

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

AGENDA: **B-3**

2009 ANNUAL PROGRESS REPORT ON AUTHORITY OPERATIONS AND ACTIVITIES

In accordance with Section 8.4 of the Marin Emergency Radio Authority Joint Powers Agreement, this annual report summarizes for the member agencies significant Authority operations and activities undertaken in 2009. Within available resources and without additional member agency augmentation, important system operating and administrative enhancements have been completed or are underway. The following enhancements initiated or completed over the last year will produce an emergency communications system that performs dependably during events and an administration and organizational structure that is proactive, responsive and supportive of Authority projects and member agencies' needs:

- Purchase of five additional frequencies and approval of Motorola contract for installation and equipment (\$2M).
- Acceptance of original Motorola trunking system contract and restart of Maher audit of same.
- Planning and entitlement analysis of Tomales Site Coverage project (allocation of \$600,000).
- Exploration of Martha Property to improve system coverage.
- Implementation of VHF Overlay during system events.
- Analysis and trial solutions for Stinson/Highway 1 coverage.
- Promulgation of Training and Communications Manual.
- Completion of Logging Recorder System project.
- Completion of Emergency Access Road repairs project at Mt. Barnabe.
- Completion of road maintenance at Bay Hill Road, Bodega Bay.
- Appointment of MERA Finance Committee.
- Investment of Bond Reserve.
- Action on Excess Bond Reserve Investment.

- Approval of use of Bond and New Project Fund Balances for Capacity and Coverage Projects.
- Commencement of Bonds refunding for member agency debt service reduction and/or additional borrowing at favorable terms.
- Approval of new three-year County DPW Technical Services Agreement.
- Initiation of midyear budgets and reserves review.
- Initial work on radio cost policy.
- Adoption of purchasing policy and procedures.
- Amendment of JPA agreement expanding and increasing Executive Committee and Executive Officer spending authority within budgets.
- Revisions of MERA Reserve Funds creating Replacement and Emergency Funds.
- Creation of MERA Reserves Policy.
- Timely completion of FY 08-09 audit.
- Approval of MERA strategic planning process, appointment of Ad Hoc Strategic Planning Committee and engagement of CBG Communications and County DPW for facilitation and technical services for same.
- Appointment of new General Counsel.
- Appointment of Executive Officer Work Plan Subcommittee.
- Development of 2009 Executive Officer Work Plan.
- Completion of Forbes Reservoir Facilities Demolition, Asbestos Abatement and Site Cleanup.
- Completion of subleases between MERA and Ross Valley and Las Gallinas Sanitary Districts for Forbes Site.
- Approval of office space and staff support agreement with Novato Fire Protection District.
- Initial work on website update and enhancements.
- Implementation of Phase II Records Management project/records destruction and Phase III - Active Records recommendations.

The projects and activities that commenced in 2009 set the tone for a busy 2010 both operationally and administratively. Any new projects that emerge will be addressed on a priority basis in context with approved workloads.

It is important to recognize the leadership, commitment and efforts of the MERA Board and its Committees in moving the Authority forward on these important fronts.