

MARIN EMERGENCY RADIO AUTHORITY

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NEXT GENERATION PROJECT OVERSIGHT COMMITTEE

MINUTES OF MARCH 23, 2016

A. Call to Order

The meeting was called to order by Chair Cusimano at 2:31 p.m. on March 23, 2016 at the Novato Fire Protection District – Heritage Room, Novato, CA.

Committee Members Present:

Central Marin Police Authority
Tiburon Fire Protection District
County of Marin Fire
Town of Ross
County of Marin

Todd Cusimano (Chair)
Richard Pearce
Mark Brown
Tom Gaffney
Dan Eilerman (Alternate)

Committee Members Absent:

City of Mill Valley
City of Novato
Marin County Sheriff

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:

Motorola
Motorola

Rodney Hughes
Micah Applewhite

B. Approval of Minutes from January 27, 2016 Next Generation Project Oversight Committee Meeting

M/S/P Pearce/Gaffney to approve minutes from January 27, 2016 Next Generation Project Oversight Committee Meeting as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion Carried

C. Discussion of Comments to the Draft Request for Proposal (comment sheet attached)

Jeffries began by noting that MERA staff had received comments and questions regarding the Draft Request for Proposal for vendors for the Next Generation System. He said that the comments and questions were compiled in a slideshow which he presented to the group as part of a power point presentation.

Jeffries gave an overview of the Draft Request for Proposal and feedback, stating that the focus of the Next Generation Project Oversight Committee (NGPOC) was to discuss the most important questions and comments from MERA board members to provide clear feedback to MERA staff and Federal Engineering to refine and improve the Draft Request for Proposal. He said that MERA staff would be meeting with Department of Public Works staff to go over the feedback from the NGPOC meeting and compile changes to the proposal to send to Federal Engineering.

Jeffries noted that the proposal was distributed for feedback to the MERA Executive Board, the MERA Next Generation Project Oversight Committee, the Operations Working Group, MERA Staff and Marin DPW staff. A total of sixteen sets of comments were received, including five from Marin DPW, two from MERA staff, four from West Marin County representatives, one from Marin County Fire, two from Novato Police Department, one from Novato Fire Protection District, and one from San Rafael Police Department.

Jeffries led the group through a power point discussion regarding the Draft Request for Proposal feedback. The discussion included questions and comments regarding contracting for equipment; defining regional operability; life cycle recommendations; vendor responsibilities for site surveys and development; GPS and paging elements; how change orders are dealt with, and more. A list of the comments reviewed is attached.

Jeffries discussed the Request for Proposal timeline, noting that he expected that MERA would be receiving responses in early to middle of July. Echols said he anticipated reviewing the proposals from the end of July to the end of August, and planned on interviews being scheduled for early October. Contract negotiations would then begin in November.

C. Marin Voice Article in Marin IJ

Jeffries shared that MERA staff and membership worked on a Marin Voice article to provide the community with an update on the status and progress of the Next Generation Project.

D. Next Meeting

The next meeting was tentatively scheduled for the middle to end of July.

E. Open Time for Items Not on Agenda

None

F. Adjournment

Chair Cusimano adjourned the meeting at 3:30 pm.

Minutes prepared by:



Alex Anderson,
MERA Administrative Assistant – MERA Next Generation Project