

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

DATE: May 8, 2019
TO: MERA Governing Board
FROM: Ernest Klock, Operations Officer
SUBJECT: AGENDA ITEM E-2: First Gen MERA Radio Proposed Policy

Recommended Action: Approve MERA Subscriber Surplus Radio Policy

The attached policy and radio return form were discussed at the April 3, 2019 MERA Operational Issues Working Group meeting. Some member agencies have ordered dual-band replacement radios under Next Gen as part of early orders 1 and 2. Those radios are starting to come in for programming which has led to some First Gen radios being returned to the radio shop for surplus or disposal. The attached policy establishes operational and administrative requirements for the proper disposal of surplus First Gen subscriber radios.

As First Gen subscriber radios get replaced, old radios need to have the codeplug and, if applicable, the encryption removed from the radio. This ensures that MERA continues to operate reliably and securely. Subscribers will fill out the MERA return form and bring surplus radios to the radio shop to be cleared of codeplug and encryption. The return form is to be filled out in advance and an appointment made with the Radio Shop to arrange for acceptance of radios and timely service. The Radio shop will track the radios being replaced and develop a detailed inventory list for each agency to avoid having active, in use, radios from being turned off posing possible safety issues.

It is understood that MERA First Gen radios were purchased by each respective member agency at the time of activation of the First Gen system and therefore each respective agency owns those assets. MERA members that had radios prior to the passage of Measure A in November of 2014 will receive a replacement radio as part of the Next Gen System contract with Motorola. If an agency has purchased a MERA radio since the passage of Measure A which does not work on the Next Gen System, then that agency will have to purchase another radio for use on the Next Gen System.

Because MERA radios are agency assets, it is proposed that each agency receive those surplus assets back upon codeplug and encryption clearing. Each agency would maintain a cache of surplus radios as backup radios for their use until the Next Gen System becomes active in 2022/2023. Should an agency wish to donate their known good radios to a larger cache maintained by the Radio Shop for any MERA member agency use, they may do so by clearly identifying that preference on the return form.

Attachments: A) MERA Subscriber Radio Surplus Policy
B) MERA Subscriber Radio Return Form

Marin Emergency Radio Authority

Policy for MERA Subscriber Surplus Radios

Purpose:

- A. To establish operational and administrative requirements for the proper disposal of agency owned surplus subscriber radios, including Mobiles, portables, and base stations such that system reliability and security is maintained. These procedures apply to all radios subscribed to the MERA system including member agencies and non-member agencies.

- B. To establish a temporary Cache inventory of T-band system radios to be used to help sustain low cost repairs and operations for Marin Emergency Radio Authority (MERA) users until we transition fully to the 700MHz system. Donating to the Cache is not required and shall be at the discretion of each agency.

Policy:

MERA operates a T-band radio system that facilitates essential communications between and among its member agencies and non-member public and private users that serve and support all facets of public safety. MERA is transitioning the T-band system to a 700 Mhz P25 Phase Two Next Generation Radio Communication System and will be replacing all subscriber units during that transition.

When MERA subscriber radios become obsolete, are no longer needed in operations, are to become surplus, transferred or disposed of, the agency shall submit the radios with the MERA Subscriber Agency Return Form (attached) to the Marin County Radio Shop to have any codeplug and encryption key cleared from the radio. After the radio is cleared of any stored codeplug and or encryption key, the radio is to be returned to the agency. Optionally, MERA agencies may decide to donate radios to other member agencies or to a temporary Cache with the intent of supporting other member agencies until transition to the 700 Mhz Next Gen System is complete.

Procedures:

- A. Fill out the MERA Subscriber Radio Return Form for the radios and include it with the shipment or delivery of subscriber units being removed from service.

- B. Contact the Marin County Radio Shop and schedule a time to return the radios to be cleared of any codeplug and encryption key programming.

- C. After the radios are cleared, they will be returned to the agency. If the agency would like to transfer subscriber units to another MERA subscriber agency, the Marin County Radio Shop should be notified of the preference and can assist with reprogramming and redistribution. If the agency would like to donate surplus subscriber units to the temporary Cache, the Marin County Radio Shop will retain the identified subscriber units and the MERA member agency will be notified in writing.

