

(distributed 12/11/17) **G.B. 12/13/17 Agenda Item A-1**

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District

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DRAFT: 12/11/17

GOVERNING BOARD

Minutes of November 29, 2017 Special Meeting

Call to Order and Introductions

The meeting was called to order by President Pearce on November 29, 2017, at 3:32 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945. Self-introductions followed.

Governing Board Members & Alternates Present:

Town of Corte Madera	Todd Cusimano
Town of Fairfax	David Cron (Alternate)
City of Larkspur	Scott Shurtz
City of Mill Valley	Jacqueline Graf-Reis
City of Novato	Pam Drew
Town of Ross	Tom Gaffney
Town of Anselmo	Doug Kelly
City of San Rafael	Robert Sinnott (Alternate)
City of Sausalito	Bill Fraass (Alternate)
Town of Tiburon	David Hutton (Alternate)
Bolinas Fire Protection District	Anita Tyrrell-Brown
Inverness Public Utility District	Jim Fox
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marin Community College District	Martin Langenveld (Alternate)
Marin Transit	Amy Van Doren
Marin Municipal Water District	Don Wick (Alternate)
Marinwood Community Services District	Tom Roach
Novato Fire Protection District	L. J. Silverman (Alternate)
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Hamid Khalili (Alternate)

Governing Board Member Agencies Absent:

City of Belvedere
County of Marin
Ross Valley Fire Department
Southern Marin Fire Protection District

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer - Next Gen Project	Dave Jeffries
MERA Operations Officer	Pat Echols
Marin County DPW Communications Engineering Services Manager	Richard Chuck
MERA Administrative Assistant-NGP Recording Secretary	Alex Anderson Lauren Pallas

Guests Present:

Marin County DPW Engineering Services Manager	Ernest Klock
Federal Engineering Project Manager	Denis Marin
Federal Engineering	Rajit Jhaner
Motorola Solutions, Inc.	Mike DeBenedetti
Motorola Solutions, Inc.	Rodney Hughes
Motorola Solutions, Inc.	Steve Gonzales
Motorola Solutions, Inc.	Kent Martin
Motorola Solutions, Inc.	Kourosh Mostashari

Pearce recognized and thanked Echols for his service as MERA Operations Officer and noted this was his last meeting. He said it was an absolute pleasure to have him take on the next Gen Project. On behalf of MERA he wished him all the best in his retirement.

A. Consent Calendar

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

- 1) Resolution of Commendation – Angel Bernal, Retired Police Chief –
City of Mill Valley, MERA Governing Board Member
- 2) Minutes from October 25, 2017 Governing Board Regular Meeting
- 3) Report No. 61 on Strategic Plan Implementation
- 4) Report on Proposed Six-Month Notice: Non-Member System User Fees

M/S/P Cusimano/Roach to approve the Consent Calendar Items 1-4 as presented.

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

B. Executive Officer's Report – (Cassingham)

1) Report No. 34 on Next Gen System Project – (Jeffries)

Jeffries provided an update on the Project, recapping the regularly scheduled Project Management calls, meetings and technical calls between MERA, DPW staff, Federal Engineering (FE) and Motorola. The Regional Planning Committee (RPC) meeting on November 9 could not be convened due to lack of quorum, but member feedback was provided on MERA's application. That information was included in the updated application for review on December 14 by the RPC at CHP Headquarters in Sacramento. The application may be approved in December or, if tweaks are required, it would be represented in January. Jeffries said Police and Fire Chiefs have been invited to the RPC meeting. MERA and DPW staff will attend.

Jeffries recapped discussion at the Project Oversight Committee meeting held earlier this afternoon. The current tentative schedule was reviewed, which takes us out to FY20-21. The schedule, however, is subject to change until customer design review is completed in the Spring of 2018. The Oversight Committee reviewed the RPC application in greater detail. Coverage maps were presented based on what was in the contract in comparison to the current design in the application. The biggest changes in the current design are tweaks to the site antennas to reflect RPC restrictions, along with the addition of 2 sites. It reflects the re-use of Mt. Tiburon and a new site on a Mill Valley water tank, which will provide some of the coverage we are losing due to the tweaks.

Jeffries added that the maps show portable and mobile inbounds around the County, along with in-building coverage. The contract maps reflect 97% reliability at 3.4 DAQ. The current System standard is 3.0 DAQ. The maps also show the older standard of 90% reliability for in-building. They also depict where there are holes in the System. The Committee also discussed the extension of current System life, which is still a work in progress. The focus is on how to get more life from existing components and identification of needed parts from third parties in terms of boards, software and power supplies.

Jeffries said the Committee reviewed cost implications associated with the current design and extended schedule. Motorola will cover new site equipment, engineering and related costs as part of the Contract at no additional expense to MERA via no-cost change order. MERA's site development RFP will be modified to include the 2 new sites, which will increase MERA development costs. This will not be a change order, but will add to the site development RFP. Additional sites may, however, result in an economy of scale with the added work.

Jeffries reviewed the field subscriber equipment discount and multi-band upgrade, which are still being discussed with Motorola. Those offers will likely be presented to the Board early next year. Pearce added that MERA is now in a better position, noting the great partnerships at work with the County, FE and Motorola. Each recognizes the commitment to bringing this Project in as close to on-time and on-budget as possible.

In response to Silverman about North County coverage, Jeffries said mobile coverage is solid with no holes. The portable in-bound looks good along the 101 Highway with a couple of exceptions that we have today that we handle with work-arounds. Nonetheless, a good job has been done in filling in a number of areas. In-building has not been fully looked at, but appears to be pretty solid.

Regarding Fire Station Alerting (FSA) given the extended schedule, Jeffries said how it will be maintained is under review. The 2 companies involved are in conversation and an update will be provided soon. Echols said we will also be coming back on broad-band connectivity for the fire stations. The new Mach Alert system will have 2 modes of functionality through RF and IP for activation. The broad-band high-speed standard must be met at each of the sites, which will be challenging at the more remote locations. Preliminary costs estimates have been received from AT&T and use of the MIDAS network is being reviewed due to the high AT&T quotes for the remote areas. A third option is also being considered.

Tyrell-Brown asked for clarification on a possible waiver from the RPC for the System as originally designed. Jeffries said the original design has been tweaked by Motorola to address the major RPC issues, but we are still counting on waivers to a point. The 2 new sites were needed in Southern Marin to deal with those issues and we are feeling confident about the Project we have now. On the interference side, our nearest competitors are El Dorado and Monterey Counties, which is an improvement over interference with immediate neighbor counties.

Tyrell-Brown asked about the Mill Valley site and if it was brand new. Jeffries said it is an MMWD water tank, which is an existing facility, but with no RF. It will require a shelter and antenna, thus more work than Mt. Tiburon. She asked about nearby neighbors. Jeffries said this is likely. Echols said it is difficult to see the tank given surrounding foliage. Pearce added that the various offers and agreements being referenced with Motorola will be memorialized and reviewed by MERA General and County Counsels to assure clarity and mutual understanding.

2) Proposed Resolution Amending the Regular Meeting Location Established by Resolution No. 2014-10

Cassingham presented the Proposed Resolution, which permits the Governing Board the flexibility of conducting its regular meetings at other than the NFPD offices at Rowland Way. She said 2 actions are being requested with one on the Resolution and the other to conduct the December 13 regular Governing Board meeting at District Station 61, 7025 Redwood Boulevard, Novato.

M/S/P Kelly/Cusimano to adopt the Proposed Resolution Amending the Regular Meeting Location Established by Resolution No. 2014-10.

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

M/S/P Kelly/Cusimano to approve the December 13 Regular Governing Board meeting location at NFPD Station 61, 7025 Redwood Boulevard, Novato, CA 94945.

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

3) Other Information Items

None.

C. Operations Reports – (Echols)

1) MERA System Operations Update (Chuck)

Chuck said Echols suggested that he share more details about the required weekly and quarterly preventive maintenance (pm) tasks. Staff checks voltage and readings to assure the System is operating the same as when first installed. During the last six months, when checking all the power supplies, they discovered intermittent operation on the main computer board. Capacitors were replaced in the power supplies, which cleared up the problem.

Chuck noted another PM, which identified fans that were injecting noise into the System. They have since been replaced, which eliminated the problem. A problem was discovered at Mt. Burdell due to installation of a microwave dish that interfered with MERA's receiver antenna. The dish will be removed from

MERA's mount. Also, a defective Channel 10 receiver at the Civic Center was replaced, along with a Big Rock microwave transmitter.

Chuck reported the replacement of site batteries at Mt. Tam and a logging operator multiplex interface recording card at the Civic Center. October System traffic reflected 805 hours of air time, with 17 seconds of busy. Year-to-date reflects 7,849 air time hours, 8 minutes of busies and 2.7M radio calls.

Echols added the great importance of preventive tasks that, if left unaddressed, could affect System operations. Given the millions of calls and hours of air time, the small amount of busies reflect remarkable System care. Kelly said care of power components can extend System life and inquired about MERA System power conditioners. Chuck confirmed the use and care of UBS units.

Gaffney asked about the RPC's comments about taking some of MERA's frequency pairs. Jeffries said we have been allocated 27 pairs for the 700 MHz system. He confirmed a comment by one member from the East Bay about MERA having too many frequencies for our size system. The member suggested that if his system expanded, some of MERA's frequencies should go to them.

In response to Gaffney, Chuck said MERA has 33 frequencies for its five zones. Jeffries said this number reflects a different system design. Chuck confirmed for Gaffney that only 8 minutes of busies in a year is excellent. Gaffney and Jeffries added when you need capacity during events, that is what you design for. Jeffries said the Committee's job is to coordinate between agencies, not represent their agencies' needs.

2) Other Information Items

None.

D. Open Time for Items Not on Agenda
None.

E. Adjournment

The meeting was adjourned at 3:57 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer and
Secretary