

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** June 29, 2005

**TO:** MERA Executive Committee

**FROM:** Martin J. Nichols, Executive Officer

**SUBJECT:** AGENDA ITEM G: NEW AGREEMENT FOR EXECUTIVE OFFICER

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Recommended Action: Recommend a new six-month agreement for Executive Officer services to the Board of Directors.

Background:

My current 12-month agreement terminates on June 30, 2005. MERA has the need for the current level of Executive Officer services for at least the next six months. Major tasks include:

1. Completion of system backbone sites:
  - Bolinas
  - Mt. Tiburon (slide repair)
2. Radio installations for remaining agencies.
3. System warranties.
4. System operations.
5. Agency management.

I propose a six-month extension of my current agreement with MERA to serve as your Executive Officer through December 2005 at my current rate of \$8,500 per month. This fall, I will meet again with the Executive Committee to evaluate the necessary scope of Executive Officer Services for 2006.

My objectives for the six-month extension will be:

1. Bolinas:
  - a) Determine feasibility of locating MERA's west Marin site at the Bolinas FPD location.

- b) If feasible:
  - 1) Negotiate a lease with Bolinas FPD for the site.
  - 2) Negotiate an agreement with Crown-Castle for MERA co-location on the new tower.
  - 3) Negotiate and administer a change order with Motorola to construct and optimize the new site.
  - 4) Secure necessary approvals for MERA to locate an equipment building and generator at the Bolinas FPD site.
  - 5) Manage site construction and implementation.
  - 6) Obtain required FCC licenses.
- 2. Other west Marin sites.  
If the Bolinas FPD site is not feasible, I would:
  - a) In collaboration with Richard Chuck, locate an alternate site.
  - b) Determine technical feasibility.
  - c) Negotiate a lease.
  - d) Negotiate a Motorola change order.
  - e) Manage the permitting process (including a significant environmental reviews).
  - f) Manage site construction.
- 3. Replacement of system recording servers and preparation of network maintenance agreement.
- 4. Resolve fire station alerting operational problems.
- 5. Manage equipment installations for remaining MERA agencies:
  - a) Southern Marin cities/towns police and public works
  - b) County agencies
  - c) Review and authorize payment of equipment invoices.
- 6. Secure and manage new project financing
- 7. Negotiate new system maintenance agreement with the County of Marin.
- 8. Complete system-wide acceptance testing and resolve any operational/warranty issues.
- 9. Obtain complete system as-built documentation and establish secure records maintenance procedures.
- 10. Work with County on proposed new public safety building and potential relocation of prime site.

11. Establish dispatch recording equipment ownership, maintenance and upgrade procedures and policies.
12. Negotiate and implement the Mt. Tiburon slide repair.

This would be in addition to my regular administrative duties (agendas, budgets, dues, bill payments, audits, and FPPC filings).

I would like to eliminate the current contract requirement to carry professional liability insurance. The premiums are expensive (\$6,000 per year), and I am not making independent engineering or financial decisions.