so that they do not end up with redundant equipment. Jeffries noted that agencies would have the option to upgrade equipment if they paid for the cost difference between the upgraded equipment and the original replacement equipment.

Jeffries discussed the project timeline, noting that Motorola had offered MERA a half a million-dollar discount if MERA accepted shipment of radio equipment in December. He also said that if the timeline were to slip significantly, MERA would have to reassess receiving this shipment in December.

Jeffries discussed some of the issues MERA staff was working on in anticipation of cutover to the MERA Next Gen System, including a new fire station alerting system and upgrading remote dispatch centers. He explained that the new fire station alerting system would require an ethernet connection, and MERA would like to ensure that all fire stations are aware of this so they can plan accordingly. He also explained that MERA was working on compiling the bandwidth and County IT requirements for remote dispatch centers to aid in that transition.

Jeffries gave an update on ongoing work to develop talk group templates for the new radio system, explaining that the MERA Ops group is working on various aspects of planning talk groups for new system. Brown added that he and others were conducting site visits to various fire agencies to see how they have constructed their talk groups. Jeffries discussed the programming of talk groups for the cutover to the new system, noting that Motorola's contract included one programming of the new radios. He explained that MERA was exploring options and costs for any additional programming that may be needed.

Jeffries finished his project update with an update on site work for the system. He explained that Motorola had finished their site survey work and submitted initial drawings for the sites.

D. Revised Next Gen System Implementation Agreement Budget

Echols presented a detailed list of tasks for the MERA Next Gen System that Marin Department of Works (DPW) is responsible for pursuant to the contract DPW and MERA have for the project. He also outlined the tasks Federal Engineering (FE) is responsible for under contract for the MERA Next Gen System. He presented an estimated workload for DPW to see the project through to completion in early 2019, noting that he was projecting roughly half a million dollars in savings from the original budget.

Pearce asked for further clarification on the work duties and responsibilities divided between DPW staff and FE, saying he believed there should be additional cost savings realized on the DPW contract given that FE had taken on some project management responsibilities. Echols explained that there was an uncertainty of predicting the workload of system contract negotiations and implementation, and the DPW Implementation Agreement Budget was consistent with the realized workload.

E. Motorola Contract Change Order for Fire Station Alerting

Echols explained that during contract negotiations with Motorola fire station alerting was intentionally left out because at the time there were concerns about whether or not the Mach Alert system would work in conjunction with the Next Gen System. He said that after negotiations had concluded and the contract with Motorola was signed, work continued on fire station alerting options with Motorola, including exploring comparable

options with other vendors like U.S. Digital. Echols said that Motorola had now assured MERA that the Mach Alert system would seamlessly integrate with the Next Gen System.

Ridgway said that he felt it was important that there was a guarantee from Motorola that the systems would integrate. He also asked who would be responsible for paying for any reprogramming associated with Mach Alert integration, as well as any future maintenance costs. Jeffries responded that MERA staff was working on determining who would be responsible for those costs.

Echols recommended that MERA move forward with implementing the Mach Alert system, noting that staff would push for a guarantee of integration as well as continue to work on future cost responsibilities.

Jeffries discussed the warranty and service upgrade agreement offered by the Mach Alert system. Hymel asked if MERA could use Measure A funds to pay for costs associated with the warranty and service upgrade agreement, and whether or not purchase of these agreements was typical of the industry. Brown said he was concerned with costs of software upgrades if MERA did not purchase the warranty and service upgrade agreement. Echols responded that staff would follow up with other agencies to see if these services were typical of the industry.

*M/S/P Hymel/Pearce to recommend going forward with the Mach Alert System, while exploring options for warranty and service upgrade agreements in order to make a recommendation on these items to MERA Governing Board.*

AYES: All  
NAYS: None  
ABSTENTIONS: None  
Motion Carried

F. Review of Updated Draft of Next Gen Project Budget, Funding Sources, Project Milestones and Cash Flow Schedule

Jeffries presented an updated draft of the Next Gen Project budget, noting that the budget was meant to give an overview of the costs of the project and that some costs were still estimates subject to change as the project moves forward. Gaffney and Hymel discussed cash flow needs and options for funding the contingency. Hymel also discussed options for putting funds aside for future replacement costs.

G. Motorola Contract Change Order Policy and Proposed Contact Contingency

Echols explained that the MERA Governing Board had adopted a change order policy at their last meeting with two considerations for further discussion. One consideration was developing a process to review change orders that would require a subcommittee from

the Next Gen Project Oversight Committee (NGPOC). Echols requested that the NGPOC appoint an ad hoc subcommittee to review any future Motorola contract change orders. The recommendation from the Governing Board was that the subcommittee would include at least two members and no more than three members from the NGPOC. The subcommittee would work with MERA and DPW staff to review change orders and make recommendations to the MERA Governing Board based on those reviews.

Pearce, Cusimano, and Gaffney were selected to serve on an ad hoc subcommittee of the NGPOC to review Motorola contract change orders.

H. Recommendation on Conventional Radio Channels and Related Costs

Echols explained that the MERA Governing Board approved funding one-time costs for relocating conventional radios from sites that are going to be going away as part of the Next Gen System project, but deferred the discussion of annual maintenance costs and radio replacement costs to the NGPOC for recommendation. Echols explained regular maintenance currently costs roughly \$4,500 annually.

Echols recommended that Marin County maintain ownership of the radios and be responsible for replacements, as needed, and that MERA would pay for the annual maintenance costs, currently estimated at \$4,500 annually.

*M/S/P Pearce/McCarthy to recommend that MERA pay for the maintenance of the County owned radios.*

AYES: All  
NAYS: None  
ABSTENTIONS: None  
Motion Carried

E. Open Time for Items Not on Agenda

None.

F. Adjournment

Cusimano adjourned the meeting at 4:12 pm.

Minutes prepared by:



Alex Anderson,  
MERA Administrative Assistant – MERA Next Generation Project