

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
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E.B. 9/14/16 AGENDA ITEM A-1

Executive Board

Minutes of July 13, 2016, Meeting

DRAFT: 9/7/16

Call to Order:

The meeting was called to order by Vice Chair McCann on July 13, 2016, at 3:30 p.m. at the Novato Fire Protection Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

Board Members Present:

Marin County Sheriff	Michael Ridgway (Alternate)
Fire Services	Richard Pearce
Police Departments	Todd Cusimano
Ross Valley Cities/Towns	Debra Stutsman
Southern Marin Cities/Towns	Jim McCann
Special Districts	Tom Roach

Board Members Absent:

County of Marin	Matthew Hymel
City of San Rafael	Chris Gray
City of Novato	Jim Berg

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer – Next Gen Project	Dave Jeffries
MERA Operations Officer	Pat Echols
County Communications Engineer	Richard Chuck
Recording Secretary	Denise Wade

Guests Present:

Central Marin Police Authority	Michael Norton
Novato Fire Protection District	Jeanne Villa

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 May 4, 2016, Executive Board Regular Meeting
- 2) Engagement of Maher Accountancy –
Measure A 2015-16 Independent Compliance Audit
- 3) Report No. 42 on Strategic Plan Implementation
- 4) Report on Final Costs: Eighth Amendment to Office and Staff Services Agreement
between MERA and Novato Fire Protection District
- 5) MERA FY15-16 Budgets: Line Item Adjustments
- 6) Bi-Monthly Report on Reserve Funds Balances
- 7) Update on Marin County Civil Grand Jury Web Transparency Audit

McCann noted the separate distribution of Items A-5 and A-6 to the Executive Board.

Cassingham briefly summarized the Report on the Budget line item adjustments for the Operating and Replacement Funds. The Operating adjustments, which do not affect the total approved Budget, are for PG&E costs and the Bay Hill Tower Site lease which reflects actual versus estimated expense. The Operating Contingency will cover these adjustments. She also noted beginning and estimated Reserve Funds balances for the New Project Financing, Replacement and Emergency Funds. The Replenishment of the Replacement Fund, ultimately from the Next Gen Project Fund, has been completed to cover Next Gen Project planning and initial implementation costs.

M/S/P Pearce/Roach to approve Consent Calendar Items 1-7 as presented.

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

B. Executive Officer's Report (Cassingham)

1. Report and Recommendations from Executive Board Subcommittee on Proposed Marin County Office of Education (MCOE) and Other Ongoing Non-Member MERA System Use

Cassingham reported that the Subcommittee has been meeting over the last few years to address issues associated with Non-Member use of the MERA System. With the recent request by MCOE for 23 MERA radios, the Subcommittee met on June 15 to develop recommendations on all Non-Member System use. She said the Subcommittee was unanimously in favor of formalizing Non-Member System use in Letters of Agreement (LOAs). They recommended approval of MCOE's request, subject to execution of an LOA and review by the Ops Issues Work Group on July 6. The Group's comments have been incorporated into the LOA.

Cassingham said the Subcommittee also recommended development of customized LOAs for the various categories of other Non-Member users. Sheriff Doyle suggested minimizing LOA references to training, in Non-Member law agreements, in that these are given requirements for law enforcement. She noted that she is working with Doyle and County Fire Chief Weber to get contact information for each agency for submission of LOAs. The Subcommittee also weighed in on continuation of the current Governing Board Zero-Rate Fee for Non-Member System use provided there is a 6 month's notice of a change and future consideration of O&M cost sharing for the Next Gen System and/or sharing of Non-Member, non-monetary resources.

She said pending Executive Board recommendation, MCOE has not yet seen their proposed LOA.

Ridgway suggested adding "operational efficiencies" to non-monetary resources in the LOAs. For example, CHP may not be able to contribute financially but may be in the position to provide additional operational efficiencies. He also asked if MCOE's request related to the Next Gen System. Cassingham said the request is for use of the current System. Echols said MCOE would be paying for dual-band radios which will be compatible with the Next Gen System. He also noted and clarified that MCOE would be asked to give the County its frequency as its in-kind contribution to MERA. Jeffries added that MCOE's template was originally developed 15 years ago and they will have no access to incident command channels.

McCann asked about the action to be taken. Cassingham said the Executive Board was being requested to present recommendations to the Governing Board at their July 27 meeting.

M/S/P Cusimano/Ridgway to approve the Executive Board Subcommittee's Report and Recommendations on Proposed MCOE and Other Ongoing Non-Member MERA System Use with the addition of "operational efficiencies" as a non-monetary resource to the Letters of Agreement.

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

2. Report No. 17 from the Next Gen Project Oversight Committee (NGPOC) - Jeffries

Jeffries summarized his report noting approval of the RFP which has since been “on the street”. A mandatory pre-proposal meeting was held followed by site visits. An extension to August 5 for proposal submission was approved. Attached to his report were five addendums issued by DPW in response to vendor inquiries. Echols said Addendum 6 will request proposers to provide more information to assist with more timely review, along with additional compliance items that should not require an extension.

Jeffries said the Project Oversight Committee is looking at an August 10 meeting after proposals come in to fine-tune the review and selection process. They will also weigh in on site visits of existing customers and the reference check process. The vetting and approval schedule leading up to contract approval by the Board of Supervisors on December 6 will also be fine-tuned by the Committee.

Jeffries said considerable effort was made with Low-Income Senior Homeowner Exemption outreach in Year Two of Measure A resulting in an increase in approved exemptions from 117 to 134. Late applicants from Year One and senior organizations were contacted. Next year’s outreach may be limited to media advisories as MERA continues its commitment to senior outreach. Consensus of the Executive Board was to accept this informational report.

3. Update on Member Executive Board Appointments

Cassingham provided a status on the ensuing 2-year appointments commencing September 12, 2016. She noted McCann has agreed to continue and the Marin Managers will appoint the Ross Valley Cities/Towns representative at their August 25 meeting. Stutsman said that the Marin Managers made their appointment of McCann at an earlier meeting. Cassingham added that the City of San Rafael is formally proceeding with Gray’s appointment at an upcoming Council meeting. Cusimano confirmed that the Police Chiefs appointed Mike Norton, who is Central Marin Police Authority’s Acting Chief, to represent them.

4. Other Information Items

Cassingham thanked Wade for her two “tours of duty” in providing support to MERA noting she will soon be assuming her new assignment in Fire Prevention. She introduced NFPD’s Administrative Services Manager Jeanne Villa who is shadowing Wade today and will oversee MERA’s support services going forward with the assistance of

Administrative Assistant Lauren Pallas who has provided support for prior MERA meetings.

C. Operations Reports (Echols)

1. Update on Dollar Hill Project

Echols said the City of San Rafael is doing some upgrades to the tower at Dollar Hill. In anticipation of Next Gen, MERA is also seeking to structurally upgrade the tower. He had reported at MERA's last meeting that no contractors attended the City's pre-bid meeting. The work was subsequently rebid. Marsh Creek LLC was the low bidder. Cost to retrofit the tower is \$32,207 which MERA will cost-share at 50% or \$16,103.50 which is much less than expected. Work will commence on July 18 and be completed by month's end or early August. MERA has its temporary facilities in place and we are good to go.

2. Requests for Additional Radios: Fairfax Police Department and NORCAL Ambulance

Echols said Fairfax P.D. is requesting one portable and NORCAL is requesting two portables. The Operational Issues Work Group vetted both requests and deemed them to be consistent with MERA's policy. Cost of the radios, programming, alignment and training are borne by the requesting entities.

M/S/P Roach/Pearce to approve the requests for a total of three radios, one from Fairfax Police Department and two from NORCAL Ambulance Service, with a requirement for APX one-band operational, second upgradable or APX Dual band, both band operational radios.

AYES: All

NAYS: None

ABSTENTIONS: None

Motion carried.

3. Status/Work Statistics Reports (Chuck)

Chuck said for June, there was 833 hours of air time on the System with nearly 284,000 calls and six seconds of busies. Year-to-date shows 3,895 hours of air time, with \$1.4M calls and only 22 seconds of busy. Major System maintenance included replacement of the Mt. Tam microwave transceiver, fuel tank work and working on isolating intermittent problems on one of the controllers which was solved last night. A microwave upgrade at the EOC will be undertaken tomorrow morning. Jeffries added that a quarter of the busies have occurred with Transit, a lower priority user. Chuck said busies are 1/100 of a second here and 2/100 of a second there. McCann complimented Chuck on the amazingly low busies.

D. Open Time for Items Not On Agenda

Cassingham expressed her thanks and appreciation on MERA's behalf for Stutsman's years of service on the Executive Board, noting this was her last meeting. She will be staying on as a Governing Board Alternate.

E. Adjournment

The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Maureen Cassingham
Executive Officer and Secretary

NEXT:

MERA Executive Board Meeting

Wednesday, September 14, 2016 – 3:30 p.m.