

DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

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DIRECTOR

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MERA Executive Board
95 Rowland Way
Novato, CA 94945

Re: Request for Review of Additional Radios Policy and Procedures

Dear Directors:

At your May 7, 2014 you requested that the MERA Operational Issues Working Group (MERA Ops) review the Additional Radio Policy and Procedures.

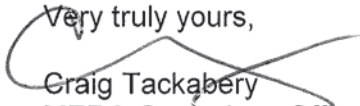
On December 14, 2011, the MERA Board of Directors approved an Additional Radios Policy and Procedures for additional radio requests. Currently requests are vetted through the Operations Issues Work Group for consistency with the above policy. Operational concerns that are identified are addressed on an individual basis. Requests come from both MERA members and non-members. On May 15, 2013, the MERA Governing Board adopted a zero rate fee schedule for Fiscal Year 2013-14 for mutual aid and automatic back-up aid agencies.

The Additional Radios Policy and Procedures requires the entity to pay for radios and all costs associated with programming and alignment. In addition, training is recommended for all users before the radios are released for use, based on the end user curriculum approved by MERA. Training can be provided by the entity if they have an approved trainer on staff, or provided by Marin County staff with all costs borne by the entity.

At the June 4, 2014 MERA Ops this request was agendized for discussion. Following is a summary of the feedback provided:

- The policy has worked to slow down requests
- The review by MERA Ops of requests has helped to provide awareness of who wants radios
- The review by MERA Ops has identified issues like training and operational needs
- The policy should be reviewed every 2 to 3 years, or after a major emergency incident that taxed the MERA system
- Non-member users should be sponsored by a MERA member. Items such as the talk group to use, training, oversight, and dispatch center role can be clarified through MERA Ops review.

Very truly yours,


Craig Tackabery
MERA Operations Officer
Attachment

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- Communications Maintenance
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- Reprographic Services
- Road Maintenance
- Stormwater Program
- Transportation & Traffic Operations
- Waste Management

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