MARIN EMERGENCY RADIO AUTHORITY

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DRAFT: 11/15/17

GOVERNING BOARD

Minutes of October 25, 2017, Regular Meeting

Call to Order and Introductions

The meeting was called to order by President Pearce on October 25, 2017 at 3:30 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945. Self-introductions followed.

Governing Board Members & Alternates Present:

Town of Corte Madera	Todd Cusimano
Town of Fairfax	David Cron (Alternate)
City of Novato	Pam Drew
Town of Ross	Tom Gaffney
Town of Anselmo	Doug Kelly
County of Marin	Dan Eilerman (Alternate)
City of Sausalito	Bill Fraass (Alternate)
Bolinas Fire Protection District	Anita Tyrrell-Brown
Kentfield Fire Protection District	Ron Naso (Alternate)
Marin Community College District	Martin Langenveld (Alternate)
Marinwood Community Services District	Tom Roach
Novato Fire Protection District	Steve Metcho
Ross Valley Fire Department	Tim Grasser (Alternate)
Southern Marin Fire Protection District	Chris Tubbs
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Michael Norton

Governing Board Member Agencies Absent:

City of Belvedere
City of Larkspur
City of Mill Valley
City of San Rafael
Town of Tiburon
Inverness Public Utility District
Marin Municipal Water District
Marin Transit

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer - Next Gen Project	Dave Jeffries
MERA Operations Officer	Pat Echols
Marin County DPW Communications Engineering Services Manager	Richard Chuck
MERA Administrative Assistant-NGP	Alex Anderson
Recording Secretary	Jeanne Villa

Guests Present:

Federal Engineering Project Manager	Denis Marin
Marin County DPW Engineering Services Manager	Ernest Klock

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a Member of the Governing Board or the public requests that separate action be taken on a specific item:

1) Minutes from September 27, 2017, Governing Board Regular Meeting
2) Report No. 59 on Strategic Plan Implementation
3) Proposed Revision to MERA Operating Budget Policy and Procedures

M/S/P Cusimano/Kelly to approve the Consent Calendar Items 1-3 as presented.

AYES:	All
NAYS:	None
ABSTENTIONS:	None

Motion carried.

B. Executive Officer's Report – (Cassingham)

1) Report No. 32 on Next Gen System Project – (Jeffries)

Jeffries presented his report noting that Project meetings frequency has picked up to deal with Project status. There was a Technical call this morning to deal with Motorola document preparation for the Regional Planning Committee (RPC) on November 9, which is our next milestone. Motorola's RPC application for the Project should be issued on or before October 27. MERA will be represented on 11/9 when the RPC discusses the application.

Jeffries said no RPC decision is expected on 11/9, but we should know how far they may be willing to be flexible with our application. Any changes will be made for their December meeting. Gaffney asked who was on the Committee. Chuck said representatives from local agencies in the Bay Area. John Lemmon is the Chair from the State and there are 9 members. In response to Gaffney, he confirmed the members are not elected officials, just volunteers who represent their agencies.

Jeffries said the Committee is interested in deconflicting frequencies, which would require applicants to power down if they interfered with other agencies. They will review who else is assigned these frequencies. Users on the same frequencies closest to us are El Dorado County and Monterey. While we are better positioned than last reported, no decision is in hand yet. He noted we have a draft Project schedule from Motorola, but it is in flux until we know more from the RPC. Thereafter, an update will be provided to the Board. Other Project-related tasks like talkgroups are on the back burner until core issues are resolved.

Pearce said we are in a much different place than where we were at the last meeting. He thanked everyone for their hard work. We will await RPC input on November 9.

2) Report on November 2017 Governing Board Special Meeting Date

Cassingham said when the Governing Board previously approved its monthly dates, the regular November meeting fell on November 22, the day before the Thanksgiving Holiday. Given the other November Wednesday options of November 15 and 29, she is recommending the date of November 29, which will permit the reporting of more information on the Next Gen Project.

M/S/P Kelly/Roach to approve the November 29, 2017 Governing Board Special Meeting date.

AYES:	All
NAYS:	None
ABSTENTIONS:	None

Motion carried.

3) Other Information Items

Cassingham reported that 20 of the 21 Letters of Agreement (LOAs) with non-member system users have been executed. The remaining LOA with the CHP has been in process for nearly 1 year. She said Tubbs and Pearce have offered to assist in getting the Agreement finalized by providing additional CHP contacts.

Cassingham announced that the December 13 Governing Board meeting place will need to be relocated from the NFPD Administrative Office to NFPD Station 61. Directions will be provided with the agenda packet with additional email reminders prior to the meeting. The need for the venue change was due to the District's need for all meeting rooms for Captain promotional interviews.

C. Operations Reports – (Echols)

1) MERA System Operations Update (Chuck)

Chuck reviewed the System Maintenance activities in September, noting it was a quiet month. The Big Rock microwave transmitter was replaced and the traffic router was reset. Generator fuel levels were rechecked before the rainy season. These levels are checked twice a year, before and after rainy season. The database was updated, which is done every few months.

Chuck reviewed September call time, which was 793 hours with 276,000 push to talks and 2 seconds of busies. Year-to-date, there were 7,043 hours of air time with 2.4M radio cells and 8 minutes of busy time. Gaffney asked how busy were we during the North County fires. Chuck said the fires didn't impact the MERA System. In fact, calls went down since many users were out of the County. During events, Fire uses VHF.

Gaffney asked about Sonoma County's system, which Chuck said was conventional and not comparable to MERA. Chuck said the traffic was quite busy on it. He confirmed that 2 of their sites were lost. Jeffries added that some cell sites were also lost. The National Guard brought in some technologies to assist. State OES was there, along with Fish and Wildlife and ATF. 600 Law Enforcement worked the fire along with 10,000 Firefighters.

Pearce said at the peak there were 8 strike teams out of Marin County and 40 engines. Everyone dug down very deep and did a great job. While there were some incidents in Marin, they were able to provide the police strike teams and fire resources and everyone pulled together to help. Police and fire coordinated extremely well. He applauded everyone and said it was a proud moment for police and fire services along with Public Works Staff providing manpower, stake beds and de-mobs. He added a number of Marin's personnel were also directly and personally impacted by the fires.

Pearce said this will be a long-haul to recovery and the work was just beginning. He was thankful for all the efforts and sacrifices by Marin County personnel, noting it was "one of Marin's finest hours"!

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:44 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary