

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Town of Corte Madera  
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**EXECUTIVE BOARD**

**Minutes of January 8, 2020 Regular Meeting**

**Draft: 3/4/20**

**Call to Order**

The meeting was called to order by Chair Hymel on January 8, 2020 at 3:38 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

Politzer introduced himself and Member self-introductions followed.

**Board Members Present:**

County of Marin	Matthew Hymel
Marin County Sheriff	Robert Doyle
City of Novato	Matt McCaffrey
Fire Services	Richard Pearce
Police Departments	Mike Norton
Ross Valley Cities/Towns	Adam Politzer
Southern Marin Cities/Towns	Todd Cusimano
Special Districts	Don Wick

**Board Member Absent:**

City of San Rafael

**Staff Present:**

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer - Next Gen Project	Dave Jeffries
MERA Operations Officer	Ernest Klock
Recording Secretary	Lorena Barrera

**Guests:**

Federal Engineering	David Mortimer
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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 July 10, 2019 Executive Board Regular Meeting
- 2) Report No. 89 on Strategic Plan Implementation
- 3) Update on Six-Month Notice: Non-Member System User Fees
- 4) Bi-Monthly Report on Reserve Funds Balances

*M/S/P Pearce/Doyle 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. 63 on Next Gen System Project and Budget – (Jeffries)

Jeffries presented his report noting his appended prior reports since the Executive Board last met in July 2019. He cited the ongoing bi-weekly Project Team meetings and inconsistent Motorola meetings, which are back on track post-CEQA. Maura Griffin, Administrative Assistant – Next Gen Project, is finishing the last 3-4 agencies to complete the Field Survey of Member radio counts and Wi-Fi capabilities.

Jeffries is planning a member Project briefing post Customer Design Review (CDR). Purpose is to discuss the final Project schedule, member agency tasks for which they are responsible and remaining Project tasks.

Jeffries reviewed the updated Project Budget and Expenditure Summary. This has been updated from last month to reflect C.O. #8 Multi-Protocol Label Switching (MPLS) for Microwave, with costs covered by the Unappropriated Project Reserve. He noted the Source of Project Funds placeholder for Non-Public Safety Radios of \$1M, which will be refined on completion of the Field Survey and cannot be purchased with Measure A Funds. Project Milestone #1 is completed with #2 completion in Q1 or early Q2 2020.

Cusimano asked about the Site Acquisition /Construction/CEQA line item, if we are on track and breakdown for each component. Klock said \$700K has been expended on CEQA with the balance remaining for Site Acquisition/Construction. Plans are being finalized, along with engineering estimates. A report will be prepared for the Board with the expectation expenditures will be within Budget.

Pearce asked for a breakdown of the \$700K expenditures to date. Klock said this reflects WRA, JRA and various special studies costs. Jeffries added this line item includes its own contingency. Hymel asked for a timeline on the non-public radios count. Jeffries said completion of the Survey has been affected by agency responses, but Griffin is close to completion. Hymel asked if the County's help is needed for responses. Jeffries said they are close to completion. Hymel added the non-public count could free up funds for other Project uses. Jeffries responded the Firefighters Grant can only be used to acquire Fire Radios, which was originally thought to generate funds back to the Project. Politzer asked Jeffries to confirm if Sausalito's counts had been reported.

2) Other Information Items

None.

C. Operations Reports – (Klock)

1) Proposed Federal Engineer Phase Two Contract Amendment No. 2

Klock confirmed Members receipt of his revised C-1 report, which asks the Executive Board to recommend Amendment No. 2 for Governing Board approval. He recapped Federal's services provided in Phase I, which included development of the Vendor RFP and Vendor Contract review. The Phase 2 Contract was for Project Management to oversee Motorola Design and Next Gen Implementation. The fixed term Contract was for 30 months for \$989K ending August 30, 2019.

Klock noted Governing Board approval of Phase 2 Amendment No. 1 for \$144K. These funds were taken from the DPW Implementation Budget line item due to CEQA. Amendment No. 2 will reduce the FE budget line item by \$351K and cover the period of February through December 2020. This includes full-time FE support to oversee Motorola Design implementation but will not take the Project through completion. Amendment No. 2 will leave an estimated \$151K in this line item.

Pearce asked about FE expenditures to date, punch list items completed and where expenditures were applied. Klock said the staff report could be amended to clarify and address these areas. He said Motorola's Contract assumed an original Schedule that was not met for a variety of reasons. It included 30 days for CEQA and a short time for construction. The SEIR was certified in December 2019 and construction will take 2 years, which has added 3-1/2 years to the Schedule. These activities were not adequately planned for as they were not Motorola responsibilities. He noted RPC delays, frequency licensing and permitting.

Klock said FE Amendment No. 1 costs were shifted to DPW Implementation support during CEQA. Cusimano supported moving this item to the Governing Board while having the President and Vice President give input to staff on a page or two of the background for presentation to them. Pearce acknowledged Mortimer's great work to date and expressed appreciation.

*M/S/P Cusimano/Pearce to forward Federal Engineering Phase 2 Contract Amendment No. 2 to the Governing Board for approval with additional background information as noted.*

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

2) CEQA Process and Schedule Update – Next Gen Project

Klock updated the Executive Board on the Governing Board's Certification of the SEIR on December 11. On December 13, staff submitted the Notice of Determination to the State Clearinghouse. The same Notice was filed with the Sonoma and Marin County Clerks on December 17, 2019. With this, MERA has complied with the CEQA process. The litigation window will close mid-January.

Pearce asked about the date the window will close. Klock said MERA Counsel has not clarified but staff will use the later date for any filing. Jeffries added there has been no information about anything potentially inbound.

3) Request for Additional Radios –

- Tiburon Police Department
- Belvedere Police Department
- National Parks Conservancy
- Marin County District Attorney
- Marin Community College District Police Department
- National Park Service – Point Reyes

Klock said these requests have accumulated over the last months since the Executive Board last met. All have been vetted and approved by the Ops Group. Each requesting agency has acknowledged and will conform with MERA's Additional Radios Policy. Norton asked about requests for single-band radios and if this was the first time. Klock said this has been common and the agency must acknowledge the radios will not work on 700 MHz and that they will have to buy other radios for future functionality.

Hymel said single-band purchases have been approved in the past with members understanding a dual-band will be needed for Next Gen. Klock added single-bands are cheaper for users in this interim period. Doyle asked about the National Parks Conservancy. Klock said this agency is sponsored by MMWD and has an LOA with MERA as a Non-Member System User. They use the radios for emergencies in the Watershed.

Pearce asked about National Parks usage and potential as a partner agency. Klock said MERA could consider charging them but their use is for emergencies only and beneficial to MERA. Doyle said their use is beneficial to the Sheriff's Office and public safety in general.

*M/S/P Norton/Cusimano to approve the Requests from various MERA and partner agencies for additional radios as presented.*

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

4) MERA System Operations Update: June-November 2019

Klock presented the summary of System usage since the last Executive Board meeting in July. He noted Radio Shop actions during the Public Safety Power Shutoff (PSPS) and efforts to maintain backup generator fuel levels. This period was very busy as every MERA site was affected.

5) Other Information Items

None.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:55 p.m.

Respectfully submitted by:

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Maureen Cassingham  
MERA Executive Officer  
and Secretary