

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Town of Corte Madera  
300 Tamalpais Drive – Corte Madera, CA 94925  
PHONE: (415) 927-5050  
WWW.MERAONLINE.ORG

**UPDATED: 4/20/20**

## **MERA MEETING – TELECONFERENCING PROTOCOL**

THE FOLLOWING GUIDELINES HAVE BEEN PROVIDED BY MERA GENERAL COUNSEL TO HELP TELECONFERENCED MEETINGS BE MORE PRODUCTIVE AND UNDERSTANDABLE:

1. MEMBER ROLL CALL WILL BE TAKEN AFTER THE MEETING IS CALLED TO ORDER.
2. INDIVIDUAL MEMBERS WILL REQUEST TO BE RECOGNIZED BY THE CHAIR BEFORE MAKING COMMENTS OR ASKING QUESTIONS.
3. EACH AGENDA ACTION ITEM REQUIRES A ROLL CALL VOTE (ONE VOTE PER AGENCY).
4. PARTICIPANTS ARE REMINDED NOT TO TALK OVER EACH OTHER.
5. PARTICIPANTS ARE REMINDED TO WAIT UNTIL EACH PERSON IS FINISHED SPEAKING BEFORE ASKING TO BE RECOGNIZED BY THE CHAIR TO START A NEW COMMENT.
- 6. PARTICIPANTS ARE REMINDED TO IDENTIFY THEMSELVES BEFORE SPEAKING.**

## **MARIN EMERGENCY RADIO AUTHORITY**

EXECUTIVE BOARD MEETING

NOVEMBER 18, 2020

TELEPHONICALLY

CALL – IN:      1 (602) 610-2087      ACCESS CODE - 255322

### **MERA MEETING – TELECONFERENCING USER INSTRUCTIONS**

Introduction: MERA will be using a Voice-Only conference call system to conduct its public meetings until further notice.

There will be no video links or screen sharing. These meetings will be recorded.

#### **Before the Meeting Begins:**

1. Prior to the meeting, please have the agenda packet on your computer screen or a hard copy for reference.
2. Locate the Conference Dial-In phone number on the Agenda **and noted above**.
3. Locate the Conference Access Code on the Agenda **and noted above**.
4. If you were provided with a Guest Speaker Code, locate it before dialing in.

<b>4* - Mute/Unmute</b>
<b>5* - Hand Raise</b>

#### **Entering the Meeting:**

1. The meeting host will open the conference line approx. 10 minutes prior to the meeting start time.
2. Dial the Conference Dial-In phone number.
3. When instructed, enter the Conference Access Code on your phone.
4. If you were provided a Guest Speaker Code, enter 88\* and then your Guest Speaker Code.
5. Enter 4\* to mute your phone. (You can also mute your phone at your end if that is easier.)

#### **Starting the Meeting:**

1. **Rollcall and Rollcall votes:** During rollcall, enter 4\* to unmute your phone. Please provide the last two digits of the phone you are using and then your name. The Meeting Host will use this information to facilitate recognition of speakers. As you complete your portion of the rollcall, please enter 4\* to mute your phone.
2. **To Ask a Question/Comment:** Enter 5\* on your phone to notify the Meeting Host that you wish to speak. When you are recognized, enter 4\* on your phone to unmute. When finished, enter 4\* to mute your phone again.
3. **To Respond to a Question Directed to You:** Enter 4\* to unmute your phone. When finished, enter 4\* again to mute your phone.
4. **Process:** The Chair will call for questions/comments before each vote and before we begin the next agenda item. But enter 5\* at any time you wish to make a comment or ask a question. The Meeting Host will advise the Chair of the pending speakers.
5. **Members of the Public:** The Chair will entertain questions and comments from the public as at any in-person meeting. Enter 5\* on your phone at any time but wait to be recognized before unmuting your phone by entering 4\*. When finished, enter 4\* to mute your phone again.

#### **Ending the Meeting:**

1. When you are ready to leave the meeting, please hang up. The conference call system will notify the host that you have left the call.
2. The recording will terminate once the meeting is adjourned.
3. The Meeting Host will then end the conference call.

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## Executive Board

### Regular Meeting Notice

**DATE:** Wednesday – November 18, 2020

**TIME:** 3:30pm

**PLACE:** TELEPHONICALLY – AS NOTED BELOW:

Pursuant to Governor Newsom’s Executive Orders, and in the interest of maintaining appropriate social distancing, Members of the MERA Governing Board, the public and staff may participate and offer comment in this meeting telephonically by calling:

**(1) (602) 610-2087 ACCESS CODE – 255322**

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans With Disabilities Act (“ADA”), please contact Lorena Barrera, Town of Corte Madera Administrative Analyst at [lbarrera@tcmmail.org](mailto:lbarrera@tcmmail.org) or (415) 927-5086 prior to the meeting for assistance.

#### Page # Reference

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#### AGENDA

#### CALL TO ORDER AND INTRODUCTIONS

The Executive Board may change the order for consideration of items on the Agenda.

#### 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.

- (3-8) 1. Minutes from September 9, 2020 Executive Board Regular Meeting
- (9-10) 2. Report No 102 on Strategic Plan Implementation
- (-) 3. Bi-Monthly Report on MERA Reserve Fund Balances  
(to be distributed under separate cover)

B. Executive Officer's Report (Cassingham)

- (11-14) 1. Report No 76 on Next Gen System Project (Jeffries – Discussion)
- (15) 2. Proposed Six-Month Notice: Non-Member System User Fees (Board Action)
- (16-36) 3. Proposed Communications Site License Agreement – Skyview Terrace (Board Action)
- (37-41) 4. Proposed Motorola Change Order No 13 – Next Gen OTA Site (Board Action)
- 5. Other Information Items

C. Operations Reports (Swenerton)

- (42-49) 1. Big Rock Ridge HVAC Replacement (Board Action)
- (50-52) 2. Request for Additional Radios – Southern Marin Fire District and Town of Tiburon  
(Board Action)
- (53-57) 3. MERA System Operations Update – September and October (Discussion)
- (58) 4. Other Information Items

D. Open Time for Items Not on agenda (limited to two minutes per speaker)  
*Anyone wishing to address the Executive Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Executive Board may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Executive Board Members. The Chair may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.*

E. Adjournment

**NEXT:** MERA Executive Board Regular Meeting  
**Wednesday – January 13, 2021 – 3:30pm**

AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT:  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

cc: BOS (for posting) MERA Staff General Counsel