



# DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas  
DIRECTOR

**DATE:** July 13, 2016

**TO:** MERA Executive Board

**FROM:** Pat Echols, Operations Officer

**SUBJECT:** AGENDA ITEM C-2: REQUEST FOR ADDITIONAL RADIOS – FAIRFAX POLICE DEPARTMENT & NORCAL AMBULANCE SERVICE

Administration  
PO Box 4186  
San Rafael, CA 94913-4186  
415 473 6528 T  
415 473 3799 F  
415 473 3232 TTY  
CRS Dial 711  
www.marincounty.org/pw

Recommended Action: Approve the requests for a total of 3 radios with a requirement for APX one-band operational, second upgradeable or APX Dual band, both bands operational radios.

Accounting

Background: On March 11, 2015, your Board approved an Additional Radios Policy and Procedures for additional radio requests. The following entities are requesting the addition of the following radios:

Airport

Building Maintenance

Capital Projects

Fairfax Police Department	1 portable
NORCAL Ambulance Service	2 portables

Certified Unified Program Agency (CUPA)

Communications Maintenance

Both requests (letters attached) were vetted through the Operations Issues Work Group, and deemed to be consistent with MERA policy. The Additional Radios Policy and Procedures requires the entities to pay for these radios and all costs associated with programming and alignment. In addition, training is recommended for all users before the radios are released for use, based on the end user curriculum approved by MERA. Training can be provided by the entities if they have an approved trainer on staff, or provided by Marin County staff with all costs borne by the entities.

County Garage

Disability Access

Engineering & Survey

Flood Control & Water Resources

Land Development

Purchasing

Real Estate

Reprographic Services

Road Maintenance

**Attachments:** Letter from Fairfax Police Department  
Letter from NORCAL Ambulance Service

Stormwater Program

Transportation & Traffic Operations

Waste Management



Christopher Morin  
Chief of Police

**FAIRFAX POLICE DEPARTMENT**  
144 BOLINAS ROAD • FAIRFAX, CALIFORNIA 94930

March 3, 2016

Pat Echols  
MERA Operations Officer  
3501 Civic Center Drive  
San Rafael, CA 94903

**RE: Request to add MERA radio**

Dear Mr. Echols

The Fairfax Police Department has an spare XTS 3000 portable radio that is not activated. I am requesting that MERA allow the re-programming and activation of this radio as an addition to my existing inventory.

While this will add a radio to the system, the actual use of resources upon the MERA system will be extremely minimal. As a small agency Chief with limited personnel I sometimes respond to calls in my unmarked vehicle. I plan on keeping the radio in the vehicle solely for my use. There will be no double loading on the system as I will either be using the mobile radio or portable, but not both.

Please consider this request to allow for the programming of this one additional radio. If you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christopher E. Morin".

Christopher E. Morin  
Chief of Police

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Ph. (415) 453-5330 • Fax (415) 457-8769 • [fairfaxpd@fairfaxpd.org](mailto:fairfaxpd@fairfaxpd.org) • [www.fairfaxpd.org](http://www.fairfaxpd.org)



June 3, 2016

Executive Committee  
Marin Emergency Radio Authority  
95 Rowland Way  
Novato, CA 94945

Re: Request to Add MERA radios

Dear Executive Committee:

NORCAL Ambulance Service is formally requesting your permission to add two (2) additional MERA radios to our fleet, which currently uses five (5) portable MERA radios.

As NORCAL Ambulance is an authorized Marin County ambulance provider, the ability to communicate with the County via the 800MHz system is vital. With the expansion of our fleet in the County, there is a need for these additional portable MERA radios. Use of the radios during normal operations would be insignificant, but would increase when requested to run 9-1-1 system emergency calls.

NORCAL Ambulance agrees to pay for these radios and all costs associated with programming and alignment.

If there is a need for any additional information, please feel free to contact me at any time by email or telephone.

Thank you for your consideration,

Danielle Brown

Coastal Division Manager  
[Dbrown@norcalambulance.com](mailto:Dbrown@norcalambulance.com)  
209-712-9457

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