

## Agenda Item A-3a

### **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945

#### 2017 ANNUAL PROGRESS REPORT ON AUTHORITY OPERATIONS AND ACTIVITIES

In accordance with Section 8.4 of the Marin Emergency Radio Authority Joint Powers Agreement, this Annual Report summarizes for the member agencies significant Authority operations and activities undertaken in 2017.

Listed below are significant System operating and administrative activities and enhancements along with Strategic Plan/Next Gen System Implementation milestones, which have been completed or are underway.

#### Administration

- Facilitation/support for 23 meetings of the Finance Committee (4), Next Gen Project Oversight Committee (2), Citizens Oversight Committee (4), Executive Board (5), and Governing Board (8)
- Development of First Iterations of a Comprehensive Long-Term Next Gen Project Budget and Support Plan
- Completion of Assessment of the Retirement of 2007 Project Note
- Completion of 20 of 21 Non-Member System Users Letters of Agreement
- Enhancement of Collection Procedures for Delinquent Utility Owned Measure A Parcel Taxes
- Renegotiation of NBS Tax Administration Contract Fees
- Adoption of MERA Local Debt Policy
- Revision of MERA Operating Budget Policy and Procedures
- Adoption of Use and Retention of Electronic Communications and Private Email Accounts Policy for MERA Business
- Approval of MERA Participation in Marin County Local Hazard Mitigation Plan
- Completion of Long-Term Domain Registration for meraonline.org
- Participation in County Selection Process for MERA Operations Officer
- Continued Development of Executive Officer Succession Plan

Operations

- Approval of Radio Communications System Contract with Motorola
- Approval of Motorola Contract Contingency
- Approval of Motorola Change Order Policy
- Approval of Fire Station Alerting Change Order to Radio Communications System Contract with Motorola
- Approval of Three No-Cost Motorola Contract Change Orders
- Acceptance of Updated Next Gen System Implementation Agreement Budget
- Approval of Conventional Radio Channel Next Gen System Support and Related Costs
- Presentation of Next Gen System Radio Equipment Fair for Member Agencies including Fire Station Alerting Briefings
- Adoption of Resolution Rescinding the Resolution of Necessity for Tomales Site
- Analysis of Next Gen Portable Radio GPS Feature
- Approval of Next Gen System Radio Packages
- Initiation of Analysis of Site Security Enhancements
- Continued monitoring of Martha Development for MERA Tower Siting
- Continued representation of MERA and all Agencies within the County on Local and Regional Work Groups, Committees, and Associations working on Bay Area Public Safety communications projects and funding for studies, equipment and training.