

DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas
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:

Accounting

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

Airport

At your September 10, 2014 meeting, a summary of the review was provided, and a request that a revised policy incorporating the changes be prepared for consideration.

Building Maintenance

Capital Projects

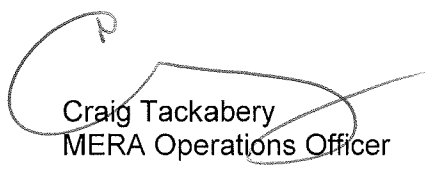
Certified Unified Program
Agency (CUPA)

Attached please find a ~~strikeout~~/*italics* version of recommended changes. We recommend that the Executive Board approve as amended.

Communications
Maintenance

Very truly yours,

County Garage


Craig Tackabery
MERA Operations Officer

Disability Access

Engineering & Survey

Attachment

Flood Control &
Water Resources

Land Development

Purchasing

Real Estate

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. Non-member agencies requests must be accompanied by a letter of sponsorship from a MERA member. The Operations Officer will schedule the request for review by the MERA Operational Issues Working Group, which will consider compliance with the policy, and will clarify items such as the talk group to use, training, oversight, and dispatch center role.
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-requesting agency pays for the replacement and additional mobile and portable radios, and all costs associated with programming and alignment. Training is required for all users before the radios are released for use, based on the approved end user curriculum. Training can be provided by the agency if they have an approved trainer on staff, or provided through Marin County from the MERA Trained Trainers list, with all costs borne by the agency, separate and is not included with additional or replacement radio costs.~~

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