

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**Draft: 3/26/18**

## **GOVERNING BOARD**

### **Minutes of February 28, 2018 Regular Meeting**

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

The meeting was called to order by President Pearce on February 28, 2018 at 3:31 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
Town of Fairfax	David Cron (Alternate)
City of Larkspur	Scott Shurtz
City of Novato	Pam Drew
Town of San Anselmo	Doug Kelly
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, Ron Naso (Alternate)
Marin Community College District	Martin Langeveld
Marin Municipal Water District	Don Wick (Alternate)
Marinwood Community Services District	Tom Roach
Novato Fire Protection District	L. J. Silverman (Alternate)
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Hamid Khalili (Alternate)

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

Town of Corte Madera  
City of Mill Valley  
Town of Ross  
Town of Tiburon  
Marin Transit  
Ross Valley Fire Department  
Southern Marin 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 Administrative Assistant – Next Gen Project	Alex Anderson
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
Federal Engineering	David Mortimer
Marinwood Community Services District	Leah Green
Marinwood Community Services District	Eric Dreikosen

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) Resolution of Commendation – David Hutton, Retired Police Captain –  
Town of Tiburon, MERA Governing Board Alternate Member
- 2) Minutes from January 24, 2018 Governing Board Regular Meeting
- 3) Report No. 64 on Strategic Plan Implementation

*M/S/P Kelly/Drew to approve Consent Calendar Items 1-3 as presented.*

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

Pearce noted Hutton's exemplary service to MERA over the years and expressed appreciation for same.

B. Executive Officer's Report – (Cassingham)

1) Report No. 37 on Next Gen System Project – (Jeffries)

Jeffries recapped the numerous Project meetings and conference calls since the January 24 Governing Board meeting. The special meetings are topic specific and last 2-3 hours in duration to generate momentum on each task. He noted this was Marin's last meeting and introduced Mortimer as the new Federal Engineering Project Manager. Pearce thanked Marin for his efforts and support. Marin said his MERA experience has been great and that he will still be with the Project remotely versus on-site.

Jeffries summarized frequency licensing, noting final FCC approval on February 9. The Regional Planning Committee required 3 meetings before MERA's frequency licensing application went to Frequency Coordination. He noted the letter from Motorola attached to his staff report confirming their commitment to providing equipment and services at no additional cost at the new Mill Valley and reused Tiburon Sites. A letter from them is still pending for legacy system support. Pearce inquired about an attachment to the Motorola letter with equipment and services specifications. Klock said this will be formalized with a No-Cost Change Order (C.O.). Jeffries said we pressed to get something in writing at this point to be followed by a C.O.

Jeffries reported that the first radio order, including 33 radios for San Rafael Police and Fire and Novato Police, had been placed with Motorola. A second round of early orders will trigger a June delivery. Both these orders take advantage of Motorola's dual-band radio offer. MERA will be billed only for single-band cost. The first order was necessitated by agency need, with the next order from those agencies wanting to take advantage of the dual-band offer. A presentation will be made at next month's meeting, preceded by a Project Oversight Committee meeting to further consider discount opportunities and Project acceleration by reprogramming radios via data channels or local Wi-Fi hotspots.

Kelly asked if the early order would free up existing radios for repairs and/or replacements. Jeffries said agencies were prepared to replace broken or lost radios from their own budgets, apart from this offer. He guessed the condition of the radios to be replaced was poor. Motorola is requesting the second order by June to maintain the dual-band discount. MERA would need agency orders by the end of April to meet this deadline. He is seeking a one-month extension, given the need for preparation of Committee and Board presentations.

Jeffries said there is a new draft schedule from Motorola which shortens Project delivery by 3 months from the last draft. Motorola believes proposed radio reprogramming options could reduce the schedule by another 8 months. Talk-

group template development is underway with a change in concepts for using encrypted talk-groups. In conjunction, he and Chuck will be meeting with Bay RICS to review regional interoperability expectations and the technology needed for mutual aid.

Regarding CEQA, Klock provided an update on the Board of Supervisors' approval of the WRA and JRA contracts on February 27. WRA will be doing CEQA preparation and JRA will provide oversight. A Project Description will be informed by 30% to 50% drawings from Motorola. Preparation of the CEQA document will follow, along with the public outreach process thereafter. Klock urged MERA members to keep their agencies informed on the status of the subsequent EIR process and encourage support for it. Jeffries added MERA staff will assist in developing one-page high-level Project summaries for members to disseminate to their respective elected and appointed officials beginning with the March meeting.

Jeffries noted the updated annual Low-Income Senior Measure A Parcel Tax Exemption Application and media advisories attached to his report. Media Advisories will go out on March 5, April 16 and May 7, with Applications due on June 1. Anderson handed out additional copies of these materials to be taken back to their agencies. Citizen inquiries can be directed to the MERA website Homepage. He emphasized that the application process is required annually due to age and income eligibility changes.

Pearce noted the criticality of regular member communications on the Next Gen Project with their respective agencies. He urged them to take an active role in keeping agencies in the information loop. Langenveld asked for a ballpark cutover date as of now. Jeffries said the draft schedule shows final acceptance in April 2021. The cutover option to be presented on March 28, if approved, could shorten the schedule by another 8 months to summer 2020. Klock added, without challenges, CEQA is estimated at 405 days taking into account statutory deadlines and the process for addressing comments. A lot more will be known on this in the next few months.

Shurtz inquired about budget planning for Fire Station Alerting (FSA) that is not a MERA responsibility. Jeffries said MERA has been working with Hexagon and DCA, noting design review has not begun. Ethernet and Radio Frequency (RF) issues are still under discussion. Those agency costs would optimistically be experienced in early 2020 or FY 20-21.

- 2) Proposed Resolution for KWMR Site License Fee Waivers Request  
Cassingham presented the proposed Resolution which follows the direction from the Governing Board on January 24 to obtain a formal request from KWMR for site license fee waivers. Waivers pertain to KWMR's use of MERA tower sites at Bolinas and Mt. Vision. Fee for each site is \$1,080. She added the Station was

asked to provide letters of support from affected public safety agencies attesting to the value of the public service value of their broadcasting services to West Marin County.

Cassingham noted the verbal support for the waivers from MERA's Bolinas and Inverness Board Members at the last meeting. They attested to the vital role KWMR serves when timely community emergency communications are needed. She referenced the letters and email endorsements attached to her staff report, along with the Resolution for Board consideration. She concluded she has been in extensive contact with Amada Eichstaedt, KWMR's Executive Director and has been impressed by all the Station does for the community during emergencies.

*M/S/P Roach/Kelly to approve the Resolution No. 2018-02 Approving the Request for Annual Fee Waivers by KWMR for use of MERA's Bolinas and Mt. Vision Tower Sites.*

Pearce added it is critical that MERA formalize Non-Member Use of its System and facilities and this is in keeping with that commitment. He said, given the West Marin support for KWMR's vital public service broadcasting, this action is appropriate.

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

3) Other Information Items

Pearce encouraged members to take the Form 700 information provided by staff and follow-up accordingly with a wet ink execution and submission by the April deadline.

C. Operations Reports – (Klock)  
None.

D. Open Time for Items Not on Agenda  
None.

E. Adjournment  
The meeting was adjourned at 3:51 p.m.

Respectfully submitted by:

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Maureen Cassingham  
MERA Executive Officer and  
Secretary