

**E.B. 1/13/21 Agenda Item A-1**

**MARIN EMERGENCY RADIO AUTHORITY**

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

**DRAFT: 1/6/21**

**Minutes of November 18, 2020 Regular Meeting**

**Call to Order**

The telephonic meeting was called to order by Chair Cusimano on November 18, 2020, at 3:33 p.m.

**Board Members Present:**

County of Marin	Dan Eilerman (Alternate)
Marin County Sheriff	Robert Doyle
City of San Rafael	Darin White
City of Novato	Matt McCaffrey
Fire Services	Richard Pearce
Police Departments	Mike Norton
Ross Valley Cities/Towns	Todd Cusimano
Special Districts	Don Wick

**Board Member Absent:**

Southern Marin Cities/Towns

**Staff Present:**

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer	Dave Jeffries
Recording Secretary	Lorena Barrera

**Guests:**

Federal Engineering	David Mortimer
County Public Works Department	Pat Echols
County Public Works Department Communications Manager	Andrew LeBlanc

A. **Consent Calendar**

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

- 1) Minutes from September 9, 2020 Executive Board Regular Meeting
- 2) Report No. 102 on Strategic Plan Implementation
- 3) Bi-Monthly Report on MERA Reserve Fund Balances

*M/S/P Doyle/Pearce to approve the Consent Calendar Items 1-3 as presented.  
Roll call vote followed.*

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

B. Executive Officer's Report – (Cassingham)

- 1) Report No. 76 on Next Gen System Project and Budget – (Jeffries)

Jeffries provided an overview of the Project and the meetings that have occurred, as detailed in the staff report. A training program is under development. He and Swenerton have held several training orientations and they will be putting a committee together. He reported that AECOM continues to work on updating construction costs and working with the County on the draft numbers. They expect final costs this week. The results of the assessment of construction costs will be presented to the Governing Board on December 9. At the last Governing Board meeting, a two-year extension to Federal Engineer's contract was approved. They also approved an agreement with Hexagon to develop the interface between the CAD system and MERA's Fire Station Alerting System.

Jeffries reported that the first set of bid packages was approved by the Board to begin advertising. They are currently being fine-tuned and hope to be out next month. The first three sites to go out to bid will be Civic Center, EOF and Mt. Barnabe. Once bids are in, they will go to the Governing Board for award.

Jeffries provided an overview chart of Project progress in the staff report, which will be provided to the Boards regularly for a quick visual of status.

Jeffries noted completion of a major Project milestone – the approval of the Customer Design Review (CDR) Process. He said they have addressed all 135 items that AECOM noted as needing additional attention. The Governing Board approved completion of the CDR including the related payment milestone.

Jeffries noted the next steps include providing notice to proceed to Nokia to build the Microwave Network Equipment with remote system staging tentatively scheduled for February. Motorola will build the Fixed Network Equipment and anticipates remote system staging in approximately May.

Jeffries said they hope to begin mobile installation and distribution of mobile radios via the Assistance for Firefighters Grant in February through June 2021. Jeffries shared the Project Schedule, with final acceptance scheduled for approximately March 2024.

Jeffries said they plan to conduct some online member briefing sessions in January 2021, where they will discuss Project progress and talk about the local agency requirements for their dispatch centers or fire stations. Within the next six months they will be looking at the bid packages, beginning site work in January and February and completing the remaining bid packages.

Jeffries noted that approval of the initial bid package in Governing Board Report B-1 has been modified in that the cost indicated on the attachment and will be revised to match what was discussed during the meeting. He summarized the attached MERA GB report regarding the CDR, pointing out requirements that were waived, those that will be held for final approval, and explanations as to how some items were resolved, including an overview of the 62 CDR packages.

2) Proposed Six-Month Notice: Non-Member System User Fees

Cassingham requested Executive Board consideration of the zero-rate fee schedule for the use of the MERA System by mutual aid and automatic aid non-member users. It is recommended that the Executive Board recommend acceptance of the continuation of the zero-rate fee schedule to the Governing Board.

*M/S/P Wick/Eilerman to recommend the Proposed Six-Month Notice at Zero Fees for Non-Member System User Fees as presented. Roll call vote followed.*

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

3) Proposed Communications Site Lease Agreement – Skyview Terrace

Cassingham presented the proposed agreement for the new Next Gen sites at 70 Skyview Terrace, San Rafael, between MERA, the City of San Rafael, and County of Marin. She said this is zero cost to MERA as long as the site continues to be used for the public safety communications system. Cassingham said this can be presented for final action to the Executive Board and will report to the Governing Board at their 12/9 meeting. The document has been reviewed by MERA General Counsel and was approved by City of San Rafael on September 8 and the County Board of Supervisors on November 3.

*M/S/P Wick/Eilerman to approve Proposed Communications Site Lease Agreement for Skyview Terrace as presented, and authorize the Executive Officer to Execute.*

*Roll call vote followed.*

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

4) Proposed Motorola Change Order No. 13 – Next Gen OTA Site

Cassingham presented Change Order No. 13 for the OTA design changes in the A&E Package. She said the Change Order will allow MERA to finalize the site licensing process for the Next Gen OTA site. She said the change order provides for the design of the second-floor of the premises for MERA's exclusive use, which adds to the security of the system. The cost of the proposed Change Order is \$18,041.67, payable on delivery and acceptance of the final OTA package.

*M/S/P Pearce/Wick to approve Proposed Motorola Change Order No. 13 for the Next Gen OTA Site as presented and authorize the Executive Officer to Execute.*  
*Roll call vote followed.*

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

5) Other Information Items

None.

C. Operations Reports – (Swenerton)

1) Big Rock Ridge HVAC Replacement

Echols reported that the Governing Board previously approved funding for HVAC replacements at five different sites. He said the plan for Big Rock was to augment the one 5-ton rooftop unit by adding a second 3-ton unit. He said it became apparent that the existing 5-ton unit was not good enough to retain and the existing power on the electrical panel at the site would not support the electrical load for the second unit. They explored different alternatives and decided to replace the 5-ton unit with two wall-mounted 3-ton units that will work within the existing circuitry at the site. This alternative was reviewed and

approved by the site owner. Cost will increase for that site by \$20,000 for a total cost of just over \$40,000 including contingencies. Staff proposes to delay the replacement at one of the other four less critical sites until fiscal year 21/22.

*M/S/P Wick/Eilerman to approve Big Rock Ridge HVAC Replacement as presented. Roll call vote followed.*

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

2) Request for Additional Radios – Southern Marin Fire District and Town of Tiburon

Echols said the requests for additional radios by the Southern Marin Fire District and the Town of Tiburon were reviewed by the Operations Working Group. Since that time, the Southern Marin Fire District request was rescinded. Staff recommended the request by the Town of Tiburon for 10 additional radios be approved.

*M/S/P Eilerman/Pearce to approve the Town of Tiburon's Request for Additional Radios.*

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

3) MERA Operations System Update – September and October

LeBlanc provided the System Update. In September, the Communications Division continued their efforts with FE in support of the MERA Next Gen Project, completed all preventative maintenance, replaced a faulty microwave transmitter from Big Rock to Mt. Barnabe, discovered and replaced a failed LARUS card and a faulty modem card at Mt. Barnabe, replaced failed SCM modules in Astro Tax Receivers 6 and 8 at Primesite, and discovered a faulty T1 data line between Mill Valley Public Safety Building and the Mill Valley City Hall MERA Site, which was repaired by AT&T. In September there were 8 seconds of busy with 100 percent uptime on the network.

In October, the Communications Division continued their efforts with Federal Engineering in support of the MERA Next Gen Project, completed all preventative maintenance, replaced a faulty Quantar P/A at Mt. Tiburon, replaced MOSCAD system alarming Hard Drive, replaced a faulty connector on Dollar

Hill VSWR meter, replaced a faulty GPS Oscillator and Rubidium modules at Mt. Barnabe, and Mill Valley. DPW also completed repairs to their generator at the Mill Valley City Hall MERA site. In October there were no busies and 100 percent uptime.

Pearce asked regarding the stock of spare parts and LeBlanc's assessment of the longevity of the Gen I system. LeBlanc said they were able to get a lot of spares from Sacramento and Orange County. He is also working with other contacts to get more spare parts and power supplies. He said currently feels comfortable with the supply of spare parts. He said there will be about 3-1/2 years of useful life left of Gen I and they will be on top of the preventative maintenance. He said the network has been very reliable and, barring any catastrophic event, he is comfortable with the current status.

Doyle said the October stats show only 201 radio calls. LeBlanc said the minutes are calculated through a macro and it was noted that from time to time some data is missing. LeBlanc said he will look into it and respond to Doyle directly. Jeffries said because of the way the SO was patching dispatch assignments, the time was being assigned to whoever was in the patch first. He said they will be trying to correct that.

4) Other Information Items

Echols introduced Andrew LeBlanc, who has joined the County of Marin Department of Public Works as the new Communications Manager and will be overseeing the Radio Shop and MERA Gen I Operations.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 4:06 p.m.

Respectfully submitted by:

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Maureen Cassingham  
MERA Executive Officer  
and Secretary