

E.B. 7/11/18 Agenda Item A-1

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

WWW.MERAONLINE.ORG

EXECUTIVE BOARD

Minutes of May 2, 2018 Regular Meeting

DRAFT: 6/7/18

Call to Order

The meeting was called to order by Chair Hymel on May 2, 2018, at 3:30 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way Novato, CA 94945.

Self-introductions followed.

Board Members Present:

Marin County Sheriff

City of Novato

Fire Services

Ross Valley Cities/Towns

Southern Marin Cities/Towns

Special Districts

Robert Doyle

Matt McCaffrey

Richard Pearce

Todd Cusimano

Greg Chanis

Tom Roach

Board Member Absent:

City of Novato

City of San Rafael

Police Departments

Staff Present:

MERA Executive Officer

MERA Deputy Executive Officer -

Next Gen Project

MERA Operations Officer

Communications Engineering Services

Manager (DPW)

Recording Secretary

Maureen Cassingham

Dave Jeffries

Ernest Klock

Richard Chuck

Jeanne Villa

Guests:

Federal Engineering

David Mortimer

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 a separate action be taken on a specific item.

- 1) Minutes from March 14, 2018 Executive Board Regular Meeting
- 2) Proposed Agreement for FY17-18 Audit Services – Maher Accountancy
- 3) Proposed Tenth Amendment to Office and Staff Services Agreement between MERA and Novato Fire Protection District
- 4) Report No. 67 on Strategic Plan Implementation
- 5) Confirmation of Bi-Monthly Regular Executive Board Meeting Dates: FY18-19

M/S/P Pearce/Doyle to approve the Consent Calendar Items 1-5 as presented.

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

B. Executive Officer's Report – (Cassingham)

- 1) Nomination of Officers for MERA Governing Board
(President and Vice President)

Cassingham requested Executive Board nominations for President and Vice President, noting the current incumbents and the list of Governing Board members. Pearce and Cusimano agreed to continue to serve in their respective capacities.

M/S/P Doyle/Roach to nominate Pearce and Cusimano for MERA Governing Board President and Vice President, respectively.

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

- 2) Report No. 40 on Next Gen System Project – (Jeffries)

Jeffries provided an update on the Project and reported there was little change from the report given to the Governing Board on April 25. In addition to the calls and meetings noted in his report, Project staff met with San Rafael IT staff on MERA connectivity. Staff got through some of the customer design review process which is ongoing.

Jeffries referenced the letter from Motorola on existing System support. Motorola addressed Governing Board questions about it on April 25. While the letter is not perfect, it represents Motorola's commitments to facilitating sources of replacement equipment and technical support. The Governing Board sought more effort in linking MERA up with other agencies to locate replacements from systems being decommissioned.

Jeffries summarized the dual band radio order, noting early order #1 of 33 radios was completed and early order #2 for 180 to 190 radios from five agencies closed on April 23. Agencies will be invoiced for any upgrade costs. Alex Anderson, NGP Administrative Assistant, is working on the control station inventory which requires on-site visits throughout the County. Two groups remain to be inventoried out of all the Users, including County Fire and EMS with the 3 hospitals. A number of different configurations were discovered.

Jeffries noted the latest draft Project schedule coming out of design review. Once CDR is completed, more will be known about schedule milestones. He said work is continuing on Talkgroup templates. He, Chuck and Mortimer met with Bay RICS on regional interoperability and developing a plan to integrate it into the new system. Regarding the Low-Income Senior Parcel Tax Exemption Media Advisories, two have been issued with the last one scheduled for May 7, before the June 1 application deadline. He noted that Klock will report on CEQA.

Cassingham added she had been working with Klock on the status of the Tomales Site coastal and building permits. She said site leasing began in 2009. If a building permit is not issued before July 26, 2018, the Coastal Permit will expire and reapplication will be required. Tomales, per the record, is a new Project site and building permit issuance should not precede the completion of CEQA. Klock has advised the timeline for new Coastal Permit issuance is approximately four months, at an estimated cost of \$8,000 in staff time and fees. The application process would commence after CEQA completion. She advised MERA General Counsel has been very involved with permitting analyses as it pertains to CEQA.

Hymel asked Jeffries about whether the early radios would be paid for by MERA as part of the initial order. Jeffries said the 3 radio options were discussed with the Project Oversight Committee, with the Committee favoring ordering once the cutover date is known. In response to Hymel, Jeffries confirmed that MERA is paying for radios ordered early, but not for upgrades. These radios won't be replaced later when the larger order is submitted.

3) Proposed FY18-19 Emergency Communications System Maintenance Agreement between MERA and the County of Marin

Cassingham noted the proposed one-year Maintenance Agreement replaces the current three-year agreement, which expires June 30, 2018. The services include

preventive and corrective maintenance, equipment programming and extra work as required. Cost of the agreement is \$481,266, which includes a 2.7% CPI. A separate budget for Parts, Materials and Factory Repairs is budgeted for \$99,428 which also includes a 2.7% CPI. This line item is only expended as needed. These costs are included in the proposed FY18-19 Operating Budget.

M/S/P Doyle/Pearce to recommend Governing Board approval of the Proposed FY18-19 Emergency Communications System Maintenance Agreement between MERA and the County of Marin.

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

4) Proposed FY18-19 Technical Services Agreement between MERA and the County of Marin

Cassingham presented the proposed Agreement which continues the same services covered by the current Agreement, which includes training, technical and administrative services. She noted the reduction of the training line item from \$32,000 to \$15,000. The total cost of the Agreement is reduced from the current cost of \$257,923 to \$245,673. Agreement cost has been incorporated into the proposed FY18-19 Operating Budget.

M/S/P Cusimano/Roach to recommend Governing Board approval of the Proposed FY18-19 Technical Services Agreement between MERA and the County of Marin.

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

5) Proposed FY18-19 Communication Engineering Services Agreement between MERA and the County of Marin

Cassingham presented the proposed Agreement noting it provides for 10% of the Communications Engineering Services Manager time in overseeing three Senior Communications Technicians. Current annual cost for these services is \$214,319. Proposed Agreement cost is \$220,106, which includes a 2.7% CPI. Pearce asked about the 100% of Chuck's services provided in previous agreements. Chuck said this Agreement reflects 10% of his engineering time, with the rest of the Engineering Services being provided by Senior Technicians under his direction.

M/S/P Cusimano/Pearce to recommend Governing Board approval of the Proposed FY18-19 Communication Engineering Services Agreement between MERA and the County of Marin.

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

6) Proposed FY18-19 MERA Operating Budget and Zero-Rate Fee Schedule for Non-Member System Users

Cassingham presented the proposed FY18-19 Operating Budget and proposed continuation of the Zero-Rate Fee Schedule for Non-Member System Users. This is the same Budget as presented to the Executive Board on March 14 as Preliminary, which was distributed to the members to aid their respective budgets preparation.

Cassingham noted the total Proposed Budget is \$1,932,154 which is a 0.4% increase over prior year. She also recommends continuation of the Zero-Rate Fee, stating a six-month notification of any change was included in the Non-Member User Letters of Agreement. This notice will be considered by the Executive Board at its November meeting. She offered to review the Budget line items, adding that most of the changes reflect CPIs or automatic site lease adjustments and utility rate increases.

M/S/P Cusimano/Roach to recommend Governing Board approval of the Proposed FY18-19 Operating Budget and continuation of the Zero-Rate Schedule for Non-Member Users as presented.

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

7) Proposed FY18-19 MERA New Project Financing Note and Revenue Bonds Budgets

Cassingham reviewed the FY18-19 Budget for the 2007 Citizen Bank Loan Note, stating the Governing Board originally established the \$225,000 annual payment and directed that it remain the same throughout the term of the Note. The 2010 Refunding Revenue Bonds annual FY18-19 Debt Service Budget is \$2,125,600, over which there is no discretion since it is established by the Bonds Debt Service Schedule. In response to Cusimano, Cassingham confirmed the final Debt Service Payment is August 2020. She noted, in response to Gaffney, she has tickled for

the file the timing of that payment to achieve \$80,000 in interest savings.

M/S/P Cusimano/Pearce to recommend Governing Board approval of the Proposed FY18-19 New Project Financing 2007 Bank Note and 2010 Refunding Revenue Bonds Debt Service Budgets as presented.

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

8) Bi-Monthly Report on MERA Reserve Funds Balances

Cassingham said there has been no change in the Fund balances since this report was presented to the Executive Board on March 14. Fund 70036 balance reflects the deposit of 2010 Bonds \$2M+ reserve freed up by a Surety which could be used for the purchase of non-safety Next Gen System radios. The Executive Board accepted this informational report.

9) Other Information Items

Cassingham said the date of September 12, 2018, is the end of some Executive Board member terms. Those members appointed by their professional associations, like MMA or the Chiefs' Associations, should reach out to them to consider these appointments before the summer months, when some Associations do not meet. She acknowledged Roach was in touch with the Special Districts he represents. She added that Hymel approaches the Board of Supervisors on his appointment. Doyle said he would bring this up at the Chiefs' meeting next week for their appointment. Cusimano said he would bring this matter up at the next MMA meeting.

C. Operations Reports – (Klock)

1) DPW CEQA Update – Next Gen Project

Klock said this was the same report as presented to the Governing Board last week. There are no changes. They are finalizing the Summary Project Description and Notice of Preparation (NOP) for presentation to the Governing Board next week. A key date in the CEQA next steps is the Public Scoping Meeting. May 16 is the tentative date for NOP issuance starting the 30-day Scoping comment period. The Governing Board need not be present for the Scoping Meeting. The scoping period will close on June 18. The comment period will be followed by the preparation of the draft Subsequent Environmental Impact Report (SEIR).

Hymel asked when the Governing Board will take action on this. Klock confirmed the next Governing Board action would be on May 9, with the Summary Project Description and Notice of Preparation. Cassingham confirmed the regular June 27 Governing Board meeting. Cusimano, in response to Hymel, summarized the Next Gen Project presentation at the last MMA meeting. The underlying message was to insure communications regarding the Project between MERA Board Members and the Managers. Mill Valley was cited as an example in light of the proposed Mill Valley MMWD water tank site. Mill Valley was caught off guard and there have been staff discussions with them since.

Cusimano added there was discussion about how to increase communications, including more Managers participating in policy decisions on the MERA Governing Board. He noted he remained concerned about Mill Valley, noting he and Klock would be meeting with City Manager McCann next Monday before the May 9 Governing Board meeting. The intention is to better inform him about where the Project is going, the CEQA process and suggestion of alternative sites. Staff will then follow up with a May 10 meeting with a white paper on how we got to this point in the Project, to assist with City Council and community information. He said we are on the right path, emphasizing it is important for the Managers to re-engage on Project decisions.

Cusimano said the Managers discussed the value of an all-hands meeting of members to provide information on the Project, where we are with it and where we are headed. They agreed this was the best approach. Pearce added that in addition to Project newsletters, Anderson has been distributing one-page Project synopses for members to take back to their elected and appointed officials after each Governing Board meeting. He added we need assurance that these synopses are getting back to the agencies. Klock emphasized the importance of the CEQA process as being a public engagement process which encourages comments to be studied by staff and ultimately presented to the MERA Governing Board.

2) MERA System Operations Update: March 2018 – (Chuck)

Chuck reported on March System maintenance activities, including preventative tasks, Next Gen discussions and resetting squelch settings at all sites due to aging. March System usage included 718 hours and 21 minutes of air time with 2 seconds of busies, which is five one hundred thousandths of a percent.

3) Other Information Items

Pearce inquired about scavenging for other equipment parts. Chuck confirmed they have been doing this over the last few years. Things like power supplies, filters and cabinets have been harvested from decommissioned systems. Boards not interchangeable have been listed for Motorola to assist with. They will

hopefully assist with downgradable boards that are interchangeable. We have basic supplies for the current System.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary