



**MARIN EMERGENCY RADIO AUTHORITY**  
 c/o Town of Corte Madera  
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[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

## Governing Board Minutes of December 8, 2021 Regular Meeting

### Call to Order and Introductions

The teleconferenced regular meeting was called to order by President Pearce on December 8, 2021, at 3:38 p.m. Lorena Barrera called roll.

### Governing Board Members

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	RJ Suokko	X		
Town of Fairfax	Chance Cutrano (Alternate)	X		
City of Larkspur	Dan Schwarz		X	
City of Mill Valley	Jacqueline Graf	X		
City of Novato	Amy Peele		X	
Town of Ross	Tom Gaffney	X		
City of San Rafael	David Spiller	X		
County of Marin	Dan Eilerman (Alternate)	X		
City of Sausalito	Melissa Blaustein		X	
Bolinas Fire Protection District	George Krakauer	X		
Inverness Public Utility District	Jim Fox	X		
Kentfield Fire Protection District	Mark Pomi and Ron Naso	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	X		
Town of Tiburon	Ryan Monaghan	X		
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  
 MERA General Counsel  
 MERA Deputy Executive Officer, Next Gen Project  
 MERA Operations Officer  
 MERA Senior Advisor  
 MERA Administrative Assistant  
 Recording Secretary  
 Federal Engineering

Mary Morris-Mayorga  
 Trisha Ortiz  
 Dave Jeffries  
 Todd Williams  
 Maureen Cassingham  
 Maura Griffin  
 Lorena Barrera  
 David Mortimer

### Guests Present:

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 November 17, 2021 Governing Board Meeting
2. Report No 118 on Strategic Plan Implementation
3. MERA 2021 Annual Progress Report
4. MERA Fiscal Year 2020-21 Audited Financial Statements and Auditors' Report

**MOTION:** M/S/C (Cutrano/Eilerman) to approve Consent Calendar Items 1 (as amended) through 3; Item 4 was postponed to the next meeting. **Roll call vote** Ayes: All, Noes: None, Abstain: None

B. Executive Officer's Report

1. Report No 92 on Next Gen System Project

Dave Jeffries reviewed this report as included in the packet, noting that discussions are continuing with Motorola on the revised construction schedule and there were no questions.

2. Proposed Calendar Year 2022 Agreements for Management and Administrative Services with Regional Government Services (RGS) for MERA Executive Officer and Staff, and Proposed 2022 Executive Officer Work Plan

Mary Morris-Mayorga presented this item as included in the packet reviewing the 2021 activities and accomplishments, noting that much had been completed by Maureen Cassingham prior to her arrival. She then reviewed the 2022 Work Plan including the Staffing Plan to segregate duties aimed at reducing some of the Executive Officer's hours and overall costs. Ms. Morris-Mayorga then reviewed the RGS Agreement Amendments noting that in the next year RGS intends to combine the agreements for simplicity. President Pearce thanked staff for a fabulous year keeping things moving in the right direction and hitting all the marks during the transition; noting it was a difficult time. Member Hilliard inquired on the not-to-exceed amount and Ms. Morris-Mayorga responded that the agreement does not currently contain a not-to-exceed due to the transition, but the total administration budget is \$191,605.

**MOTION:** M/S/C (Hilliard/Eilerman) to approve Calendar Year 2022 Agreements for Management and Administrative Services with Regional Government Services (RGS) for MERA Executive Officer and Staff, and Proposed 2022 Executive Officer Work Plan. **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Resolution 2021-10 Authorizing Public Meetings To Be Held Via Teleconferencing Pursuant To Government Code Section 54953(E) And Making Findings And Determinations Regarding The Same

Trisha Ortiz reviewed the resolution and President Pearce noted MERA is on solid ground given the variants.

**MOTION:** M/S/C (Silverman/Peri) to Adopt Resolution 2021-10 Authorizing Public Meetings To Be Held Via Teleconferencing Pursuant To Government Code Section 54953(E) and

Making Findings and Determinations Regarding Same. **Roll call vote** Ayes: All, Noes: None, Abstain: None

4. Other Information Items - **none**

C. Operations Reports

1. MERA System Operations Update – November

Todd Williams reported on this item as included in the agenda packet. President Pearce inquired whether all generators were serviced after the last outage, Mr. Williams responded affirmatively.

2. Other Information Items – *none*

D. Open Time for Items Not on Agenda – none

E. Adjournment

The meeting was adjourned at 4:08pm

Meeting recording can be located using this link:

[https://us06web.zoom.us/rec/share/faLzv-lfOWh-BQzOHntHkz2PbhWsTnAHVY2i1i4PVDaXweN3v64VQ3\\_B\\_rtn2vUj.O03WdpEIXBThF-1Q](https://us06web.zoom.us/rec/share/faLzv-lfOWh-BQzOHntHkz2PbhWsTnAHVY2i1i4PVDaXweN3v64VQ3_B_rtn2vUj.O03WdpEIXBThF-1Q)

Respectfully submitted by:



Mary A. Morris-Mayorga  
NERA Interim Executive Officer and Secretary