

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 25, 2011
TO: MERA Finance Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **D**: FEE SCHEDULE FOR NON-MEMBER USES OF
MERA SYSTEM AND RADIO COST POLICY

Recommended Action: Recommend Executive Committee consideration of a Non-Member Fee Schedule and give input to the development of a Radio Cost Policy for presentation to the Executive Committee and Board.

Background: On May 18, the MERA Board of Directors requested further review of the Fee Schedule for Non-Member Uses by the Finance and Executive Committees.

Per Section 4, Non-Member Uses of the Radio System, of Article VIII, Rules and Procedures of the MERA Bylaws, “public agencies not members of the Authority may use the Authority’s radio system on a fee basis. The Executive Officer shall develop a fee schedule for the use of the radio system by non-Members, which shall be reviewed and approved annually by the Board as part of the annual budget approval”. Heretofore, MERA has, by past practice and more recently by MERA policy, approved member additional radio requests and non-member System use requests on a case-by-case basis at no charge.

The current policy requires submission of radio requests to Operations Officer Mansourian for his review and recommendation to the Executive Committee. If a request is deemed urgent by the Operations Officer, he will make his determination and report back to the Executive Committee with his decision. The requesting agency pays for the radio and all costs associated with programming and alignment. Training is separate and is not associated with additional radio requests.

To assist me in complying with MERA’s Bylaws, Operations Officer Mansourian provided me with the attached list of MERA Mobile and Portable Radios. As of February 16, 2011, fourteen (14) non-members, including some private agencies, are using the MERA System via 136 mobile or portable radios.

Since this is the first time in my tenure this report has been provided to the Board with the annual budget, it was recommended that the non-member fee schedule be referred to the Finance and Executive Committees for further review and recommendation.

Additionally, development of a MERA Radio Cost Policy was included in the Executive Officer's 2011 Work Plan. This policy would formally address original radio allocations and radios that have been added by member agencies over the years, mutual aid and allied agency system use, radio-related expenses, affects of additional radios on system capacity and radio usage.

As you know, the MERA Cost Apportionment Formula or the "Lando Formula", includes a coefficient or common number applied to each user type depicting approximate radio utilization compared to other user types. The coefficients are:

Police	=	.6
Fire	=	.25
Public Works	=	.1
Transit	=	.01
Land Management	=	.025
Private Brigade	=	.01
Unused	=	.005
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		1 or 100%

Current MERA System usage reflects the original usage coefficients.

To assist with the development of this policy, Operations Officer Mansourian's team has provided the attached lists of original bond radio order numbers by agency, the actual bond order, quantities for years 2007 and 2008, and the number of radios by agency to date totaling 2,743. The system was designed to handle 1,580 radios.

Operations Officer Mansourian will be attending on May 25 to give input on the policy and answer questions.

ATTACHMENTS: Agency List of Original Bond, Actual Radio Orders and
2007/2008 Quantities (as of 10-6-10)

MERA Mobile and Portables Radios List