

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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Executive Board

DRAFT: 7/24/17

Minutes of July 12, 2017 Regular Meeting

Call to Order

The meeting was called to order by Vice Chair Cusimano on July 12, 2017, at 3:30 p.m. at the Novato Fire Protection Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945. Self-introductions followed.

Board Members Present:

Marin County Sheriff	Robert Doyle
City of Novato	Matt McCaffrey
City of San Rafael	Chris Gray
Fire Services	Richard Pearce
Police Departments	Mike Norton
Ross Valley Cities/Towns	Todd Cusimano
Special Districts	Tom Roach

Board Members Absent:

County of Marin
Southern Marin Cities/Towns

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer- Next Gen Project	Dave Jeffries
MERA Operations Officer	Pat Echols
Communications Engineering Services Manager	Richard Chuck
Recording Secretary	Lauren Pallas

Guests:

Federal Engineering	Denis Marin
Motorola Solutions, Inc.	Kouresh Mostashari

A. Consent Calendar

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

- 1) Minutes from May 3, 2017 Executive Board Regular Meeting
- 2) Engagement of Maher Accountancy – Measure A 2016-17
Independent Compliance Audit
- 3) Report No. 56 on Strategic Plan Implementation
- 4) Report on Final Costs and Revised Ninth Amendment to Office and
Staff Services Agreement between MERA and Novato Fire Protection District
- 5) Update on NBS Measure A Parcel Tax Administration Contract Fee
- 6) Bi-Monthly Report on Reserve Funds Balances
- 7) MERA FY16-17 Budgets: Line Item Adjustments

Cassingham said Agenda Items A-6, A-7 and C-3 were distributed under separate cover on July 10. The A-6 Bi-Monthly Report on Reserve Funds Balances will be updated in September to reflect the transfer from the 2010 Bonds Surplus Fund.

M/S/P Roach/Gray to approve Consent Calendar Items 1 through 7 as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried

B. Executive Officer's Report – (Cassingham)

- 1) Report No. 29 on Next Gen Project – (Jeffries)

Jeffries summarized his report noting customer design review is still in progress with Motorola. The Mach Alert Fire Station Alerting (FSA) System Change Order was approved by the Governing Board on June 28. Likewise, the Board approved the recommended radio packages on June 28. Detailed pricing and part numbers will be presented to the Board for approval before the subscriber equipment order is placed with Motorola later this year.

Jeffries said the agency radio inventory is being confirmed with each agency for comparison with the Communications Division's inventory. He urged all agencies to submit their information as soon as possible to facilitate an accurate equipment order. The August 10 Equipment Fair will allow members a chance to "touch and feel" the proposed equipment as well as see optional equipment. This will allow staff another opportunity to collect inventory information. The Fair will be held in MCC Room 410B from 9:30 a.m. to 3:30 p.m. with presentations of the Mach Alert System by DCR Engineering at 10:30 a.m. and 1:30 p.m.

Jeffries said bandwidth issues are being addressed with the development of detailed technical requirements to connect the remote dispatch centers and fire stations to the prime site. Remote dispatch centers will have to upgrade current connections and some fire stations will need internet access or upgrades. These connections are currently a local agency responsibility. Talk-group templates are being devised by Fire and Law which will affect other discipline templates as well as cutover plan details. Due date for the templates is September 1, 2017. The development of the cutover plan is being worked on with Motorola to ensure users on both Systems can work together.

Jeffries said the microwave path surveys performed by Nokia should be completed this month. Some line of sight issues have been discovered that could affect the Project schedule. Solutions will have to be identified to confirm the current design will function effectively. 30% design documents or initial drawings are due this month, which will be the basis for the site development RFP for existing and new sites. He described the extensive behind-the-scenes meetings and conference calls to permit the coordination needed to advance the Project.

Regarding the Project schedule, Jeffries said the first draft was submitted by Motorola at the end of June. An updated schedule will be presented to the Governing Board at a future meeting. He concluded his report noting that, in response to a Board Member inquiry, current and Next Gen System resiliency in a disaster and related redundancies had been addressed on Pages 2 and 3.

- 2) Other Information Items
None.

C. Operations Reports – (Echols)

- 1) Update on Next Gen Project

Echols said the Board of Supervisors on July 11 approved the Fire Station Alerting System change order and \$5M Motorola Contract contingency. The Statements of Qualifications are due today from CEQA consultants in response to the DPW RFQ. This work will commence in August. Key issues to be addressed include visual and RF impacts. The tower loading analysis is due from Motorola. Included in the analysis will be seismic and wind effects on microwave height.

Echols noted the next step with FSA is to get Intergraph under contract. Jeffries suggested there be one contract for the remote centers and one for the fire stations.

2) Request for Additional Radios – Marin Humane

Echols presented the request from Marin Humane for 2 portables, including 1 replacement, for a net 1 additional to the MERA System. The request was vetted through the Operational Issues Work Group, which recommends approval consistent with MERA policy.

M/S/P Gray/Roach to approve the request for a total of two portable radios from Marin Humane, with a requirement for APX one-band operational, second upgradeable or APX Dual band, both bands operational radios.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried

3) MERA System Operations Update – (Chuck)

Chuck said it was a busy June for the Radio Shop. Activities included weekly and quarterly preventive maintenance, participation in the Next Gen Project, FE support, FSA preventive maintenance and Mt. Tam rectifier and receiver replacement. He added a CCGW tone table was reprogramed, and an East simulcast system controller control board and FSA audio board were replaced. Picket filters were replaced on the Bay Hill microwave along with batteries at Mt. Barnabe. Air conditioner alarms were repaired at Sonoma Mountain.

Chuck said between 3,000 and 5,000 minor alarms and System incidents are responded to each month. Overall, the System continues to perform well with nearly 275,000 calls in June, with 8 seconds of busies.

4) Other Information Items

None.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:47 p.m.

Respectfully submitted,

Maureen Cassingham
Executive Officer and Secretary

NEXT:

MERA Executive Board Meeting
Wednesday - September 13, 2017 - 3:30 P.M.