



**MARIN EMERGENCY RADIO AUTHORITY**  
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[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)  
**Governing Board**  
**Minutes of May 8, 2024 Regular Meeting**

**Call to Order and Introductions**

The teleconferenced regular meeting was called to order by President Pearce on May 8, 2024, at 3:31 p.m. Lorena Barrera called roll.

**Governing Board Members**

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	R.J. Suokko (Alternate)	X		
Town of Fairfax	Chance Cutrano (Alternate)		X	
City of Larkspur	Shannon O'Hare	X		
City of Mill Valley	Todd Cusimano	X		
City of Novato	Susan Wernick		X	
Town of Ross	Tom Gaffney	X		
City of San Rafael	Glenn McElderry (Alternate #1)	X		
County of Marin	Dan Eilerman	X		
City of Sausalito	Brandon Rodgers (Alternate #2)	X		
Bolinas Fire Protection District	Isaac Taylor (Alternate #1) (Via Zoom)	X		
Inverness Public Utility District	Jim Fox (Via Zoom)	X		
Kentfield Fire Protection District	Mark Pomi and Ron Naso (Alternate)	X		
Marin Water District	Don Wick (Alternate)	X		
Novato Fire Protection District	Michael Hadfield (Alternate)	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Jesse Peri (Via Zoom)	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	Jarrod Yee		X	
Marin Community College District	Martin Langeveld	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                      Heather Plamondon  
    MERA General Counsel                      Trisha Ortiz  
    MERA Operations Officer                      Todd Williams  
    Recording Secretary                      Lorena Barrera

**Guests Present:**                      Federal Engineering                      David Mortimer

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 March 27, 2024 Governing Board Regular Meeting  
Minutes to be amended to include Tom Gaffney as “present” for the March 27 meeting.
2. MERA March 24 Operations Budget Report and Fund(s) Update

**MOTION:** M/S/C (Gaffney/Eilerman) to approve consent calendar items 1-2 with correction To Tom Gaffney’s attendance. **Roll call vote** Ayes: All, Noes: None, Abstain: None

B. Executive Officer’s Report

1. Receive Report #119 on the Next Gen System (Plamondon – Receive Report)  
Heather Plamondon reported to the board as included in the packet. No major changes to the project schedule since last meeting. Gave updates on the status of ongoing bid packages, noting the impending close out of bid package 3 sites. Microwave installations are complete, and Motorola installation to be completed within the week. Continued with the Key Project Summary Detail review, touching on code plugs, connectivity, end user training, technician training, FCC licenses, the Cutover Plan, and Vehicle installation of NG mobile radios. Concluded with a review of the Key Project Summary Table.
2. Review and Approve Motorola Change Order #27, Wolfback Ridge (Plamondon – Action)  
Heather Plamondon reviewed the \$16,978.67 change order, to be pulled from fund 38, for extra time and equipment that was required for the Wolfback Ridge site construction. The Board agreed to review the next 3 items before making a single motion to approve Items B2 through B5.
3. Review and Approve Motorola Change Order #28, Construction Administration (Plamondon-Action)  
Heather Plamondon reviewed the \$7,500 time and material extension to the construction administration contract with Motorola through the time of June 30<sup>th</sup>, to be pulled from fund 38.
4. Review and Approve Motorola Change Order # 29, Unication Pager Upgrade (Plamondon-Action)  
Heather Plamondon reviewed change order, explaining that it is to upgrade the current volunteer fire pagers for the incoming next Gen System. She notes that the \$26,250 increase to the contract will be paid by Fire.
5. Review and Approve Motorola Change Order #30, NICE Telephone Logging, County Fire and Sheriff Report pending (Plamondon-Action)  
Heather Plamondon reviewed Item B5, explaining that it is to add Telephone Logging to the MERA logging recorder solution. MERA will be managing the contract and recovering costs from Fire and Sherriff.

**MOTION:** M/S/C (Eilerman/Cusimano) to approve items B2, B3, B4, and B5 in a single motion. **Roll call vote** Ayes: All, Noes: None, Abstain: None

6. Review and Approve Purchase of New Batteries to Support Next Gen Core Equipment at Prime Site/EOF (Action-Plamondon)

Heather Plamondon reviewed the \$80,480 expense to replace all of the batteries that have been in service for 10 years that need to be replaced before the Next Gen go-live date.

**MOTION:** M/S/C (Hilliard/Pomi) to approve item B6 purchase of new batteries to support Next Gen Core Equipment at Prime Site/EOF. **Roll call vote** Ayes: All, Noes: None, Abstain: None

7. Review and Approve new location for the MERA GB Meetings for the remainder of 2024 (Plamondon-Action)

Heather Plamondon reviewed Item B7 to approve a new location for Governing Board meetings for the rest of the calendar year. The proposed location is the Sherriff's office assembly room at 1600 Los Gamos.

**MOTION:** M/S/C (Wick/Hadfield) to approve item B7 new location for the MERA GB Meetings for the remainder of 2024. **Roll call vote** Ayes: All, Noes: None, Abstain: None

8. Adopt Resolution Approving the FY24-25 MERA Operating Budget Package (Plamondon-Action)

Heather Plamondon reviewed the resolution to Approve the adoption of the budget, noting that there have been no changes since the Board was last presented the package.

**MOTION:** M/S/C (Gaffney/Wick) to approve item B8 new location for the MERA GB Meetings for the remainder of 2024. **Roll call vote** Ayes: All, Noes: None, Abstain: None

9. Receive Update on the Finance Committee and Report on the 2024 Bond Sale, Sperry Capital (Plamondon-Report)

Heather Plamondon reported to the Board on the status of the effort with Sperry Capital and the 2024 Bond sale. In addition, she briefly reviewed the goals of the Finance Committee, and expressed that they believe they no longer need to regularly meet as a group, but will reserve the right to call special meetings as needed.

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – March/April (Williams – Discussion)

Todd Williams reported to the Board on the status of the Gen 1 network, noting exceptional performance for March. Reported similarly for the month of April, and concluded with usage statistics for year-to-date.

D. Open Time for Items Not on Agenda – None

President Pearce would like to recognize Dave Jeffries and his many contributions to MERA and its constituents, the managers and chiefs, through his efforts on the incident management team, and the greater public safety community through his education efforts. Those present joined in for a moment of silence to honor Dave's passing.

E. Adjournment

The meeting was adjourned at 4:09 PM

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

Respectfully submitted by:

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Heather Plamondon  
MERA Executive Officer