

MARIN EMERGENCY RADIO AUTHORITY

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2013 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 2013.

The below-listed important system operating and administrative enhancements have been completed or are underway within available resources.

Administration

Facilitation and support for 21 meetings of the Finance Committee, Outreach Committee, Project Oversight Committee and Executive and Governing Boards to continue implementation of MERA's Strategic Plan and Next Gen System.

Provision of Joint Executive and Governing Boards' Workshop on Next Gen System

Conduct of FM3 Public Opinion Poll on MERA and Next Gen System

Creation of Outreach Video for Member Agencies

Recruitment and hiring of Special Project Manager and
Special Project Administrative Assistant for Next Gen System Outreach Project

Development of NBS Parcel Tax Study Report, Proposed Parcel Tax Mechanism to
Fund Next Gen System and Mechanism Legal Review

Provision of County Board of Supervisors' Workshop on Next Gen System

Development of MERA Outreach Newsletter

Development of Next Gen Financing Plan

Completion of Managers, Chiefs, Public Works Directors and Round One Member Outreach Presentations on Next Gen System and Development of Round Two Presentations

Initiation of Outreach to Schools on Next Gen System

Update of Outreach Plan adding social media and community meeting components

Development of Memorandum of Understanding between MERA and County of Marin in Support of Next Gen System

Continued work on MERA Member Website Links Project

Appointment of new MERA General Counsel and related transitional activities

Institution of Bi-monthly Reserves Report to Executive Board

Bi-annual Records Management review of all active and archival files

Bay Hill Sublease Cost Recovery from Sonoma County

Completion of Executive Board Subcommittee Work on NFPD Request for Executive Board Seat

Approval of new one-year Technical and Communications Engineering Services Agreements with County of Marin

Development of Surplus Property Policy and Procedures

Project Management for Forbes Hill Utilities Undergrounding

Coordination/Negotiation of GGBHTD Microwave Project Sublease for Dollar Hill Site

Operations:

Completion of Next Gen 700 MHz Feasibility Study and Project Budget Update

Development of Next Gen System Operating and Maintenance Budget Projections

Provision of Proposal for Grant-Writing Services for Next Gen Project

Completion of Coverage Committee Review and Prioritization of Additional Next Gen Sites

Completion of MERA Switch Cutover Project at New County EOF

Replacement of Backup Generators at Bay Hill and Pt. Reyes Sites

Repair of Mt. Barnabe Access Road

Completion of Mt. Barnabe Communications Building Project

Update of Mutual Aid and Communications Plan

Update of VHF Overlay Plan

Securing of the Coastal Permit and Development of Tomales Site Lease and
Road Access Agreement

Installation of Marin Transit/Command Mutual Aid Conventional Channel

Continued coordination of MERA Prime Site Relocation to New County EOF

Continued representation of MERA and all Agencies within the County on Local and
Regional Work Groups, Committees and Associations working on Bay Area Public
Safety communications projects and funding for studies, equipment and training.