

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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E.B. 3/13/13 AGENDA ITEM B-1

EXECUTIVE BOARD

Draft: 1/29/13

Minutes of January 16, 2013 Meeting

Call to Order:

The meeting was called to order by Chair Hymel on January 16, 2013, at 2:02 p.m. in the Boro Room - San Rafael Corporate Center, 750 Lindero Street, San Rafael, CA 94901.

Board Members Present:

County of Marin	Matthew Hymel
Marin County Sheriff	Robert Doyle
City of Novato	Jim Berg
Fire Services	Richard Pearce
Police Departments	Todd Cusimano
Ross Valley Cities/Towns	Debra Stutsman
Southern Marin Cities/Towns	Jim McCann
Special Districts	Bill Hogan

Board Members Absent:

City of San Rafael	Chris Gray
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Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Jim Karpiak
MERA Operations Officer	Craig Tackabery
Recording Secretary	Gretchen Felciano

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Committee or the public requests that a separate action be taken on a specific item.

1) Minutes of November 14, 2012 Meeting

M/S/P McCann/Stutsman to approve Consent Calendar Item 1 as presented.

AYES: All
NAYS: None
Motion carried.

B. Executive Officer's Report (Cassingham)

1) Various Information Items

Cassingham reported on items scheduled for the March 13 Executive Board meeting. The preliminary FY13-14 Operations Budget will be reviewed by the Finance Committee before the Executive Board meets. The Technical Services Agreement and Communications Engineer Contract, which end June 30, will be discussed with the Budget. Proposed adjustments in the new FY13-14 Outreach Budget will also be presented.

Cassingham noted the progress made to date on the member links project. Four more member sites will be linked to meraonline.org. She will contact the remaining members on an individual basis.

C. Operations Reports (Tackabery)

1) MERA Generator Replacement Schedule

Tackabery summarized his report on the schedule and recommendation. The Pt. Reyes generator is in dire need of replacement due to severe weather at this location. The schedule is intended to present a full picture on the condition and replacement timing for all the generators for budget purposes. Authorization of replacement of the Pt. Reyes generator at an estimated cost of \$38,000 is requested. New generators will work with the Next Generation System. Hymel clarified with Cassingham that this will require an allocation from either the Project Note or Replacement Funds where funds are available. McCann asked about funding the cost of future replacements. Tackabery clarified that the replacement cost of the two Mill Valley generators are not on the list and are likely on the City's schedule.

M/S/P Pearce/Cusimano to approve replacement of the Pt. Reyes generator at an estimated cost of \$38,000.

AYES: All
NAYS: None
Motion carried.

2) Work Statistics Reports

Tackabery referenced the MERA System Usage Reports for December 2012 and the calendar year 2012. There are no substantial differences from what was previously presented.

3) Review of Waiver of Radio Moratorium Policy

Tackabery reviewed the MERA Governing Board Additional Radios Policy and Procedures, along with data on original allocations per agency and the numbers each currently has. Berg said the request for review came from him since no requests have been declined resulting in additional radio “creep.” He said original bond payments reflected each agency’s estimate of the number of radios needed. He asked if the calculations in JPA Section 9.3 on the formula had ever been revisited based on the number of radios added. Some increases in the number of radios exceed 50% from original. He wanted assurance of equitable member support of the System in light of these individual agency increases.

Hymel noted the policy was developed after the storms when there was a proliferation of radios. Since that time, we have enhanced system capacity. He suggested that the Operations Group revisit the policy to see if there are operational issues we should deal with going forward. Hymel confirmed with Tackabery that, while there has been operational vetting, there has been no denial of requests since the Policy was approved. Hymel asked if the Ops Group is still the right group to review the Policy. Tackabery said each request is reviewed and eventually we will reach the limit . . . the question is when do we know when we are there. The Group feels as if it cannot deny requests when member agencies present justification. Hymel asked Tackabery whether the payment structure should be revisited. He said Ops has not been involved with that. Hymel suggested the Finance Committee review this. Cassingham said the cost allocation formula refers to user type, not the actual number of radios, and agreed this is a matter for the Finance Committee. Pearce noted there has been a proliferation of radios; however, usage has been the same.

Berg said he is not proposing to change the formula, just recalculate on the basis of the additional radios per agency and fair share of system usage. Hymel said the cost discussion is the Finance Committee’s purview and this would have to be reviewed, in any event, with the new system. He asked Tackabery who should vet the allocation policy for the Next Generation System. Tackabery said what is being considered is that all the radios will be part of the bond and distribution could be based on need or what an agency had. Doyle added that, until the policy was adopted, there was no approval process and members just bought their radios. An Ops review was instituted to deal with this. He noted the population factor in the formula was intended to address differences in number of people served by each member.

Hymel summarized that the Finance Committee should address the current radio situation and how it fits with the formula, and be in a policy discussion on radio allocation for the Next Gen System. Hogan added it should be noted that members have purchased radios for operating convenience and that all are not in use. Doyle said radios left on affect overall system capacity.

4) Request for Waiver of Radio Moratorium

- Tiburon Fire Protection District

Tackabery said this request for four radios has not been reviewed by the Ops Group due to cancellation of their January 2 meeting. It is recommended the request be approved and Ops will review it in February.

M/S/P Pearce/Doyle to approve the request for four additional radios by the Tiburon Fire Protection District as recommended.

AYES: All
NAYS: None
Motion carried.

D. Open Time for Items Not On Agenda

None.

E. Adjournment

The meeting was adjourned at 2:17 p.m.

NEXT: MERA Executive Board Meeting
Wednesday – March 13, 2013 – 3:30 p.m.

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WWW.MERAONLINE.ORG**