

# MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660  
[www.meraonline.org](http://www.meraonline.org)

## **EXECUTIVE BOARD** **Regular Meeting Notice**

**DATE:** Wednesday – November 14, 2018

**TIME:** 3:30pm

**PLACE:** Novato Fire Protection District Administration Office – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945  
Facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the NFPD Administrative Assistant as soon as possible at (415) 878-2690.

### **Page # Reference**

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### **AGENDA**

A. Closed Session

Public Employee Performance: Executive Officer Evaluation  
Pursuant to Government Code – Section 54947

B. 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.

(3-6) 1) Report from Executive Officer Work Plan Committee (EOWP) – **Verbal Update**

#### **ATTACHED:**

- a) 2018 Executive Officer Work Plan Update
- b) Proposed 2019 Executive Officer Work Plan
- c) Recap of Executive Officer 2018 Work Hours

(7-13) 2) Minutes from September 12, 2018 Executive Board Regular Meeting

(-) 3) FY17-18 Preliminary Draft Audited Financial Statements and Auditors' Report –  
Maher Accountancy

**(to be distributed under separate cover – Tuesday, November 13)**

(14) 4) Report on Proposed Six-Month Notice: Non-Member System User Fees

(-) 5) Bi-Monthly Report on MERA Reserve Funds Balances

**(to be distributed under separate cover – Tuesday, November 13)**

(15-17) 6) Report No. 75 on Strategic Plan Implementation

C. Executive Officer's Report (Cassingham)

(18-20) 1) Report No. 48 on Next Gen System Project (Jeffries)

2) Other Information Items

D. Operations Reports (Klock)

(21-56) 1) Next Gen System Project Budget and Change Order Updates - (Jeffries)

D-1a Motorola Contract Change Order #7 – AES/DES Encryption,  
Radio Management, WiFi, OTAP

D-1b Motorola Contract Change Order #8 – Multi-Protocol Label Switching  
(MPLS) for the Microwave Network – RECOMMENDED  
with Conditions

D-1c Motorola Contract Change Order #10 – Radio Accessories and  
Portable Chargers

D-1d Motorola Contract Change Order #11 – Early Order Mobile Radios

D-1e Update of Next Gen System Project Budget

(57-58) 2) Request for Additional Radios – Sausalito Police Department

(59-62) 3) MERA System Operations Updates – September and October (Simpson)

4) Other Information Items

E. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

*Anyone wishing to address the Executive Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Executive Board may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Executive Board members. The Chair may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.*

F. Adjournment

**NOTE: NEXT MEETING OF MERA EXECUTIVE BOARD  
Wednesday – January 9, 2019 – 3:30 p.m.**

**AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)**

cc: BOS (for posting)

MERA Staff

General Counsel