

MARIN EMERGENCY RADIO AUTHORITY

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NGPOC 12/9/15 Agenda Item A

NEXT GENERATION PROJECT OVERSIGHT COMMITTEE

MINUTES OF OCTOBER 28, 2015

DRAFT: 12/2/15

A. Call to Order

The meeting was called to order by Chair Cusimano at 2:00 p.m. on October 28, 2015 at the Marin Civic Center – CAO Conference Room 315, San Rafael, CA.

Committee Members Present:

Central Marin Police Authority
County of Marin Fire
Marin County Sheriff
Novato Fire Protection District
City of Mill Valley
Town of Ross

Todd Cusimano (Chair)
Mark Brown (Vice-Chair)
Robert Doyle
Gerald McCarthy
Jim McCann
Tom Gaffney

Committee Members Absent:

Tiburon Fire Protection District
City of Novato
County of Marin

Richard Pearce
Jim Berg
Matthew Hymel

Staff Present:

MERA Executive Officer
MERA Deputy Exec. Officer – Next Gen. Project
MERA Admin. Assistant – Next Gen. Project
MERA Operations Officer
Marin Department of Public Works
County Communications Engineer

Maureen Cassingham
Dave Jeffries
Alex Anderson
Pat Echols
Shelly Nelson
Richard Chuck

Guests Present:

Federal Engineering – Project Manager
Federal Engineering – Deputy Project Manager
Federal Engineering – Technical Lead
Federal Engineering – Chief Operating Officer

Rajit Jhaver
Bob Simmons
David Muniz
John Murray

B. Approval of Minutes from June 24, 2015 Next Generation Project Oversight Committee Meeting

M/S/P Doyle/Gaffney to approve minutes from June 24, 2015 Next Generation Project Oversight Committee Meeting as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion Carried

C. Project Update (Jeffries/Echols)

- 1) Introduction of Federal Engineering Staff
- 2) Briefing from the Project Kickoff Meeting
- 3) Update of High Level Requirements Document

Cusimano began the update by noting that Pat Echols has taken over as MERA Operations Officer from Craig Tackabery. He discussed the four and a half hour Project Kickoff meeting that took place the morning of October 28, 2015.

Cusimano said that there has been some concern in past meetings about communication between county staff and MERA board members. He pointed out that the MERA Next Generation Project Oversight Committee (NGPOC) plays a key role in that communication and in working with MERA and County staff in ensuring the project remains on target and moving forward. He felt that the Project Kickoff meeting exemplified the trust and faith he has in the county staff, noting that Pat Echols did a good job in coming in as a replacement for Tackabery. He also felt confident in the presentation by Federal Engineering discussing their role managing the RFP process.

Cusimano discussed some of the issues facing the MERA NGPOC regarding the Next Generation Project, including: the switchover and land use issues at tower sites; the definition of the project lifecycle; the project timeline; the coverage analysis; acquiring new sites to expand coverage; and specifications for the new p-25 system.

Jeffries introduced Rajit Jhaver, the Project Manger from Federal Engineering, and discussed the highlights of the project update, noting we would be going over the Project Kickoff presentation, discuss the high level requirements document and began discussing a meeting schedule.

Jhaver introduced himself to the group. Deputy Project Manger Simmons introduced himself and discussed his experience and role in the project, noting he lived and worked locally. Technical Lead Muniz introduced himself and discussed his experience and role in the project providing technical expertise. Chief Operating Officer Murray introduced himself and discussed his role in the project as overseeing his team's operations.

Jhaver proceeded in giving an overview of the Project Kickoff presentation including: project team; project goals and methodology; scope of work and deliverables; and key milestone schedule.

Gaffney asked for more information about the status updates provided by Federal Engineering. Jeffries said that MERA staff was working on starting up the MERA newsletters again, which would be largely built around the status updates from Federal Engineering and serve to help inform MERA members about the ongoing status of the project.

Jhaver discussed the coverage workshops which will be an onsite, interactive process in which they take the whole suite of sites that are documented and use a coverage modeling tool to analyze the results of a variety of iterations.

Jhaver also outlined the process for developing the Request for Proposal to the vendors for the project. Jeffries noted that he expected that the group would have an idea of when MERA funds would need to be available to start paying for project implementation by April of 2016. Jhaver added that Federal Engineering would be able to provide cash flow estimates based on project milestones. Gaffney said that he believed three months advance warning was adequate time for the MERA Finance Committee to plan for allocation of funds.

Anderson asked Jhaver to explain the gap between the delivery dates of the draft RFP and the final RFP. Jhaver explained that part of the process would be to present the RFP to the various MERA boards, get feedback and respond to any questions. Jeffries noted that MERA staff would be working to ensure that the appropriate MERA boards were able to review and approve the draft RFP in a timely manner.

Gaffney asked about the project construction schedule. Jeffries responded that MERA still expects to go live by the end of 2018, but that we also recognize there may be unforeseen challenges that are out of our control.

Gaffney asked if the \$40 million budget for the project seemed reasonable. Jhaver said that he believed the budget was reasonable, and that the two driving forces behind the final budget would be coverage and capacity. He said his team would have a better idea regarding the budget in a few months.

McCann asked about the permitting process for new tower sites. Jhaver and Jeffries discussed the advantages of starting early on developing new sites and the option of bringing on support for site acquisition around April of 2016 when more information was available.

Jeffries discussed the draft High Level Requirements Document and the feedback and comments provided by MERA NGPOC members, MERA Operations, and county and MERA staff. Jeffries said he would be sending back out the revised version of the document with the comments attached once it was ready for further feedback.

D. Meeting Schedule (Jeffries)

Jeffries stated that the MERA NGPOC should reconvene at some point in December and again in January. He suggested the week of 12/7 for the next MERA NGPOC meeting.

The group discussed reconvening on 12/9 directly before the MERA Governing Board meeting. The group also discussed meeting on 1/27 for the meeting in January, if the meeting is necessary.

Jeffries continued that the group would probably want to get together in March after everyone had a chance to review the draft RFP. He noted that there were some options in how the group would like to review the draft RFP, including scheduling a series of meetings to give attendees multiple options.

E. Other Information Items

None

F. Next Meeting

The next meeting was tentatively scheduled for 12/9.

G. Open Time for Items Not on Agenda

None

H. Adjournment

Chair Cusimano adjourned the meeting at 3:16 pm.

Minutes prepared by:



Alex Anderson,
MERA Administrative Assistant – Next Gen Project