

DRAFT 9/24/18

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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GOVERNING BOARD

Minutes of August 22, 2018 Regular Meeting

Call to Order and Introductions

The meeting was called to order by President Pearce on August 22, 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 Larkspur	Scott Shurtz
City of Mill Valley	Jacqueline Graf-Reis
City of Novato	Pam Drew
Town of Ross	Tom Gaffney
Town of San Anselmo	Doug Kelly
City of San Rafael	Robert Sinnott (Alternate)
County of Marin	Matthew Hymel
City of Sausalito	Bill Fraass (Alternate)
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marin Municipal Water District	Don Wick (Alternate)
Novato Fire Protection District	Steve Metcho, L. J. Silverman (Alternate)
Southern Marin Fire Protection District	Cathryn Hilliard
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Michael Norton

Governing Board Member Agencies Absent:

City of Belvedere
Town of Corte Madera
Town of Fairfax
Town of Tiburon
Bollinas Fire Protection District
Inverness Public Utility District
Marin Transit
Marinwood Community Services District
Marin Community College District
Ross Valley Fire Department

Staff Present:

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 Interim Representative	Ethan Simpson
MERA Recording Secretary	Jeanne Villa

Guests Present:

Federal Engineering Project Manager	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 Governing Board or the public requests that separate action be taken on a specific item:

- 1) Minutes from June 27, 2018 Governing Board Regular Meeting
- 2) Report No. 71 on Strategic Plan Implementation.
- 3) Report on Measure A Senior Exemptions
- 4) Proposed Resolution Authorizing Destruction of Certain Records
Per MERA's Records Retention Schedule
- 5) Report on Trustee 2018 Member Agency Billings for 2010 Bonds

M/S/P Metcho/Stevens to approve Consent Calendar Items 1-5 as presented.

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

B. Executive Officer's Report

- 1) Report No. 44 on Next Gen System Project – (Jeffries)

Jeffries reported on the number of meetings and phone calls to advance the Next Gen Project which has dropped somewhat during CEQA. Dual Band Radio Order #2 has arrived and an inventory is underway to confirm what was delivered is what was ordered. Programming and delivery to the Members who ordered them will follow.

Jeffries said Change Orders will be presented to the Governing Board in September. Staff is working with Motorola to identify all Change Orders to present them at one time. Before Governing Board review, Change Orders will be reviewed by the Operations Issues Working Group on September 5 and Next Gen Project Oversight and Finance Committees on September 12. A verbal update will also be provided to the Executive Board on September 12.

Pearce said we anticipated there would be Change Orders, and we brought in contractors to help keep them to a minimum. He suggested appointment of an Ad Hoc Committee comprised of Governing Board and Ops Members to review how these Change Orders occurred and why they were not caught in RFP development and Contract review, given their magnitude. Jeffries agreed this would be valuable and scheduling a meeting of the Ad Hoc Committee before the next Governing Board meeting would provide more in-depth input.

Jeffries said staff has spent significant time working with Motorola on Change Orders. Some changes Motorola has agreed to do; however, some of them have resulted in significant disagreement between the parties. A retrospective view on how we got here would be a value added since some of the Change Orders could have significant impact on the Project Schedule. Pearce said, given the costs involved, a cost benefit analysis would be beneficial to determine which ones are recommended and which ones are nice to have. Also, if mission critical, we need to know how these important system matters were missed.

Jeffries added that keeping the Ad Hoc Committee focused on a retrospective look would assure that there would be no redundancy with the Project Oversight Committee's work. Pearce agreed, adding the importance of documenting why and how these Change Orders occurred. In response to Pearce, Gaffney agreed to serve with him and Cusimano would be asked to join the Committee. Gaffney reminded the Board that after the Fire Station Alerting Change Order, there is only \$2.2M left in Contingency. Jeffries added that some Change Order costs will be expended later in the Project but nonetheless affect cash flow and resource availability. Hymel said it is important for Change Orders to be considered in the context of the Next Gen Budget, which is the reason for the September 12 Joint Committee meeting.

2) Report on Regional Interoperability

Jeffries recapped his report on the recommendation to implement the San Francisco Bay Area Regional 700/800 MHz Interoperability Fleetmap Guide into MERA Next Gen radio programming. MERA is currently on VHF T-Band. The Region has already spent funds on this Plan and on towers. Not much time has been spent by MERA on this since we have no radios on those bands.

Jeffries reviewed the potential 700/800 MHz Interoperability Channel Talk group and VHF Interoperability Channel layouts. He noted the significant layout capability around the Bay Area for MERA agencies going elsewhere and other agencies coming in. Expense is associated with creating code plugs. He noted the recent change in BAYRICS leadership which should not pose any issues given the lead time we have before final equipment programming.

Jeffries noted the additional mutual aid and interoperability opportunities for agencies who purchased dual band UHF, especially for Fire. He touched on VHF -Hi Band interoperability, which would allow Marin to focus on channels most likely to be used within the County, including the current VHF Overlay Plan. Fire Ops will meet to identify those channels versus every frequency in the State. If all channels are identified, or if there are changes in the future Statewide channels, there will be costs to adding them and talk groups to radio templates. As we get closer, greater detail will be provided. Pearce asked if Fire was involved in meetings to date on this. Jeffries confirmed that Brown and McCarthy have been providing input all along.

3) Proposed MERA Microwave Data System Access Policy and Procedures

Jeffries presented the Proposed Policy and Procedures along with the staff recommendation to approve same. He noted Cassingham had worked on similar agreements with Non-MERA User access to the Voice Radio System. The Policy before the Board is to ensure all users of the MERA Next Gen Microwave System are identified and approved prior to accessing the new microwave system.

Jeffries noted we have discovered during the Next Gen Project that there are users of the microwave system we were not aware of and may have become users when the current System was first implemented. Some may have been on the old County system and were just moved over without any documentation. Recent users the Governing Board has approved include the FBI circuit and County Fire cameras. The point is to have agreements in place with all users or they will not be moved over to the Next Gen system. There is ample time to get these agreements in place.

Jeffries added that the proposed Policy is not designed to prevent use or assess fees, but to give the Governing Board discretion and approval authority. Further, it acknowledges the Users and their value to public safety but adds the element of System security. In response to Kelly, Jeffries confirmed known Users as the FBI, County Fire, Woodacre, County Fire cameras, and County Radio Shop, along with a pending request from Sonoma County. Kelly asked about user system cost sharing, noting FBI current payments to MERA. Jeffries said while cost sharing is Governing Board discretionary, system security, transparency of usage, and interference resolution are key elements of the Policy.

Kelly inquired about any additional costs to MERA to have these Users on our microwave system and if they have been quantified. Jeffries responded that quantification may be premature, given a pending Change Order to enhance the microwave system. Part of the cost benefits MERA and part benefits other Users. The Policy itself is intended to benefit MERA and establish controls over other Users.

M/S/P Kelly/Hilliard to adopt the Proposed Microwave Data System Access Policy and Procedures as presented.

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

4) Other Information Items

None.

C. Operations Reports – (Klock)

1) CEQA Process and Schedule Update – Next Gen Project

Klock reported CEQA is going well. He noted outreach efforts since the closing of the public comment period from the Scoping portion of CEQA, to a meeting with the Skyview Terrace neighborhood in San Rafael tomorrow night, followed by the Muir Beach community meeting. The Skyview meeting will focus on the microwave link there and an informational presentation about it and the Next Gen System Project. He added the first meeting with the Federated Indians of Graton Rancheria went well and a follow-up meeting is pending to go over any concerns they may have.

Klock said a meeting with the National Park Service is scheduled for next week to go over the Muir Beach site, given their property's proximity to it followed by a Muir Beach site meeting. The RF analysis, which is one of the last technical analyses for the SEIR, is underway and on track for completion. The draft SEIR is scheduled for completion and public review in Fall 2018.

Gaffney asked if there was any organized opposition at this point. Klock confirmed there wasn't, just questions. Jeffries added that some public questions were on point, while others were lacking background. Mill Valley and Tomales meetings, with Tomales in particular, were informed by County Fire as being very important for the residents' safety. Pearce added that recent events were, sadly, helping MERA's cause to advance its public safety communications system enhancements.

2) Report on Retirement and Replacement of Richard Chuck

Klock noted Chuck's retirement in August. He introduced Ethan Simpson, Senior Communications Technician with the County since 2010, as the Interim. He has an extensive knowledge of the current System and has been engaged with Chuck in Next Gen activities behind the scenes. He has been stepping in and coming up to speed and assisting with Change Orders most recently.

3) MERA System Operations Update – June and July 2018 – (Simpson)

Simpson reported on June/July maintenance tasks, including the weekly and quarterly preventatives, Next Gen discussions, support for Federal Engineering, and replacements of the microwave transmitter at Civic Center, broadcast boxes on the East and West controllers, Mt. Burdell GPS module and Big Rock batteries. Trees were trimmed to improve microwave paths and a microwave transceiver was replaced at Pt. Reyes. Battery replacements at several other sites are expected due to aging.

System usage agency groupings are being affected by call patching and reporting. Monthly usage compared to annual usage is fairly consistent. Busies are very low. Pearce noted 25 seconds of busies for 7 months and strong work by the Radio Shop.

4) Other Information Items

Anderson distributed Project Update handouts. Pearce asked that they be taken back to the Members' respective agencies. Pearce confirmed with the Members that these handouts were helpful to them.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:55 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer and Secretary