

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DRAFT: 4/23/18**

## **EXECUTIVE BOARD**

### **Minutes of March 14, 2018 Regular Meeting**

#### **Call to Order**

The meeting was called to order by Vice Chair Cusimano on March 14, 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.

#### **Board Members Present:**

Marin County Sheriff	Robert Doyle
City of Novato	Matt McCaffrey
Fire Services	Richard Pearce
Ross Valley Cities/Towns	Todd Cusimano
Special Districts	Tom Roach

#### **Board Member Absent:**

County of Marin  
City of San Rafael  
Police Departments  
Southern Marin Cities/Towns

#### **Staff Present:**

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer - Next Gen Project	Dave Jeffries
MERA Operations Officer	Ernest Klock
Communications Engineering Services Manager	Richard Chuck
Recording Secretary	Jeanne Villa

#### **Guests:**

Federal Engineering	David Mortimer
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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 November 8, 2017 Executive Board Regular Meeting
- 2) Report No. 65 on Strategic Plan Implementation
- 3) Report on Completion of Non-Member MERA System User Letters of Agreement (LOA)
- 4) Bi-Monthly Report on MERA Reserve Funds Balances

*M/S/P Pearce/Doyle to approve the Consent Calendar Items 1-4 as presented.*

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

B. Executive Officer's Report – (Cassingham)

- 1) Proposed PRELIMINARY FY18-19 MERA Operating, New Project Financing and Revenue Bonds Budgets

Cassingham presented the 3 Preliminary Budgets noting the Finance Committee had reviewed and recommended them on February 22, 2018 for Executive Board approval. She noted the FY18-19 Operating Budget represents a 0.4% increase over prior year. The FY18-19 Project Note Budget was originally established by the Governing Board and remains unchanged over prior year. The 2010 Bond Fund Budget reflects a slight increase over prior year, over which MERA has no discretion.

Cassingham said projected FY18-19 Operating line item expenses for service agreements and site leases reflect CPI adjustments or built-in annual adjustments to lease payments. She added there are no significant variances with prior year.

*M/S/P Roach/Pearce to approve the Proposed Preliminary MERA FY18-19 Budgets for Operating, New Project Financing and Refunding Revenue Bonds Funds for Immediate Distribution to the Member Agencies, as presented.*

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

Cassingham noted distribution of Member contribution schedules will be transmitted no later than March 16.

2) Report No. 38 on Next Gen System Project – (Jeffries)

Jeffries summarized the accelerated Project meetings and conference calls schedule and the subject matters being addressed, including talk groups, cutover, microwave design and fleet mapping. He introduced David Mortimer as our new Project Manager from Federal Engineering (FE). He replaces Denis Marin who will still be providing Project support but remotely.

Jeffries provided an update on Fire Station Alerting (FSA). While not a critical path activity, the Project Team is working with Motorola, FSA vendor DCR and Hexagon, the CAD system vendor to move FSA planning forward. At some point, they will begin a parallel customer design review process. He reported that the Regional Planning Committee (RPC) process was completed along with Frequency Coordination and the FCC has licensed MERA's frequencies.

Jeffries noted the letter from Motorola attached to his staff report, which confirms their commitment to provide equipment for the 2 additional Radio Frequency (RF) sites, related amendments to the Service Upgrade Agreement and extended warranties for both sites. No agreement has been reached for the Sonoma Mountain microwave equipment. No letter of support for the Legacy System has been received from Motorola.

Jeffries summarized the Dual Band Radio Order, noting early order #1 for 33 radios for San Rafael Police and Fire and Novato Police has been forwarded to Motorola. He confirmed with Chuck that accessories had been received, but no radios. He is still working on a second order for this Summer. Installation strategies are being worked on in conjunction to help save more time on this schedule. Options will be reviewed by the Project Oversight Committee on March 19, with recommendations to the Governing Board thereafter. He said Motorola has been pressed strongly to extend its discount to accommodate Motorola schedule delays.

Jeffries said a revised Project Schedule has been received with the final expected at completion of customer design review. As of now, the schedule has been reduced by 3 months. Another 8 months could still be shaved off, based on radio delivery timing and programming options. This also helps with the Legacy support issue as well as Project costs. Talk group templates are being cleaned up and staff is trying to identify what the regional interoperability expectations are with their attendance at the March Bay RICS meeting.

Regarding CEQA, Jeffries said contracts with WRA and JRA have been approved by the County. Work continues on site diagrams with the next step being

development of a Project Description. The CEQA process and schedule will be reviewed by the Project Oversight Committee next week. He reported the Low-Income Senior Parcel Tax Exemption Media Releases are scheduled for release in March, April and May, with applications due on June 1. This exemption requires an annual application.

Cusimano asked about the possible 8-month Project schedule savings. Jeffries said the complex radio ordering and installation options, which will be presented to the Project Oversight Committee, could permit considerable time savings if done before cutover. 9 to 10 months had been allotted to complete this and if this could be done while other tasks are being completed, considerable time savings could be achieved with the dual bands. 3 different means of reprogramming are being considered to help accomplish this. This will also save in MERA soft costs.

Pearce noted there are new apparatus coming online in the next few months which might fit in with this timeline. Jeffries said if it is decided to take delivery of all the mobiles this Summer, they would be installed right away because dual bands would work on both the existing System and Next Gen Systems. By consensus, the Executive Board accepted this informational report.

3) Appointment of Two MERA Finance Committee Members

Cassingham said MERA had received 2 Finance Committee resignations from Pearce and Cusimano. She said the resignations attached to her report were received in January. The Committee is comprised of 5 members and it meets 2 to 3 times per year. The remaining members are Hymel, Gaffney and Doyle. Committee charge is advice to the Executive and Governing Boards on budgets, public financing, accounting and auditing.

Cassingham said Governing and Executive Board membership lists are attached to the Report. She said she would reach out to the members appointed by the Executive Board. Doyle confirmed that Finance Committee members are members of the Executive Board. Cusimano suggested Greg Chanis, the representative of the Southern Marin Cities/Towns. Doyle suggested Michael Norton, representative of Police Departments. Cassingham requested a third nomination in case one of the first two is not available to serve. Doyle suggested Tricia Seyler, GB Alternate of City of Belvedere, be contacted.

*M/S/P Doyle/Pearce to appoint Norton and Chanis to fill the 2 Finance Committee vacancies and that Seyler be contacted should one of the appointments be declined.*

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

- 4) Other Information Items  
None.

C. Operations Reports – (Echols)

- 1) Request for Additional Radio-Southern Marin Fire Protection District  
Klock presented the SMFPD request for one additional mobile radio with a dual control head.

*M/S/P Doyle/Pearce to approve the Southern Marin Fire Protection District request for one additional mobile radio with a dual control head.*

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

- 2) MERA System Operations Update: November and December 2017 and January and February 2018 – (Chuck)

Chuck summarized his System maintenance and usage reports for November and December 2017 and January and February 2018. He noted a number of System repairs during this period. In November, there were 676+ call time hours with zero seconds of busies. December had 712+ hours of usage with 1 second of busies. Annual usage for 2017 was 9,238 usage hours with 8+ minutes of busies, much of which was storm related. There were 3,217,728 radio calls in 2017.

Chuck recapped January activity with 664+ hours of call time with 1 second of busies. For the first time in February 2018, San Rafael PD surpassed the Sheriff's Office in call time. There were 678+ hours of call time and 1 second of busies which is not a full second, but a hundredth here and there.

- 3) Other Information Items  
None.

D. Open Time for Items Not on Agenda  
None.

E. Adjournment  
The meeting was adjourned at 3:49 p.m.

Respectfully submitted by:

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Maureen Cassingham  
MERA Executive Officer and Secretary