

## Agenda Item B-3

### **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DATE:** May 11, 2016  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-3**: UPDATE ON MARIN COUNTY OFFICE OF EDUCATION (MCOE) REQUEST FOR MERA RADIOS

Recommended Action: Receive and file the Update on Marin County Office of Education (MCOE) Request for MERA Radios.

Background: On April 7, 2016, Superintendent Burke issued an updated iteration (see attached) of her original letter requesting MEA Radios dated February 22, 2016, and it was distributed to the Subcommittee (Pearce, Doyle and Cusimano) and MERA Staff for review. The Subcommittee met on April 27.

Some of the points of discussion on 4/27 included: the technical/operational steps and timeline for adding another non-member user to the current System, contents of a MCOE Use Agreement, MERA's possible use of the MCOE tactical channel license, development of detailed equipment, start-up and O&M costs, preparation of a communication to MCOE updating them on these pending tasks and Executive Board, Ops Group and Governing Board meeting schedules to formally consider the radios request.

The attached email from the Executive Officer on MERA's behalf to Superintendent Burke, updating her on the status of her request, was sent on May 3, 2016.

The DPW Team and Executive Officer will work on the tasks outlined per the 5/3 email for Further review by the Subcommittee.

The Subcommittee will present its recommendations to the Executive Board at the next meeting on July 13 and thereafter to the Governing Board on July 27.

#### ATTACHMENTS:

- B-3a MCOE Letter Requesting MERA Radios – dated 4/7/16
- B-3b Email to Superintendent Burke – dated 5/3/16