

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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NEXT GENERATION PROJECT OVERSIGHT COMMITTEE

MINUTES OF AUGUST 10, 2016

A. Call to Order

The meeting was called to order by Vice-Chair Pearce at 2:10 p.m. on August 10, 2016 at the Marin County Civic Center – Room 315, San Rafael, CA.

Committee Members Present:

Central Marin Police Authority	Theo Mainaris (Alternate)
Tiburon Fire Protection District	Richard Pearce
Novato Fire Protection District	Gerald McCarthy
County of Marin Fire	Jamie Knox (Alternate)
City of Mill Valley	Jim McCann
County of Marin	Dan Eilerman (Alternate)

Committee Members Absent:

Town of Ross
City of Novato
Marin County Sheriff

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Exec. Officer – Next Gen. Project	Dave Jeffries
MERA Admin. Assistant – Next Gen. Project	Alex Anderson
MERA Operations Officer	Pat Echols
County Communications Engineer	Richard Chuck

Guests Present:

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

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

AYES: All
NAYS: None
ABSTENTIONS: None
Motion Carried

C. Update on the Next Gen System Project

Jeffries gave an update on the Next Gen System Project, noting that the Request for Proposal due date had passed. He also discussed the Senior Exemption deadline, and explained that MERA staff had worked on outreach to senior groups and had increased the number of exemptions awarded for this year.

D. Discussion of Proposals Received

Jeffries explained that only one vendor, Motorola, submitted a proposal for the Next Gen System Project. He noted that the proposal came in with a budget of about \$27.7 million, which includes about \$12.5 million in discounts.

Jeffries noted that staff is in the early stages of reviewing the lengthy document. Initial concerns included a lack of an adequate response on volunteer paging, fire station alerting, and height of some of the proposed radio towers.

Echols pointed out that the \$27.7 million budget would likely go up as the project evolved, and that he expected the final number to be around the mid thirties once the project was further negotiated.

Jhaver mentioned that the proposal included Motorola 8500 series radios, which are the newest technology available.

Pearce asked if the proposal adequately addressed coverage matrix issues. Jhaver responded that the proposal included most of the proposed tower sites, as well as some new ones. The total tower count that the proposal included was twelve, which was one tower site less than was included in the coverage matrix discussed during the site coverage workshop.

E. Approval of Vendor Selection Process and Timeline

Jeffries explained that the selection process was originally drafted without knowing which vendors, or how many, would submit proposals for the Next Gen System project.

Echols shared a revised overview and timeline of the selection process based on the sole proposal received. He noted that dealing with only one vendor to provide some opportunity to cut down the timeline and save some time.

Jhaver said that with more than one vendor the negotiation process can be more challenging, but that even with only one vendor it can still be a lengthy process and that MERA still must do its due diligence to ensure that proposal is meeting all of the necessary requirements.

Jeffries also discussed the site survey visits and selection of team. Jeffries and Chuck would represent staff, and Knox and McCarthy volunteered to represent the committee on the site survey team.

F. Selection of Vendor Selection Subcommittee

Jeffries noted that the Next Generation Project Oversight Committee picked a subcommittee to review proposals and make recommendations when selecting consultants for the vendor selection process. He recommended that the committee also select a subcommittee to review the vendor proposal and make recommendations to the Next Generation Project Oversight Committee.

Cusimano, Doyle and Pearce were selected to serve on the selection of vendor subcommittee. Cassingham noted that Ridgeway may serve as Doyle's alternate on the subcommittee.

M/S/P McCarthy/Knox to select the vendor selection subcommittee of Cusimano, Doyle and Pearce, or alternates.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion Carried

G. Next Meeting

The next meeting was tentatively scheduled September 14, 2016

H. Open Time for Items Not on Agenda

None

I. Adjournment

Vice Chair Pearce adjourned the meeting at 3:10 pm.

Minutes prepared by:

A handwritten signature in black ink, appearing to read "Alex Anderson".

Alex Anderson,
MERA Administrative Assistant – MERA Next Generation Project