

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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Executive Board

Minutes of September 14, 2016 Meeting

DRAFT: 10/13/16

Call to Order:

The meeting was called to order by Chair Hymel on September 14, 2016, at 3:31 p.m. at the Novato Fire Protection Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

Board Members Present:

County of Marin	Matthew Hymel
Marin County Sheriff	Michael Ridgway (Alternate)
City of San Rafael	Chris Gray
Fire Services	Richard Pearce
Police Departments	Mike Norton
Ross Valley Cities/Towns	Todd Cusimano
Southern Marin Cities/Towns	Jim McCann
Special Districts	Tom Roach

Board Members Absent:

None

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer – Next Gen Project	Dave Jeffries
MERA Operations Officer	Pat Echols
County Communications Engineer	Richard Chuck
Recording Secretary	Jeanne Villa

Guests Present:

Town of Ross	Tom Gaffney
Federal Engineering	Rajit Jhaver

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a Member of the Board or the public requests that a separate action be taken on a specific item.

- 1) Minutes from July 13, 2016 Executive Board Regular Meeting
- 2) Report No. 45 on Strategic Plan Implementation
- 3) Bi-Monthly Report on Reserve Funds Balances

M/S/P Gray/Pearce to approve Consent Calendar Items 1-3 as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

B. Executive Officer's Report (Cassingham)

1. Selection of Executive Board Chair and Vice Chair

Cassingham said the September regular meeting is the time to appoint the Executive Board's Chair and Vice Chair, noting Hymel and McCann were currently serving in these capacities. After some discussion, Hymel and McCann agreed to continue serving in their respective positions.

M/S/P Pearce/Roach to appoint Hymel and McCann as Chair and Vice Chair respectively.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

2. Appointment of Executive Board Member to MERA Finance Committee

Cassingham noted, with the retirement of Executive Board and Finance Committee Member Berg, a vacancy was created on the Finance Committee. She summarized the Committee's charge, saying it met on the average of two to three times a year.

After some discussion, Cusimano agreed to serve.

M/S/P Pearce/Gray to appoint Cusimano as Finance Committee member.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

3. Report No. 20 from Next Gen Project Oversight Committee (NGPOC) – Update on Next Gen Project and Request for Authorization to Initiate Negotiations – (Jeffries)

Jeffries summarized his report noting that a single proposal was received from Motorola in response to the Vendor RFP. Subsequent to its receipt, the proposal has been reviewed by the NGPOC Subcommittee, Ops Working Group, MERA and DPW staff and Federal Engineering (FE) to identify issues and questions for response from Motorola. A response from Motorola was received earlier this week and was shared with the Selection Subcommittee for consideration during the proposal scoring process. Extensive notes from the Site Visit teams from their on-site exchanges with the Silicon Valley Regional Interoperability Authority on August 31 and El Paso, Texas, on September 9 on their Motorola experience, were also provided to the Subcommittee, along with phone reference check reports from East Bay Regional Communications System, Maryland and Pierce County, Washington.

Jeffries reported that the proposal received an average score of 61 out of a maximum score of 100 with a minimum of 50 points needed to be accepted. A number of deficiencies and insufficient responses were cited for this score, including RFP requests for station alerting, volunteer paging and more, which have significant impacts on pricing. He asked Jhaver to comment on the quality of the proposal to which he responded, stating he had seen worse as well as better. Given the proposal's deficiencies, Jhaver recommended an immediate face-to-face meeting with Motorola regarding design and scoping issues. Their responses will help clarify costs and pricing for further consideration by MERA's Finance Committee. MERA and County Counsels will be asked to undertake a contract terms and conditions review, in parallel to Design/Scope and Pricing review.

Jeffries commented on the current schedule for an updated proposal and commencement of contract negotiations stating that the schedule calls for Governing Board action on October 26 or November 16, followed by Board of Supervisors' action on December 6. Jhaver said even with proposal deficiencies still needing to be addressed, if Motorola can mobilize its team in a timely fashion, a contract could be approved by the end of the year. He strongly cautioned that the quality of the final contract will reflect on the quality of the Project so sufficient time and care will be required to achieve the Project MERA is seeking. In his recent experience, he has seen contract negotiations, depending on the scope and unique and varying characteristics of projects, take 6 months to a year plus.

Jeffries said the Selection Subcommittee reported to the Project NGPOC at their 2 p.m. meeting today regarding their scoring, along with discussion of the reference checks and next steps with the Motorola Proposal. Jhaver also added his insights and recommendations preceding and during contract negotiations. The NGPOC voted

unanimously to recommend Executive Board authorization to initiate negotiations with Motorola.

Hymel inquired if MERA should contact Harris should Motorola not be timely and responsive to MERA's issues with their proposal or perhaps reissue the Vendor RFP. Jhaver responded that Motorola had invested time and resources in developing their proposal even though it has not met our expectations. Harris would be considerably behind the curve in developing a proposal, even if they agreed to reconsider and submit. Their decision not to submit was a business decision, in part based on that they have not done well in this region which is dominated by Motorola. Jhaver added San Diego had a good experience with their Motorola contract, which took about 6 months to negotiate. San Francisco contract negotiations have taken about 1 year but delays were not due to Motorola.

McCann asked if Motorola might be more responsive if we reached out to Harris. Jeffries said MERA will request the face-to-face meeting with Motorola in the next week which will present a good opportunity to assess their responsiveness to MERA's proposal issues and timeline. Issuing another RFP could result in a considerable delay in the Project, the unknown outcomes of which could be very problematic, such as experiencing current System obsolescence issues projected in 2019. Jhaver said MERA will know where we are with Motorola in the next 2-4 weeks and can make more informed decisions thereafter. Jeffries added that MERA is greatly benefitted by having FE's services during negotiations and that Jhaver and David Munoz, his F.E. colleague were recognized by El Paso as being great assets to their project negotiations. Pearce extended his appreciation for all the diligence and effort put into Proposal review to date and expressed confidence in the Team's next efforts with Motorola.

M/S/P Pearce/Gray to accept the recommendation of the MERA Next Gen Project Oversight Committee to commence contract negotiations with Motorola as recommended by the NGPOC Selection Subcommittee.

AYES: All

NAYS: None

ABSTENTIONS: None

Motion carried.

4. Other Information Items

None.

C. Operations Reports (Echols)

1. Update on Dollar Hill Tower Project

Echols presented his informational report noting MERA's joint Dollar Hill Tower structural upgrade project with the City of San Rafael has been completed. The Project

required additional Tower loading capacity to accommodate the City's traffic signal equipment and MERA's Next Gen Project. Original 50-50 shared Project budget estimate was \$60,000. Actual cost was \$43,648 of which MERA's portion is \$21,824.

2. Status/Work Statistics Reports (Chuck)

Chuck reported the following Radio Shop tasks were performed in August in addition to required weekly and quarterly maintenance: replacement of PA at Dollar Hill, microwave lines upgraded to latest version, performed System software upgrades, replacement of the antenna at San Pedro Ridge, replacement of coax connectors at San Pedro and Bay Hill, updated generator alarms at Mt. Barnabe and cleaned up rodent problems at Big Rock. He cited MERA August System usage at 779 hours with 10 seconds of busies. System usage year-to-date is 6,324 hours with 51 seconds of busies. Chuck said the System is performing well.

3. Other Information Items

None.

D. Open Time for Items Not On Agenda

None

E. Adjournment

The meeting was adjourned at 4:04 p.m.

Respectfully submitted,

Maureen Cassingham
Executive Officer and Secretary

NEXT:

MERA Executive Board Meeting
Wednesday, November 9, 2016 – 3:30 p.m.