

**MARIN EMERGENCY RADIO AUTHORITY**  
 c/o Town of Corte Madera  
 300 Tamalpais Drive – Corte Madera, CA 94925  
 PHONE: (415) 927-5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

**Governing Board**  
**Minutes of September 22, 2021 Regular Meeting**

**Call to Order and Introductions**

The teleconferenced regular meeting was called to order by President Pearce on September 22, 2021, at 3:31 p.m. Lorena Barrera called roll.

Governing Board Members

| Agency                                  | Representative                                | Present | Absent | Late Arrival |
|---|---|---------|--------|--------------|
| Town of Corte Madera                    | RJ Suokko                                     | X       |        | 3:42pm       |
| Town of Fairfax                         | Chance Cutrano (Alternate)                    | X       |        |              |
| City of Larkspur                        | Dan Schwarz                                   |         | X      |              |
| City of Mill Valley                     | Alan Piombo and Jacqueline Graf (Alternate)   | X       |        |              |
| City of Novato                          | Amy Peele                                     |         | X      |              |
| Town of Ross                            | Tom Gaffney                                   | X       |        |              |
| City of San Rafael                      | Glenn McElderry (Alternate)                   | X       |        |              |
| County of Marin                         | Dan Eilerman (Alternate)                      | X       |        |              |
| City of Sausalito                       | Bill Fraas                                    | X       |        |              |
| Bolinas Fire Protection District        | George Krakauer                               |         | X      |              |
| Inverness Public Utility District       | Jim Fox                                       | X       |        |              |
| Kentfield Fire Protection District      | Mark Pomi and Ron Naso (Alternate)            | X       |        |              |
| Marin Municipal Water District          | Don Wick                                      | X       |        |              |
| Novato Fire Protection District         | L. J. Silverman                               | X       |        |              |
| Southern Marin Fire Protection District | Cathryn Hilliard                              | X       |        |              |
| Stinson Beach Fire Protection District  | Jesse Peri                                    | X       |        |              |
| Tiburon Fire Protection District        | Richard Pearce                                | X       |        |              |
| Central Marin Police Authority          | Michael Norton                                |         | X      |              |
| Town of San Anselmo                     | Steve Burdo                                   |         | X      |              |
| City of Belvedere                       | Jason Wu (unable to vote-pending agency reso) | X       |        |              |
| Town of Tiburon                         | Holli Their (Alternate)                       | X       |        | 3:43pm       |
| Marin Community College District        | Martin Langeveld                              |         | X      |              |
| Marin Transit                           | No current representative                     |         | X      |              |
| Marinwood Community Services District   | Eric Dreikosen                                | X       |        |              |
| Ross Valley Fire Department             | Tim Grasser                                   |         | X      |              |

Staff Present:

|   |                     |
|---|---------------------|
| MERA Interim Executive Officer                  | Mary Morris-Mayorga |
| MERA General Counsel                            | Trisha Ortiz        |
| MERA Deputy Executive Officer, Next Gen Project | Dave Jeffries       |
| MERA Operations Officer                         | Andrew LeBlanc      |
| MERA Senior Advisor                             | Maureen Cassingham  |
| Recording Secretary                             | Lorena Barrera      |

A. Consent Calendar

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

1. Minutes from July 28, 2021 Governing Board Regular Meeting
2. Report No 114 on Strategic Plan Implementation

**MOTION:** M/S/C (Cutrano/Eilerman) to approve the Consent Calendar Items 1 and 2. **Roll call vote** Ayes: All, Noes: None, Abstain: None

B. Executive Officer's Report (Morris-Mayorga)

1. Report No 88 on Next Gen System Project

Dave Jeffries reviewed this report as included in the packet, noting that the draft revised construction schedule is continuing to be discussed to provide information needed for updating the budget summary/cash flow analysis. There was discussion on Coyote Peak and the expense of this site in particular along with timing which may be scheduled sooner. President Pearce reminded the Board that Mr. Jeffries is the Public Information Officer (PIO) and media inquiries should be directed to him. Ms. Morris-Mayorga stated that once the construction schedule and budget update are completed this will be brought to the Board, in October if possible. Mr. Jeffries responded to inquiry on delays citing the reason is due to the impact of design firm change, receipt of documents, and correction of prior firm errors; designs are being confirmed prior to issuing additional bid packages.

2. Contract Change Order for Tiburon Site – Fidato

This item is being postponed to next month's meeting.

3. Other Information Items

Legal Counsel, Trisha Ortiz, provided an update on the passage of AB 361 allowing agencies to meet under relaxed circumstances, Zoom/virtual meetings. MERA meets the requirements of this due to the Marin County Health Officer's measures recommending social distancing. A resolution will be brought to the Governing Board at the October meeting to make the necessary findings to comply with the act and declare that it is necessary to meet remotely.

C. Operations Reports (LeBlanc)

1. Proposed First Amendment to the Emergency Communications System Maintenance Agreement Between the Marin Emergency Radio Authority (MERA) and the County of Marin

Andrew LeBlanc presented this item as provided in the packet and responded affirmatively to the inquiry on whether the County has the available resources to perform the necessary work. There was discussion on revising the amendment language to state this is on a per project basis in the event there are additional sites in need of this work. Mr. LeBlanc clarified that in the event road maintenance would exceed \$10,000, it would be brought back to the Governing Board with a quote on the total cost for approval.

**MOTION:** M/S/C (Their/Hilliard) to approve the First Amendment to the Emergency Communications System Maintenance Agreement Between the Marin Emergency Radio Authority (MERA) and the County of Marin adding that road maintenance will not exceed \$10,000 per project. **Roll call vote** Ayes: All, Noes: None, Abstain: None

2. Update on Gen 1 Risk Mitigation Efforts

Mr. LeBlanc reported on this item as included in the agenda packet.

3. MERA System Operations Update – July and August

Mr. LeBlanc reported on this item as included in the agenda packet.


4. Other Information Items – *none*

D. Open Time for Items Not on Agenda - *none*

E. Adjournment

The meeting was adjourned at 4:11pm

Respectfully submitted by:

  
\_\_\_\_\_  
Mary A. Morris-Mayorga  
MERA Interim Executive Officer and Secretary