

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** December 9, 2020  
**TO:** MERA Governing Board  
**FROM:** Betsy Swenerton, Acting Operations Officer  
**SUBJECT:** AGENDA ITEM C-3: Other Information Items

Discussion:

1. Staff is happy to announce that Andrew LeBlanc has joined the County of Marin, Department of Public Works as the new Communications Manager. Mr. LeBlanc will be overseeing the Radio Shop and Gen1 Operations. In his previous position, Mr. LeBlanc worked for Bell Canada (Radio Division) where they built and maintained Public Safety Radio network infrastructure. In this role Mr. LeBlanc managed the Risk Mitigation program which was conceived to mitigate risks to service continuity resulting from end-of-life Motorola Telecommunications equipment. Mr. LeBlanc oversaw the transition of Bell Canada's existing Smart-Zone Network to Astro P25. The County is excited to welcome Andrew to the Communications team!

In addition to his duties as Communications Manager, Mr. LeBlanc will be assuming the role and responsibilities of the MERA Operations Officer. Betsy Swenerton will assist Mr. LeBlanc as he becomes familiar with the position and will continue to stay involved as needed.

2. DPW Communications staff is developing a new work order ticketing system using a software system called Change Gear. New tools will be introduced to better support MERA, including Inventory Management, Email, and online ticketing support in early 2021.
3. Following up on the October 28, 2020 Governing Board Staff Report, DPW Communications staff is working on a detailed audit of network spares to maintain the Gen1 Network and, in the early new year, have a good understanding of critical spare equipment needed.
4. DPW Communications staff, together with DPW Maintenance staff held a kick-off meeting for the replacement of Combination ATS/Electrical Panels at existing MERA NextGen sites. The first site to have its ATS and Electrical Panel replaced will be Dollar Hill. Staff anticipates this work to be complete in February 2021.