

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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DRAFT: 2/21/18

GOVERNING BOARD

Minutes of January 24, 2018 Regular Meeting

Call to Order and Introductions

The meeting was called to order by President Pearce on January 24, 2018 at 3:30 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	Trisha Seyler (Alternate)
Town of Corte Madera	Todd Cusimano
Town of Fairfax	David Cron (Alternate)
City of Larkspur	Scott Shurtz
City of Novato	Pam Drew
City of San Rafael	Robert Sinnott (Alternate)
County of Marin	Matthew Hymel
City of Sausalito	Bill Fraass (Alternate)
Bolinas Fire Protection District	Anita Tyrrell-Brown
Inverness Public Utility District	Jim Fox
Kentfield Fire Protection District	Mark Pomi
Marin Community College District	John Adams (Alternate)
Marin Municipal Water District	Don Wick (Alternate)
Marinwood Community Services District	Tom Roach
Novato Fire Protection District	Steve Metcho, L. J. Silverman (Alternate)
Ross Valley Fire Department	Tim Grasser (Alternate)
Southern Marin Fire Protection District	Chris Tubbs (Chris Tubbs)
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Michael Norton

Governing Board Member Agencies Absent:

City of Mill Valley
Town of Ross
Town of San Anselmo
Town of Tiburon
Marin Transit
Stinson Beach Fire Protection District

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer – Next Gen Project	Dave Jeffries
MERA Operations Officer	Ernest Klock
Marin County DPW Communications Engineering Services Manager	Richard Chuck
Recording Secretary	Jeanne Villa

Guests Present:

Federal Engineering Project Manager	Denis Marin
County of Marin Director of Public Works	Raul Rojas

A. Consent Calendar

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

- 1) Minutes from December 13, 2017 Governing Board Regular Meeting
- 2) Report No. 63 on Strategic Plan Implementation
- 3) Recommendation of Measure A Special Parcel Tax FY16-17
Independent Compliance Audit
- 4) Recommendation of MERA Measure A Special Parcel Tax
Fiscal Year 2016-17 Annual Report - NBS

M/S/P Tubbs/Sinnott to approve Consent Calendar Items 1-4 as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

B. Executive Officer's Report – (Cassingham)

- 1) Report No. 36 on Next Gen System Project – (Jeffries/Klock)

Jeffries presented his report noting a lull in Project meetings and calls during the holidays. Thursday activities now include face-to-face meetings with Motorola. Tomorrow includes an all-afternoon special meeting with Motorola on the cutover and other technical issues. These meetings will be conducted weekly to advance the Project.

Jeffries announced a staffing change, noting Marin will be leaving the Project as Project Manager at the end of February. His replacement will have a high bar to meet. A replacement is being recruited and hopefully there will be time with Marin for a smooth hand-off. Marin said he has enjoyed working with all of MERA and it is hard to disconnect. He hopes to not disconnect entirely from the Project and plans to help his successor. He thanked everyone for their support and friendship.

Jeffries recapped the third RPC meeting on January 11 where MERA's frequency application presented again. At the December meeting, action on our application was delayed due to an EBRCS request to further study MERA's application for potential interference with their Alameda/Contra Costa County system. Their study did not line up with our Spectrum Firm's study and a similar study performed by Motorola on their software.

Jeffries noted we requested the underlying data from the EBRCS report. The Committee Chair also requested the data and was told they cannot export data. Motorola addressed this with their software manufacturer and was advised this was not true. The reason the EBRCS model looked so different than ours was that they choose not to model against systems just like ours, which made our system look worse.

Jeffries said all these differences came up at the January RPC meeting. The Committee is comprised of peer representatives from other systems in the region. After considerable discussion, the Committee unanimously approved MERA's application with no changes. The next 2 steps are at Frequency Coordination for licensing and final FCC approval. RPC approval was key to us moving forward.

Jeffries commented on the joint efforts at RPC between Project staff, Motorola, and the Spectrum Firm to present a visual comparison between EBRCS study findings and our application. A draft Project Schedule from Motorola is expected this week or next. By February we should have a Project Description to move the CEQA process forward. A Supplemental EIR to the original Project EIR is also being reviewed.

Jeffries said a two-part radio order has been presented to the members which offers the opportunity for agencies urgently needing new radios to operate on the current System to order them by February 1. The second order for dual band radios will be processed around May 1. These radios could be rolled over to the new system at some point. An upgrade to tri-band was offered by Motorola but, due to the delay in the Project, there was insufficient time to present it to the members by December 31. Tri-bands will still be available for an additional cost of \$400 per radio.

Jeffries said, with RPC approval, we are again working on talk group templates

using encryption. A special technical meeting has been scheduled for January 26 to discuss the templates and cutover process. Law, fire and public works templates will be revisited along with customized agency templates for members like MMWD, that has more than one discipline.

Pearce expressed his appreciation for everyone's efforts at the RPC meeting. He noted the unstructured nature of the meeting and the RPC itself, which has a lot of power over applications. Much effort was put into the flawed EBRCS reports conflicts and self-serving approach. Putting a light on their issues was critical and he applauded the efforts that did so. He commented on the less than best use of taxpayers' dollars over unnecessary hoops for our application. Cassingham thanked Pearce for carrying the day with his pointed comments about Project urgency and taxpayer costs due to delays.

2) Update on Non-Member MERA System Users Letters of Agreement

Cassingham asked for this item to be removed from the Agenda.

3) Request for Direction – Waiver of KWMR Site License Fees

Cassingham noted MERA had been approached informally on the waiver of KWMR 90.5 FM and 89.3 FM site license fees. These community-based channels serve the Bolinas and Stinson Beach areas. Fees are \$1,080 per site. She is seeking Board input on consideration of this matter. If agreed, KWMR would have to formally request the waivers and the Governing Board would have to act on site license agreement amendments.

Pearce said these agreements go back to Supervisor Kinsey's days to provide for disaster preparedness and communications along the coast. Any consideration would have to be formally memorialized, much like the LOAs executed to document Non-member System Use. Tyrell-Brown said KWMR has become an integral part of West Marin's efforts to encourage preparedness and to provide information to residents during disasters. For example, KWMR was immediately on the air with information on the recent earthquake. Fox concurred with their public safety information contributions. He said he can communicate directly with them to get accurate and timely information out.

Cassingham said she will reach out to KWMR for a formal request and schedule this matter for Governing Board consideration on February 28.

C. Operations Reports – (Klock)

Klock briefly recapped the Next Gen Project CEQA process noting he is fine-tuning the scopes of their CEQA consultants for approval by the Board of Supervisors by the end of February. Issues need to be worked out with the Project Description including all the

towers, dishes, structures and enclosures. Pearce asked about Motorola's timeline for delivering this information. Klock said it will take 2-3 weeks for the microwave design. Other structures are standard. Town heights and dish sizes should be provided in 3-4 weeks. Placing the dishes based on RPC approval and line of sight analysis will follow. The EIR will study any impacts of possible tree removals or other line-of-sight issues.

In response to Pearce, Klock confirmed minor tweaks to the original CEQA report, but any changes must be analyzed. Klock confirmed MERA is the lead agency for CEQA. Jeffries said the Project Oversight Committee will be briefed on CEQA process steps.

1) MERA System Operations Update - December (Chuck)

Chuck reported on weekly and quarterly preventative maintenance, participation in Next Gen discussions, support for Federal Engineering and replacement of the Mt. Barnabe microwave transmitter. He also reported on replacement of the GPS Rubidium time standard at Pt. Reyes and 1 other site, and the investigation of an illegal carrier at Mt. Tam and Mill Valley.

With Motorola's support, DPW replaced the East Standby ACB board at the Prime Site. Chuck said DPW will be seeking Motorola's formal commitment of support for Legacy System replacement parts going forward. December System usage reflected 712 call time hours with 1 second of busies. 2017 System usage included 9,238 hours of call time with 8 minutes of busies which is outstanding for a 20-year-old System.

In response to Pearce, Klock said Motorola's letter formalizing the number of commitments they made relative to the Next Gen Project and support of the current Legacy System is forthcoming.

D. Open Time for Items Not on Agenda
None.

E. Adjournment
The meeting was adjourned at 3:47 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary