

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690      FAX: (415) 878-2660  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

## **2015 ANNUAL PROGRESS REPORT ON AUTHORITY OPERATIONS AND ACTIVITIES**

In accordance with Section 8.4 of the Marin Emergency Radio Authority Joint Powers Agreement, this Annual Report summarizes for the member agencies significant Authority operations and activities undertaken in 2015.

Listed below are significant system operating and administrative activities and enhancements, along with Strategic Plan/Next Gen System Implementation milestones, which have been completed or are underway.

### Administration

- Facilitation/support for 21 meetings of the Finance (3), Project Oversight Committees (3) and Executive (7) and Governing Board (5)
- Completion of extensive Next Gen Project Outreach Public Records Act Request and update of Public Records Administration Policies and Procedures
- Completion of Measure A Validation Action
- Approval of Agreement between MERA and County of Marin for Measure A Implementation
- Solicitation of Applications for Measure A Citizens Oversight Committee, Seating of Committee, Member Orientation, Bylaws Approval, Terms of Office, Schedule, Communications Center Tour and Ongoing Next Gen Project Updates
- Approval of Agreement between MERA and County of Marin for Next Gen Project Implementation
- Reconstitution of Next Gen Project Oversight Committee, Scope of Duties and Appointments
- Development of Next Gen Project Communications Flow

- Surety Substitution for 2010 Refunding Bonds Reserve, Engagement of Consultant and Bond Counsel, Award of Bid and Oversight of Bond Trustee Implementation
- Replacement Fund Replenishment from Freed Bond Reserve and Development of Related Requisitions
- Creation of Next Gen Project Fund
- Amendment of Reserves Policy and Approval of Interfund Transfer
- Development of Financial Advisory Services RFP, Advisor Selection and Initiation of Advisory and Bond Sale Services
- Assemblage of Bond and Disclosure Counsel and Bond Trustee to complete Bond Financing Team
- Development of Gen III Reserve Options and Initiation of Advisor Review
- Finalization of MERA Reserves as Non-Police/Fire Next Gen Funding Source
- Management of FY15-16 Measure A Parcel Tax Administration Communications and Exemptions
- Initiation of Discussions Regarding Pre-Next Gen Member Radio Replacement
- Continued Assessment of Addition of New Members and Non-Member System Users
- Resolution of Bay Hill Tower Ownership/Site Transitional Issues and Completion of New Site Lease and Related Agreements
- Completion of Dollar Hill Site Sublease Agreement between MERA and City of San Rafael

#### Operations

- Development/completion of Request for Proposals for Wireless Communications Consulting Services
- Negotiation of Agreement between Federal Engineering and Marin County for Wireless Consultant Services and Initiation of FE Next Gen Project Services
- Completion of Bay Hill Tower Equipment Relocation and Replacement Project

- Development of End User Training Policy
- Development of Replacement Radios Policy and Procedures
- Initiation of Federal Engineering Work on Next Gen Project Communications Plan, site surveys, FCC frequency review, lifecycle recommendations and coverage analysis workshop
- Continued monitoring of Martha Development for MERA Tower Siting
- Continued negotiation of Tomales Site Documents
- Replacement of 2 generators – San Pedro Ridge and Big Rock Ridge
- Continued representation of MERA and all Agencies within the County on Local and Regional Work Groups, Committees and Associations working on Bay Area Public Safety communications projects and funding for studies, equipment and training.