

Adopted: 12-14-11 BOD

## **Marin Emergency Radio Authority**

### **Additional Radios Policy and Procedures**

Purpose: To establish operational and administrative requirements for the addition of member and non-member mobile and portable radios for use on the MERA system.

Policy: The Marin Emergency Radio Authority operates a radio system that facilitates essential communications between and among its member agencies and non-member public and private users that serve and support all facets of public safety. The MERA Operations Officer will review all requests for additional radios and make a recommendation to the Executive Board.

Procedures:

1. A member or non-member agency must submit a written request for additional radios to the Operations Officer for his review and recommendation to the Executive Board.
2. If a request is deemed urgent by the Operations Officer, he will make his determination and report back to the Executive Board with his decision.
3. Public and private agencies not members of the Authority may use the radio system on a fee basis upon formal request and approval of the Operations Officer and Executive Board. The fee schedule for the use of the system by non-members will be reviewed and approved annually by the Governing Board as part of the annual operating budget.
4. Review of requests for additional radios will take into account the affects on system capacity and radio usage.
5. The regulatory agency pays for replacement and additional mobile and portable radios and all costs associated with programming and alignment. Training is separate and is not included with additional or replacement radio costs.

Updated: November, 2012 – Name change to Governing and Executive Boards