



**MARIN EMERGENCY RADIO AUTHORITY**  
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[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)  
**Governing Board**  
**Minutes of March 22, 2023 Regular Meeting**

**Call to Order and Introductions**

The teleconferenced regular meeting was called to order by President Pearce on March 22, 2023, at 3:30 p.m. Lorena Barrera called roll.

**Governing Board Members**

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	RJ Suokko (Alternate)	X		
Town of Fairfax	Chance Cutrano (Alternate)	X		
City of Larkspur	Dan Schwarz			X
City of Mill Valley	Rick Navarro (alternate)	X		
City of Novato	Susan Wernick	X		
Town of Ross	Tom Gaffney	X		
City of San Rafael	David Spiller	X		
County of Marin	Dan Eilerman	X		
City of Sausalito	Bill Fraass		X	
Bolinas Fire Protection District	George Krakauer		X	
Inverness Public Utility District	Jim Fox		X	
Kentfield Fire Protection District	Mark Pomi & Ron Naso (Alternate)	X		
Marin Water District	Don Wick	X		
Novato Fire Protection District	L. J. Silverman & Michael Hadfield (Alt.)	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	<i>No representative assigned at this time</i>		X	
Marin Community College District	Greg Nelson		X	
Marin Transit	Mohamed Osman (Alternate)			X
Marinwood Community Services District	Eric Dreikosen		X	
Ross Valley Fire Department	Tim Grasser		X	

**Staff Present:**

MERA Executive Officer (Virtual)	Heather Plamondon
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer, Next Gen Project	Dave Jeffries
MERA Operations Officer	Todd Williams
Administrative Assistant (Virtual)	Maura Griffin
Recording Secretary	Lorena Barrera

**Guests Present:**

Federal Engineering	David Mortimer
Marin County DPW (Virtual)	Michael Frost
Matt McCue (Virtual)	Finance Director

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. Approve Minutes from February 22, 2023 Governing Board Regular Meeting
2. Receive 2022 Measure A Annual Report, provided by NBS

No comments or questions on the items in the consent calendar.

**MOTION:** M/S/C (Eilerman/Cutrano) to approve Consent Calendar items 1-2) **Roll call vote** Ayes: All, Noes: None, Abstain: (Schwarz and Osman not present for vote)

B. Executive Officer's Report

1. Receive Report #109 on the Next Gen System (Jeffries – Report)

Dave Jeffries went over the report as included in the packet. Showed an updated project schedule received 03/09/2023. Gave construction and supply updates on completed and ongoing bid packages – noted in packet. Updated the board on key project details, including Code Plug development with Motorola, connectivity updates, the new Fire Dispatch Center, the Microwave network, End User Training, and Senior Homeowner Parcel Tax Exemptions. Gave more detail on aliasing in response to a question from member Hilliard.

2. Discussion Item: MERA Budget Update, March 2023 (Plamondon – Report)

Heather Plamondon reviewed the operating and project budget documents with the board as included in the packet, inviting feedback and fielding questions. She expressed that these are working documents and they can be adjusted to give the board the information they are looking for. Member Eilerman agreed and expressed that the goal is to arrive at a format that would be helpful to have the board go over quarterly. Member Cutrano appreciated the accessibility of the current layout and thanked the finance team for their work.

3. Discussion Item: Proposed FY 23-23 Operating and Project Budgets and review of Agency Contributions (Plamondon)

Heather Plamondon continued in presenting the staff report with the proposed FY 23-24 Operating and Project Budgets. She notes updated bill rates for RGS contract work with MERA, as well as a separation of the Administration and Project team costs in the Operating Budget. Legal services have also been combined and included in operating. The insurance budget has been adjusted to include new sites and estimated annual increases. She continues detailing changes and updates to various line items as indicated in the packet. Plamondon also notes the supplemental capital contribution line item of \$200,000 for a future line of credit in the Project Budget. Member Gaffney further explains the cash balance as

related to the estimated expenses for the coming fiscal year, and why an additional line of credit is necessary. Plamondon continues by reviewing the proposed spread of member contributions updated to meet the operating budget increase and supplemental capital line item. The board agreed to bring the proposed budget back for a resolution of adoption at the upcoming May Governing Board meeting.

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – February (Williams – Discussion)

Todd Williams gave his update on the performance of the Gen 1 network. Notes various issues across a number of sites, most of which were resolved within a few days of notice. Gave system operation numbers for February and for the year-to-date, expressing that the system is performing very well overall.

CI. Open Time for Items Not on Agenda - none

CII. Adjournment

The meeting was adjourned at 4:25 PM.

Recording can be accessed on the Agendas and Minutes Page at: <http://www.meraonline.org>