

DRAFT: 8/21/19

MARIN EMERGENCY RADIO AUTHORITY

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EXECUTIVE BOARD

Minutes of July 10, 2019 Regular Meeting

Call to Order

The meeting was called to order by Chair Hymel on July 10, 2019 at 3:30 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

Board Members Present:

County of Marin	Matthew Hymel
Marin County Sheriff	Robert Doyle
City of San Rafael	Chris Gray
City of Novato	Matt McCaffrey
Fire Services	Richard Pearce
Police Departments	Mike Norton

Board Member Absent:

Ross Valley Cities/Towns
Southern Marin Cities/Towns
Special Districts

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer - Next Gen Project	Dave Jeffries
MERA Operations Officer	Ernest Klock
DPW Communications Services Manager	Ethan Simpson
Recording Secretary	Lorena Barrera

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 a separate action be taken on a specific item.

- 1) Minutes from May 1, 2019 Executive Board Regular Meeting
- 2) Engagement of Maher Accountancy – 2018-19 Measure A Parcel Tax Independent Compliance Audit
- 3) Report No. 84 on Strategic Plan Implementation
- 4) Bi-Monthly Report on reserve Funds Balances

M/S/P Pearce/Gray 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) Report No. 58 on Next Gen System Project – (Jeffries)
Jeffries summarized his report noting the Project team is meeting every few weeks. Meetings with the Motorola team have been affected by vacations and the CEQA-related slowdown. The next meeting is scheduled for late-July. The Project Oversight Committee met on June 26 to provide input on Motorola Change Order No. 8 – Multi-Protocol Label Switching (MPLS) for the Microwave Network.

Jeffries reported Maura Griffin, Next Gen Project Administrative Assistant, is conducting a field survey of mobile radio installations, radio counts and Wi-Fi capabilities. She has been challenged in making agency contacts. The goal is to complete the survey by mid-August. The annual effort to advertise the Measure A Low-Income Senior Exemption was completed by the June 1 application deadline including three Media Advisories.

Jeffries, in response to a Governing Board Member request, developed a list of acronyms used with the Next Gen Project as a reference guide. He asked for additional suggestions. He referenced the updated Project Budget and Expenditures Summary. Changes include the addition of interest income as a revenue source and percentages of line item expenditures. Another column will be added when a firm Project Schedule is available after CEQA, which will identify line item percentage of completion. Finally, the Finance Committee has suggested a new title for the funding source for Non-public Safety Radios as Non-Measure A Revenue.

- 2) Other Information Items
None.

C. Operations Reports – (Klock)

- 1) CEQA Process and Schedule Update – Next Gen Project
Klock reported on the conference call with MERA Counsels last week and receipt of some final guidance on wrapping up the SEIR. There are 10 chapters, some having several sections. We are in the final stages of working on 2 sections. There is a final call on July 12 with MERA Counsel. He is hoping the draft will be released by the end of July.

Hymel asked about the next steps after release. Klock said no Governing Board action is required on the Notice of Availability of the draft. A 45-day period follows for public comment during which the Governing Board will hold a public hearing to receive comments. The hearing would likely be scheduled 30 days into the comment period.

- 2) Request for Additional Radios – Southern Marin Fire Protection District and Marin Municipal Water District for National Parks Conservancy

Klock presented the request from SMFD to add one single-band radio and MMWD's request on the Parks Conservancy's behalf to add five dual-bands to the MERA System. The requests have been vetted by the Ops Issues Group and found acceptable. Parks Conservancy radios will be used for coverage on the backside of Mt. Tam. Doyle asked if additional radio requests are being tracked and cumulatively monitored. Klock said System capacity and intended use are factored into approvals.

Hymel asked about the dual-band requirement. Klock said requestors must buy dual-bands or acknowledge single-bands will only work on the current System and must be replaced with Next Gen. He added several agencies have added less expensive single-bands to fill an immediate need to get by until Next Gen. Jeffries added some older Gen I radios are also available as needed.

M/S/P Gray/Norton to approve the requests from Southern Marin Fire Protection District and Marin Municipal Water District for additional radios.

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

3) MERA System Operations Update – April and May 2019 – (Simpson)

Simpson reported on April and May System maintenance. County Garage maintains site generators which are in overall good health. This latest review was triggered by the PG&E power shutdowns to reduce fire hazards. Most generators are fairly new. He added that the Radio Shop is participating in the BayRICS System Key Exchange, which allows for interoperability. This is new to MERA as we have not provided our keys to other BayRICS members. This should be discussed in the future for Next Gen. MERA's current System is T-Band, which is not compatible with other systems' radios.

Simpson said with other system keys, MERA's base station radios can be programmed for interoperability with other talkgroups on other systems. This offers greater communications when migrating out of County. Pending issues include how to deconflict radio aliases on a wider regional scale. Other State agencies with tri-band radios programmed by their technical staffs are reaching out to use MERA's System. Guidance will be sought as to how to respond.

Simpson noted the new reporting format for System usage, which is intended to address agency reporting inaccuracies from talkgroup patching. The old format has been included in his report for comparison. New reporting is by discipline. Gray asked about accuracy of this type of reporting. Simpson said the data is the same but is isolated differently. Pearce added by clicking on the type, you get the detail subset. He welcomed further input. In response to Pearce, Simpson said the Next Gen System will have similar tracking. More granular data would be achieved with Genesis' software.

4) Other Information Items
None.

D. Open Time for Items Not on Agenda
None.

E. Adjournment

The meeting was adjourned at 3:45 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary