

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: July 13, 2006
TO: MERA Executive Committee
FROM: Martin J. Nichols, Executive Officer
SUBJECT: EXECUTIVE OFFICER 2006 GOALS

As requested by the Board of Directors, my goals for this management period of July 1, 2006 through December 31, 2006 are as follows:

1. Bolinas Site

a. Obtain zoning and building permits

Goal: Obtain the zoning and building permits by July 28, 2006

Discussion: Our permits were approved by the zoning administrator on June 29, 2006.

The two appeal periods are now running (to the Planning Commission and then the Coastal Commission).

My responsibility is to assure that we have submitted all documents and information requested to the County to process the permits.

b. Site Constructed

Goal: Have the site completed by October 13, 2006.

Discussion: The schedule is based on receipt of permits by August 1 and of course weather.

2. New Project Financing

Goal: Have new financing in place by mid-September.

Discussion: I will work with Bartle Wells Associates to secure the additional financing to complete the Bolinas site and final mobile and portable installations.

3. Expand System Capacity – Study
 - a. Retain a qualified vendor to study the system capacity issue.
 - b. Manage the study construction.
 - c. Assist in MERA's consideration of the fundings.

Goal: Have a final report to the Board by October 1, 2006.

4. Expand the System

Adding system capacity depends on Board decisions on how to proceed with this project based on the capacity review and the number of new frequencies finally approved by the FCC.

Once the Board direction is received, I will proceed to:

- Secure the additional financing
- Negotiate a Motorola change order
- Work with our General Counsel and planning advisor to comply with CEQA
- Begin project management

5. Implement Improved Coverage

- a. South County

Goal: Have new antennae on plan by July 14, 2006.

Discussion: The parts have been ordered and the construction has been directed to proceed.

- b. North County

This project requires FCC approval of the requested new frequencies. We have asked the County's federal lobbyist to inquire on our behalf.

6. Remaining Mobile and Portable Installations

Goal: Have the remaining installations completed by December 31, 2006.

Discussion: This will follow completion of the Bolinas site and will be actually done by the County Radio Shop. By responsibility will be to have the equipment ordered and programmed to allow installation to cover once the site is operational.

7. Coverage Test – Contract Compliance

Goal: Have coverage test done by December 1, 2006.

Discussion: This must await completion of the Bolinas site. Once the coverage testing is complete, we can begin to resolve any new coverage issues that may result.

8. Recording System Replacement – Servers

This project depends on receiving the consultant's recommendation for a replacement of our current servers and once replaced, the creation of an ongoing maintenance agreement.

This establishment of a new logging/recording system will follow, the server replacement project, and will require a new consultant and study.

9. Fire Dispatch Printing Replacement

a. Motorola Credit

Goal: Have this matter settled as part of the contract closeout. Motorola has not offered a very attractive settlement (\$27,000) and we may be able to get a better deal as part of final contract closeout discussions.

b. A wired network for both station alerting and dispatch priority is a significant new network project that will be discussed with the yet to be formed operations committee.

10. Paging

The network is a County project. MERA's role is to find a portion of the cost and provide technical assistance as needed.

11. System Documentation

Goal: Have the final detailed design document completed and protected in both an electronic and hardcopy formats by December 31, 2006.

12. Contract Closeout

Goal: have this process underway by December 1, 2006.

Discussion: Final coverage test must be done and all installations complete to begin this process.