

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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G.B. 5/15/13 Agenda Item D-1

GOVERNING BOARD

Draft: 1/10/13

Minutes of December 12, 2012 Regular Meeting

Call to Order:

The meeting was called to order by Vice President Hymel on December 12, 2012 at 3:37 p.m. at the Novato Fire Protection District's Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

Governing Board Members Present:

City of Belvedere	Tricia Seyler (Alternate)
City of Mill Valley	Angel Bernal
City of Novato	Jeanne MacLeamy
County of Marin	Matthew Hymel
City of Sausalito	John Rohrbacher (Alternate)
Town of Tiburon	David Hutton (Alternate)
Bolinas Fire Protection District	Anita Tyrrell-Brown
Inverness Public Utility District	Scott McMorrow (Alternate)
Kentfield Fire Protection District	Paul Smith, Ron Naso (Alternate)
Marin Municipal Water District	Bill Hogan
Novato Fire Protection District	Brad Beedle
Ross Valley Fire Service	Richard Shortall
Southern Marin Fire Protection District	Jim Irving, Cathryn Hilliard (Alternate)
Stinson Beach Fire District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Twin Cities Police Authority	Todd Cusimano

Governing Board Members Absent:

Town of Corte Madera
Town of Fairfax
City of Larkspur
Town of Ross
Town of San Anselmo
City of San Rafael
Marin Community College District
Marin County Transit District
Marinwood Community Services District

Staff Present:

Maureen Cassingham	Executive Officer
Jim Karpiak	General Counsel
Richard Chuck	County Communications Engineer
Gretchen Felciano	Recording Secretary

Guests Present:

Dan Mullen	Indie Politics
Terry Price	Price Campaign Solutions
John Maher	Maher Accountancy
Dan Hom	NFPD Finance Director

Introduction and Announcements

Hymel welcomed those in attendance and requested self-introductions by the members, alternates, staff, and guests.

A. Closed Session

Public Employee Performance: Executive Officer Evaluation
Pursuant to Government Code – Section 54947

Hymel noted the Closed Session on Executive Officer Performance was optional based on Board interest in having one. He said Consent Calendar Item 4 was developed by the Executive Officer Work Plan Committee regarding this matter. There was no request for the Session.

B. Consent Calendar

All matters on the Consent Calendar are to be approved in one motion unless a Member of the Board or the public requests that separate action be taken on a specific item.

- 1) Resolution of Commendation – Marc Revere, MERA President and Governing Board Member
Retired Fire Chief, Novato Fire Protection District
- 2) Resolution of Commendation – Charles Maynard, MERA Governing Board Member
Retiring Police Chief, Town of San Anselmo
- 3) Minutes from June 20, 2012 Board of Directors Meeting
- 4) Proposed Amendment No. 7 to Agreement for Professional Services with
Regional Government Services Authority (RGS), and
Proposed 2012 Executive Officer Work Plan
- 5) 2012 Annual Progress Report on Authority Operations and Activities
- 6) FY 11-12 Audited Financial Statements and Auditors' Report – Maher Accountancy

Cassingham introduced Maher and Hom, associated with Item 6. She acknowledged their outstanding work on MERA's behalf and noted their availability for questions.

Hymel noted the commendations for Chiefs Revere and Maynard and thanked them for their work on MERA's behalf.

M/S/P Pearce/Irving to approve Consent Calendar Items 1-6 as presented.

AYES: ALL
NAYS: NONE
Motion carried.

C. Executive Officer's Report (Cassingham)

1) Report #10 on Strategic Plan Implementation

Cassingham summarized Report #10 and introduced Outreach Consultants Price and Mullen. She said the Outreach Subcommittee will meet again on January 8 to continue their work on the Governing and Executive Boards' January 16 Workshop on the Next Generation System. Pearce said the November 29 Member Orientation was beneficial and garnered useful feedback for the Workshop.

2) Governing Board Members and Alternates and Executive Board Members – Recognition Policy and Budget

Cassingham said consideration of a formal Recognition Policy and Budget had been requested by former MERA President Revere. She is recommending continuation of the use of Resolutions of Commendation acknowledging member service and special contributions to MERA at no additional expense.

M/S/P Irving/Pearce to continue the use of Resolutions of Commendation to acknowledge service and contributions of Governing Board Members and Alternates and Executive Board Members upon retirement or resignation with no increase in MERA's Operating Budget.

AYES: ALL
NAYS: NONE
Motion carried.

3) Other Information Items

Cassingham recapped the November 29 Member Orientation attended by 19 members from 11 agencies. A tour of the County Communications Center preceded presentations in the EOC by the Executive and Operations Officers. She thanked Sheriff Doyle for hosting the event.

Cassingham distributed copies of the latest MERA membership lists and reminded members about meraonline.org as a resource. She is also working on completing the links project to MERA's website by year-end. 13 member agencies have linked their websites to MERA's to date. She rechecks member sites before recontacting about links. Seyler asked if a template could be provided to guide setting up links, where to locate them on member sites, and some examples. Cassingham said she would include this information in her next email on the project.

D. Operations Reports

1) MERA System Operations Report (Chuck)

Chuck presented his System usage reports and charts for November 2012 and the last year. There were nearly 430,000 transmissions last month for a total of 721 radio hours or 10 transmissions per minute throughout a 24-hour period. Buses are down to .4 seconds per busy. For 2012, there have been 4.5M

system transmissions and 7,500 hours of air time. The huge spike in busies occurred in 2008 due to storm activity. System expansion and training in 2010 help reduce busy seconds.

He reviewed the East and West System Activity Charts and channel availability. Both charts include 2018 projections which is the date planned for the new System. The majority of traffic is on the East System. Additional radios may force the addition of more channels or a move to a new system. Operationally, the system is performing well. Tyrell-Brown asked about the use of the VHF overlay. Chuck said this protocol is only used during storms. It was tested recently and it performed well. She asked if the protocol, when used, could be shown in future graphs. Chuck said this could be projected and such information could be a big help. Hymel asked how the system performed in the recent storm. Chuck said the count was up but no noticeable change in busies since the storm was small and concentrated.

2) Other Information Items

Pearce reported on the status of Director Naso's coverage issues. An Executive Board Subcommittee was appointed and several meetings have been convened to look at different technologies and work-arounds currently in place, new technologies and other sites that could be helpful in addressing coverage issues. He thanked Naso for bringing this forward and anticipated good short and long-term solutions. Cassingham also thanked Stevens for his contributions to the Subcommittee.

E. Open Time for Items NOT on Agenda

None.

F. Adjournment

The meeting was adjourned at 4:00 p.m.

NEXT: Regular Meeting of the MERA Governing Board

Wednesday – May 15, 2013 – 3:30 p.m.

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