

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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DRAFT: 4/23/18

NEXT GENERATION PROJECT OVERSIGHT

MINUTES OF MARCH 19, 2018

Call to Order

The meeting was called to order by Chair Cusimano at 2:02 p.m. on March 19, 2018 at the Marin Civic Center Room 410-B.

Committee Members Present:

Town of Corte Madera	Todd Cusimano
County of Marin Fire	Mark Brown
MERA President/Tiburon Fire Protection District	Richard Pearce
Marin County Sheriff	Robert Doyle
MERA Finance Committee/Town of Ross	Tom Gaffney

Committee Members Absent:

MERA Executive Board/County of Marin
Novato Fire Protection District
Novato Police Department

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Exec. Officer – Next Gen. Project	Dave Jeffries
MERA Admin. Assistant – Next Gen. Project	Alex Anderson
MERA Operations Officer	Ernest Klock

Guests Present:

Richard Chuck	Marin DPW
David Mortimer	Federal Engineering

Hamiid Khalili
Matt McCaffrey
John Roberto

Central Marin Police Department
Novato Police Department
MERA CEQA Consultant

A. Approval of Minutes from November 29, 2017 Next Generation Project Oversight Committee

M/S/P Pearce/Gaffney to approve minutes from November 29, 2017 Next Generation Project Oversight Committee as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion Carried

B. MERA CEQA Process (Klock)

Klock announced that the Marin County Board of Supervisors had approved consultant contracts for outside help with the California Environmental Quality Act (CEQA) process. Klock introduced John Roberto, one of the consultants brought in to help guide MERA through the CEQA process. Klock also noted he had distributed a draft schedule of the CEQA process to committee members.

Roberto explained that his job was to prepare and guide MERA board members through the CEQA process, and that another firm (WRA) had been hired to do the environmental analysis and prepare the documents needed. Roberto said that the project description was currently being worked on by Motorola and would include all of the sites constituting the backbone of the Next Gen System. MERA, acting as the lead agency for the project, needs to demonstrate that the Next Gen System satisfies the requirements of CEQA. He explained that MERA needed to update the Environmental Impact Report (EIR) done for the original radio system in 1999 in order to meet those requirements. MERA has final authority of the content of the supplemental EIR because it is acting as the lead agency.

Roberto said that the CEQA process would officially get underway on the day MERA gives notice of the preparation of the EIR. He discussed how far MERA could go with Motorola on the project while still being in compliance with CEQA, including moving forward with developing a project description. During implementation of the original system, MERA waited until the EIR was certified before beginning construction on building sites. There was a legal challenge on this process, but MERA's actions were upheld in court.

Roberto discussed current activities in relation to the CEQA process, including working with MERA attorneys to identify responsible parties for any potential site development. Motorola is near finishing the identification of all sites. MERA's environmental

consultants will then begin to finalize the project description with this information. MERA boards will have an opportunity to view and discuss the project description, however Roberto cautioned against making any changes once finalized. Recirculation of a project description after it is finalized can lead to delays. Additionally, changes to the project design, if environmentally significant, can delay the certification of the EIR.

Roberto said he would be advising DPW staff, as well as MERA board members through communication with MERA staff. He described his experience in the CEQA process for the original project, and in particular his participation in MERA board meetings. He and other consultants will be providing updates and potential action items at future MERA board meetings. Ultimately an EIR would be presented to the MERA Governing Board for acceptance.

Roberto discussed the schedule of the CEQA process, noting that a scoping meeting would soon be calendared for MERA board members to get a better understanding of the details of the process and provide input. A draft EIR would then be prepared and circulated, and then a final EIR would be produced and again be circulated. He explained that each step of the process had a required period of time to provide for public input, which extends the process.

Roberto talked about the requirements for public input during the development of the EIR. He has talked to the Marin Community Development Agency about how they have been engaging the public for their EIRs. MERA will be engaging the public through Marin Department of Public Works (DPW). If MERA faces legal challenges to its EIR, the courts will examine if MERA correctly followed CEQA procedures, so properly engaging the public throughout the process is a key element to success. DPW will be adding a website specifically devoted to MERA's CEQA process to help with public engagement. The website will include the project description, the draft EIRs, and staff reports from MERA boards regarding the project. A mailing list is being prepared to distribute information, and copies of important documents will be made available to MERA board members as well as members of the public. Pearce asked if it would be a problem for the website to be located on the County website since MERA was the lead agency. Cassingham explained that the two sites would be linked, and that it should not be an issue.

Gaffney asked what MERA could do before the certification of the EIR. Roberto said that his understanding was that MERA could not move forward on building the project until the EIR was certified. Klock explained that MERA staff was working on a number of things while the CEQA process played out, including fleet mapping, site leases, site plans, and preparation of bids. He noted that MERA could prepare plans and bid them, as long as MERA did not award any of the bids until EIR was certified.

Pearce asked what the difference was between preliminary design and final design. Klock explained that the final design was coming within the next few weeks, but that MERA would not be able to approve the final design until the EIR was certified.

Gaffney discussed the lengthy CEQA process during the construction of the original MERA system, and how MERA purchased radios which they were unable to use for a few years because the CEQA process experienced delay. Roberto said he thought the radios for the first system were purchased after the EIR was certified, but then system acceptance was delayed because the EIR was challenged in court. He suggested MERA staff look through records to determine the date the EIR was initially accepted.

Cuismano asked when the EIR was originally scheduled to be accepted. Klock answered that EIR certification was not in Motorola's initial schedule. Jeffries said that it depended on which schedule you looked at, but that system acceptance was originally scheduled for summer of 2018.

Brown asked if purchasing radios in advance of EIR certification could open up MERA to legal challenges regarding the CEQA process. Jeffries and Klock explained that the radios purchased would work with MERA's current system, and that MERA would be doing everything possible to advance the project barring anything that would involve site construction that could affect the CEQA process. Klock also explained that MERA's legal counsel was currently examining these questions regarding the CEQA process.

C. Mobile and Portable Radio Transition Proposals, Technology Upgrades and Related Discounts (Jeffries)

Jeffries reiterated that MERA's attorneys were currently examining the question of whether or not purchasing radios at this time could lead to CEQA challenges. He presented a variety of options for members to discuss regarding the potential early purchase of radios from Motorola, technology upgrades and related discounts.

The first option was to wait and purchase radios once the date of cutover was determined. Radios would be purchased at that time and installed as Next Gen System radios. This option would maintain the current schedule and would likely not include any technology upgrades or related discounts from Motorola. This option would also require a roughly 10 month cutover period, during which both systems would need to be up and running.

The second option and third option would involve earlier purchases of radios to be installed as both first and second generation system radios. Both of these options could take advantage of Motorola's offer to upgrade radios to dual band at no additional cost. However, if radios were not purchased until next year, MERA would need to pay for the dual band upgrade. He noted the third band VHF would at this point be an additional cost for each agency if they chose to make that upgrade.

Jeffries added that MERA has already purchased one early order of radios, specifically for agencies that had an urgent need for replacement radios on the current system. The

radios are dual band and will work on the Next Gen System as well, and are part of MERA's commitment to replace all first generation radios on a 1 to 1 basis.

One of the key scheduling considerations for the cutover process is vehicle installations. Currently, vehicle installations are scheduled to take eight to ten months. Under option one, this process would begin once cutover to the new system occurred, though both systems would remain operational. Option 2 and 3 would involve getting the radios installed sooner, but the timing would vary between the options. Both option 2 and 3 require the radios be dual band so they can work on either system. The radios would need to be reprogrammed in order to move from the Gen 1 system to the Gen 2 system.

Jeffries said there are three different ways to program new radios, each with an associated cost. Traditionally, technicians have gone out into the field and programmed the radios by hand. Redcloud, a company with which MERA has contracted, has quoted \$75,000 per round of programming. DPW radio shop quoted \$130,000 per round of programming. Each round of programming could take up to two months or longer. Jeffries also explained that radios are programmed three or four times during their lifetime. Another option is to pay a fee to activate software in the radios that allow them to be programmed through MERA's radio frequencies. This process would take several weeks as well. The final option would be to utilize a new technology that allows the radios to be programmed when in range of internet hotspots. The advantage of this option is that it could take as little as 12 hours to program all of the radios, but it would necessitate each agency providing internet hotspots for their radios.

Jeffries explained that Motorola had offered MERA a discount of half a million dollars for early delivery of equipment. The offer was originally set to expire last year, but due to project delays had been extended to an as of yet undetermined date. He explained that MERA would definitely get the discount with option 3, might get the discount with option 2 depending on timing, and would likely not get the discount with option 1.

Doyle asked why Motorola was pushing for early delivery of equipment. Jeffries replied that it was mostly driven by financial reporting. Doyle asked how much would they be reporting with the sale of the radios. Gaffney estimated about 15 million dollars.

Jeffries discussed the most recent Motorola project schedule. Final system acceptance is currently scheduled for April of 2021, which assumes option 1. However, if MERA chooses option 2 or 3, eight months could potentially be cut off of the current schedule, which would also save MERA some money. Gaffney said that he was worried about the project schedule and relying on the schedule to make significant financial commitments.

Doyle asked Gaffney about the financial benefit of delaying the project. Gaffney explained that because MERA had millions of dollars in the bank for the project, there was some financial benefit with interest earned if there were delays in the project.

Jeffries asked committee members for guidance regarding the various options for purchasing radios. Pearce said that he felt like there were significant benefits to using WiFi for programming radios. Gaffney said that he was concerned about potential delays and felt like MERA should not commit to purchasing radios too early. He suggested MERA pursue option 2, which would take advantage of internet programming and may still take advantage of Motorola technology upgrades and related discounts. The other members of the Project Oversight Committee agreed with Gaffney's suggestion. Jeffries said that MERA staff would proceed accordingly.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

Cusimano adjourned the meeting at 3:15 pm in honor of Marin County Sheriff's Deputy Ryan Zirkle.

Minutes prepared by:



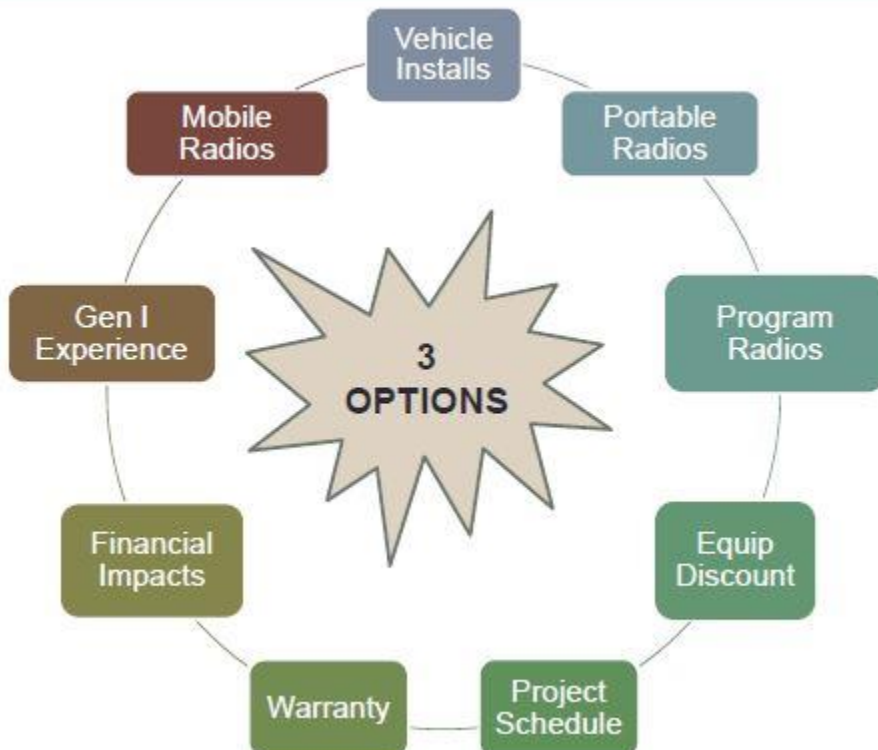
Alex Anderson,
MERA Administrative Assistant – MERA Next Generation Project

AMERA: *WHEN SECONDS SAVE LIVES*

Next Gen Project Oversight Committee
Monday, 03/19/2018



Puzzle Pieces



Mobile Radios

- Single Band Mobile Radios – Next Gen Only.
 - Only supports Option #1
 - Programmed and installed as Next Gen radios

- Dual Band Mobile Radios – Gen I and Next Gen
 - Required for Options #2 and #3
 - Programmed and installed as Gen I radios, requires reprogramming at cutover for Next Gen operation
 - No cost to upgrade to dual band now
 - Cost to upgrade later
 - Third band available as local agency upgrade option

Portable Radios

- Single Band Portable Radios – Next Gen Only.
 - No impact on options
 - Programmed and distributed as Next Gen radios just prior to cutover

- Dual band Portable Radios – Gen I and Next Gen
 - No impact on options
 - If distributed before cutover will require reprogramming
 - No cost to upgrade to dual band now
 - Cost to upgrade later
 - Third band available as local upgrade option
 - Fire agency interest in Next Gen and VHF only now
 - Requires use of existing Gen I portable until cutover

Vehicle Installations

- **Vehicle Installation**
 - 8 to 10 month process
- **Option #1 – Start at cutover**
 - This is in the current draft schedule
 - April 2021 completion date
 - Program once
- **Option #2 and #3**
 - Saves approx. 8 months from Option #1
 - Option #2 aimed to complete installation just before cutover
 - Option #3 aimed to begin installation late summer 2018
 - Both options require reprogramming at cutover

Program Radios

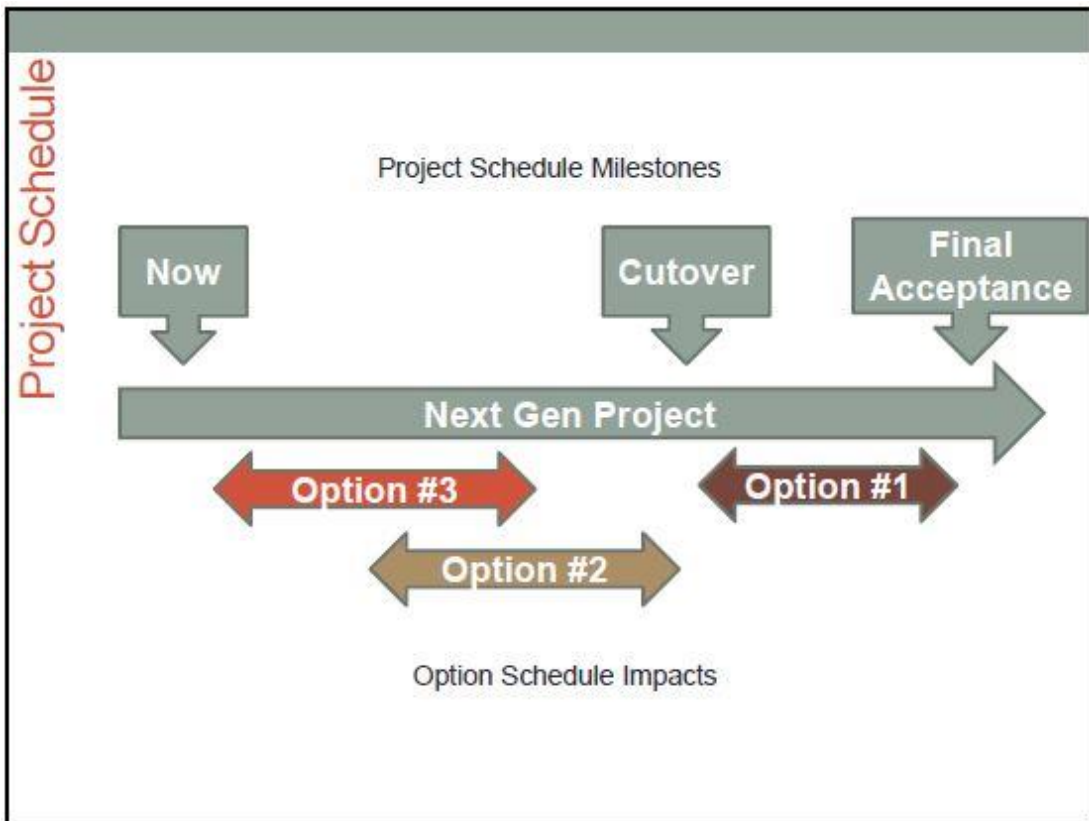
- **Manual Programming**
 - All radios will initially be programmed by technicians
 - Follow up programming at \$75k to \$130k per round
 - Slow as technicians need to find and touch each radio
 - During cutover, users on Gen I and Next Gen simultaneously for several weeks
- **Over The Air Programming (OTAP)**
 - Uses MERA radio channel to sequentially program selected radios
 - Includes Radio Management Software (RMS)
 - During cutover, users on Gen I and Next Gen simultaneously for several weeks
- **Wi-Fi**
 - Uses a series of MERA/Member provided hotspots to reprogram radio fleet in hours
 - Includes Radio Management Software (RMS)
 - Still assessing this technology
- **Recommending Hybrid OTAP/Wi-Fi/RMS solution**

Equipment Discount

- Subscriber Equipment Discount
 - \$500,000 discount for early delivery
 - Originally scheduled to expire 12/2017
 - New expiration date not yet set
 - With Option #3, discount is certain

Project Schedule

- Project Schedule
 - Current draft schedule shows final acceptance in April 2021
 - This assumes Option #1
 - Option #2 and #3 accelerate the project 8 months to August 2020.
- CEQA
 - Potential delays with CEQA, but would push back the completion dates for all options
- Legacy Support
 - Option #2 and #3 reduce time needed to support Gen I system



- Warranties**
- All radios issued early will be under standard Motorola warranty
 - At final system acceptance, all radio warranties will be restarted

Financial Impacts

- **System Discount**
 - Option #1 – Likely \$0
 - Option #2 – Not determined
 - Option #3 - \$500,000

- **Dual Band Offer**
 - Option #1 – Not Required
 - Option #2 - \$500,000 cost to MERA
 - Option #3 – Free upgrade

- **Schedule Impacts**
 - MERA soft costs approx. \$100,000/month

- **Cash Flow**
 - Option #1 – Equipment Invoice Early 2020
 - Option #2 – Equipment Invoice Fall/Winter 2019
 - Option #3 – Equipment Invoice Summer, 2018

Financial Impacts

- **Radio Programming**
 - Technician, Manual - \$75k to 130K per round of programming
 - OTAP/Wi-Fi Hybrid - \$523,556 One time cost
 - Wi-Fi Only - \$503,889

Gen I Experience

- Gen I
 - Radios delivered with significant delay in installation and use
- Option #1
 - All but early order radios delivered based on start of cutover date
- Option #2
 - With exception of early order radios.....
 - Mobile radios delivered to have all installed by cutover date
 - Portable radios delivered in time to distribute for cutover
- Option #3
 - All Mobiles installed as Gen I radios and in use immediately
 - Early order portables in use immediately as Gen I radios
 - All other portables delivered in time for cutover

OPTIONS

- Option #1
 - No decision needed
 - Except for early order radios, all radios delivered in time for cutover
 - Mobile radios installed after cutover
 - Likely lose \$500k system discount
 - No project time savings
- Option #2
 - Decision required
 - Except for early order radios.....
 - Mobile radios delivered in 2019 for installation right up to cutover
 - Recommend OTAP/Wi-Fi/RMS solution at \$523,556
 - Requires Dual Band at \$500,000 cost to MERA
 - Likely lose \$500,000 system discount
 - Portable radios delivered in time for cutover
 - Project Time savings of 8 months (\$800,000)
 - Compared to Option #1 – Cost to MERA - \$223,556

OPTIONS

- **Option #3**
 - Decision required
 - Except for early order radios.....
 - All Mobile radios delivered in summer 2018 for immediate installation and use
 - Recommend OTAP/Wi-Fi/RMS solution at \$523,556
 - Requires Dual Band at no cost to MERA
 - \$500,000 system discount
 - Portable radios delivered in time for cutover
 - Project Time savings of 8 months (\$800,000)
- **Compared to Option #1 –**
 - Savings to MERA - \$776,444 (Syst Disc + Project Time – WiFi)
- **Compared to Option #2 –**
 - Savings to MERA - \$1,000,000 (Syst Disc + Dual Band)



MERA: SECONDS SAVE LIVES

See

www.MERAonline.org

for more information