

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District

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WWW.MERAONLINE.ORG**DATE:** March 27, 2019**TO:** MERA Governing Board**FROM:** Ernest Klock, Operations Officer**SUBJECT:** AGENDA ITEM C-5: Update on MERA First Gen Radio Return ProcedureRecommended Action: Accept the Report

Several MERA member agencies have ordered dual-band replacement radios under Next Gen as part of early orders 1 and 2. Those Next Gen radios are starting to come in for programming which has led to some First Gen radios being returned to the Radio Shop. This item was discussed at the March 6, 2019 Operations Working Group and the group was asked to provide feedback by the next Operations Working Group meeting scheduled for April 3rd, 2019 in order to develop a policy for the replacement, surplus, or disposal of First Gen radios. A draft First Gen Radio return form (return form) is included in this staff report.

As First Gen subscriber radios get replaced, there are a few items that need to be addressed before the radios can be re-issued or disposed of. When new radios get put into service, old radios need to have the codeplug and, if applicable, the encryption removed from the radio. This will ensure that MERA continues to operate reliably and securely. It is understood that MERA First Gen radios were purchased by each respective member agency at the time of activation of the First Gen system and therefore each respective agency owns those assets. The draft return form is intended to assist MERA subscribers in tracking their assets and ensure First Gen radios are returned to the radio shop to be cleared of codeplug and encryption. It was proposed that the return form is filled out in advance and an appointment made with the Radio Shop to arrange for acceptance of radios and timely service. It was further proposed that the Radio shop will track the radios being replaced and develop a detailed inventory list for each agency to avoid having active, in use, radios from being turned off posing possible safety issues.

Because MERA First Gen radios are individual agency assets, it is proposed that each agency receive those surplus assets back upon codeplug and encryption clearing. Each agency would maintain a cache of surplus radios as backup radios for their use until the Next Gen System becomes active in 2022/2023. Should an agency wish to donate their known good radios to a larger cache maintained by the Radio Shop for any MERA member agency use, they may do so by clearly identifying that preference on the return form. Acceptance of donations to the Radio Shop cache is proposed to be at the discretion of the Operations Officer and Radio Shop staff upon inspection of the donated units for eligibility. Upon final vetting of the return procedure at the Operations Working Group, a draft policy will be brought before your Board for consideration.

Attachment: Draft MERA First Gen Radio Return Form



MERA SUBSCRIBER RETURN FORM

DATE	AGENCY	AGENCY CONTACT

[illegible]