

**DRAFT: 8/21/19**

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Town of Corte Madera  
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**GOVERNING BOARD**

**Minutes of July 24, 2019 Regular Meeting**

**Call to Order and Introductions**

The meeting was called to order by President Pearce on July 24, 2019 at 3:31 p.m. at the Novato Fire Protection District Administration Office-Heritage Conference Room, 95 Rowland Way, Novato, California, 94945. Self-introductions followed.

**Governing Board Members & Alternates Present:**

City of Belvedere	Craig Middleton
City of Larkspur	Scott Schurtz (Alternate)
City of Mill Valley	Alan Piombo
City of Novato	Pam Drew
City of San Rafael	Robert Sinnott (Alternate)
County of Marin	Matthew Hymel
Town of Tiburon	Michael Cronin
Bolinas Fire Protection District	George Krakauer
Inverness Fire Protection District	Jim Fox
Kentfield Fire Protection District	Ron Naso (Alternate)
Marin Community College District	Martin Langeveld (Alternate)
Marin Transit	Amy Van Doren
Marin Municipal Water District	Don Wick
Marinwood Community Services District	Jeff Naylor
Novato Fire Protection District	Steve Metcho, L. J. Silverman (Alternate)
Southern Marin Fire Protection District	Catheryn 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:**

Town of Corte Madera  
Town of Fairfax  
Town of Ross  
Town of San Anselmo  
City of Sausalito  
Ross Valley Fire Department

**Staff Present:**

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Trisha Ortiz
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 Present:**

City of Sausalito	Lt. Stacie Gregory
Federal Engineering	David Mortimer

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 26, 2019 Governing Board Regular Meeting
- 2) Report No. 85 on Strategic Plan Implementation
- 3) Report on MERA's Financial and Administrative Services Transition Costs

*M/S/P Norton/Hilliard to approve Consent Calendar Items 1 through 3 as presented.*

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

B. Executive Officer's Report – (Cassingham)

- 1) Report No. 59 on Next Gen System Project – (Jeffries)

Jeffries noted there were few updates from his last report. Project calls are continuing and the next Motorola meeting is tomorrow. The next Project Oversight Committee meeting is scheduled for August 28 wherein Motorola Change Order #8: Multi-Protocol Label Switching (MPLS) for the Microwave Network will be presented for a recommendation. Maura Griffin, Next Gen Project Administrative Assistant, is continuing with the portables, mobiles and Wi-Fi survey and counts. He noted a member agency briefing will be scheduled after completion of Design Review. The Project Schedule will be presented along with a member task list, especially focusing on Dispatch and Fire Station Alerting (FSA) installations.

Jeffries noted Customer Design Review is being worked on during CEQA but it cannot be finalized until CEQA certification and the litigation period are over. Any changes arising out of CEQA can affect Design. He distributed the July Next Gen Update handout for members to share with their elected and appointed officials. Pearce urged members to use this with their Boards to assure they are informed about the Project's progress.

2) Update on First and Proposed Second Amendments to Next Generation Radio System Implementation Agreement Between Marin Emergency Radio Authority and the County of Marin.

Cassingham reported on the Governing Board's authorization on June 26 of a three-month extension of the original Next Gen Implementation Agreement which was set to expire on June 30. This First Amendment was to permit more time for the parties to further discuss the revisions proposed in what is now the Second Amendment. The Governing Board also requested monthly updates on the progress of Second Amendment development.

Cassingham said the Board of Supervisors approved the First Amendment on July 9. A meeting between the parties is planned for August. Pearce said due to his and Cusimano's schedules, a date has not yet been set.

3) Proposed Early Retirement of 2010 Refunding Revenue Bonds

Cassingham reported on the Finance Committee's July 10, 2019 recommendation to the Governing Board to retire the 2010 Refunding Revenue Bonds using member service payments to achieve \$81,600 in 2021 interest savings.

*M/S/P Van Doren/Middleton to approve the Early Bond Call for MERA's 2010 Refunding Revenue Bonds and direct Trustee U.S. Bank to implement same.*

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

4) Other Information Items

Cassingham noted the completion of a Non-Member MERA System User Letter of Agreement with the Parks Conservancy based on MMWD's sponsorship. The use of MERA radios will greatly assist communications coverage on the backside of Mt. Tam.

C. Public Hearing

Pearce opened the public hearing on Resolutions C-1 and C-2.

1.) Proposed Resolution Confirming MERA FY18-19 Capital Project Budgets and Expenditures from Reserves.

Cassingham presented the Resolution which confirms FY18-19 Capital Project Budgets and Expenditures for Funds 70032 (New Project Financing), 70036 (Replacement), 70038 (Next Gen Project) and 70039 (2016 Bonds). She reported on the 7-1-18 beginning Fund balances and projected balances as of 6-30-19. She noted the Replacement Fund balance includes the Surety Freed-Up 2010 Bond Reserve which has been earmarked for the purchase of Next Gen Project Non-Safety radios which are not covered by Measure A.

Cassingham said the Next Gen System Project Fund reflects income from the Measure A Parcel Tax and interest earned on same. Expenditure categories include RGS staff costs, administrative fees, legal, website services and other support services associated with Next Gen support. Fund 70039 reflects the Bond proceeds from the 2016 Bond sale. Reported expenditures for Project implementation, management and environmental consulting services do not reflect May and June pending invoicing.

*M/S/P Wick/Fox to approve Resolution No. 2019-03 confirming MERA FY18-19 Capital Project Budgets and Expenditures from Funds 70032, 70036, 70038 and 70039.*

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

2.) Proposed Resolution Approving the Proposed MERA FY19-20 Capital Project Budgets and Expenditures from Reserves: Fund 70032 (New Project Financing), Fund 70036 (Replacement), Fund 70038 (Next Gen Project) and Fund 70039 (2016 Bonds)

Middleton noted the agenda face sheet notes the Resolution is for FY18-19 versus FY19-20. Pearce inquired of General Counsel whether this posed a problem. Ortiz said no, as this is a typographical error and Resolution 2019-04 denotes FY19-20. Middleton also suggested correction of Fund 70038 Project Fund balance typo from 6/30/19 to 6/30/20.

Cassingham summarized Funds proposed expenditures for FY19-20, noting Fund 70039 expenses will be revisited once the Project Schedule is finalized after CEQA and Customer Design Review are completed. She also noted substantial unexpended Fund balances due to the pace of the Project, which will decrease with future Project activity.

*M/S/P Wick/Middleton to approve Resolution 2019-04 Approving the Proposed FY19-20 Capital Project Budgets and Expenditures from Funds 70032, 70036, 70038 and 70039.*

AYES: All  
NAYS: None

ABSTENTIONS: None  
Motion carried.

Pearce closed the public hearing.

D. Operations Reports – (Klock)

- 1) CEQA Process and Schedule Update – Next Gen Project  
Klock noted weekly, sometimes daily, working discussions on the development of the SEIR. He said the draft schedule table in his staff report is outdated and all items are shifted one month forward. He added Ortiz and her team have been very helpful in making the document as complete as possible. Hilliard asked if the scheduled early-August milestones were being moved to early-September. Klock confirmed they were.
  
- 2) Project Management – Next Gen Project Staffing Update  
Klock recapped Next Gen implementation staffing noted several successful County recruitments of dedicated Project positions. He had an orientation meeting with the 2 new full-time employees earlier today, which included a Senior Civil Engineer and Capital Planning and Project Manager. Both employees have considerable construction background. In response to Pearce, Klock said it will take a month to bring both up to speed on Next Gen and to fast forward Customer Design Review (CDR) and move construction planning forward as far as it can go including permitting.

Pearce asked if Klock would continue as the Project point person. Klock confirmed he would be and that he would be meeting weekly with staff. Jeffries added that CDR includes 50 separate documents with extensive detail. Klock noted that some Motorola CDR documents are boilerplate that must be tailored to our Project.

3) Operations Working Group Attendance – Proposed Plan to Increase Member Agency Participation in Operations Working Group

Klock said his report includes attendance sheets for the last few meetings. His distribution list is large but participation is not large. He recognized there is not a lot to discuss about the Project during the CEQA process. As we move through CDR, there will be many impacts on the member agencies and Ops is the appropriate group to engage the members. His plan is to target future meetings by subject matter to increase participation and input.

Klock emphasized the importance of Ops attendance. He asked each member agency to encourage their Ops representative to participate, especially as we enter CDR, or assign representatives if they do not have one. Jeffries asked for members to review the Ops distribution list to make sure their agencies are giving input as we are moving through aliases, knobology and much more. The fear is down the road some members will say they didn't know about what was going on.

Norton requested Ops distribution lists be forwarded to Governing Board members to assure their agencies are being represented. Klock said every Governing Board member will be added to the next Ops meeting distribution list. Jeffries said all representatives need to understand radio usage. In response to Pearce, Jeffries said there is representation from each of the disciplines with law being a little light. Public Works users should also be encouraged to attend. Dispatch personnel should also be present as needed.

Jeffries noted Ops will be asked soon to establish a training committee for Next Gen. The Gen 1 training program took several years to develop. Course outlines will be needed, along with modifications of Motorola materials for the kind of training MERA needs to do. The biggest training issue will be the expanded interoperability side. Klock said mobile radio installations will require member input as well regarding scheduling seasonality and the number of units that can be released at a given time. Jeffries added that Governing Board members with command authority to assign personnel will be valuable to participation.

4) MERA System Operations Update – June – (Simpson)

Simpson focused on Item 11 of his report. As a result of PSPS, procedures for the cooling systems and backup batteries at Civic Center are being reviewed. Pearce noted PSPS is the PG&E term for the Public Safety Power Shutoff program. Simpson said in the event of a PSPS, one of the cooling systems at Civic Center would not operate, resulting in a high temperature situation and alarm. Building Maintenance has been notified this is a critical piece of infrastructure. He alerted members to check their respective large facilities infrastructure. He also noted the need for battery backup for radio charging and having spare battery capacity.

Simpson cited the updated Usage Reporting which was reported on at the last meeting. In response to Simpson, Norton said the new reporting looked fine. Pearce said if members need to get deeper data, this can be done.

5) Other Information Items

Langeveld, on behalf of the College District, said they are looking for more T-band radios. If another agency requested an early order, this might free up unneeded T-bands. Simpson said no agencies have donated free-up radios to the cache, because some are waiting to determine their agency's need. The Radio Shop will follow-up on this request as donations to the cache are received.

E. Open Time for Items Not on Agenda

None.

F. Adjournment

The meeting was adjourned at 4:01 p.m.

Respectfully submitted by:

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Maureen Cassingham  
MERA Executive Officer  
and Secretary