



MARIN EMERGENCY RADIO AUTHORITY
 c/o Town of Corte Madera
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WWW.MERAONLINE.ORG
Governing Board
Minutes of May 10, 2023 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by President Pearce on May 10, 2023, at 3:30 p.m. Lorena Barrera called roll.

Governing Board Members

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	RJ Suokko (Alternate)	X		
Town of Fairfax	Chance Cutrano (Alternate)		X	
City of Larkspur	Dan Schwarz	X		
City of Mill Valley	Rick Navarro (alternate)	X		
City of Novato	Susan Wernick		X	
Town of Ross	Tom Gaffney	X		
City of San Rafael	Bob Sinnot (Alternate)	X		
County of Marin	Dan Eilerman	X		
City of Sausalito	Stacie Gregory (Alternate)	X		
Bolinas Fire Protection District	George Krakauer	X		
Inverness Public Utility District	Jim Fox		X	
Kentfield Fire Protection District	Mark Pomi & Ron Naso (Alternate)	X		
Marin Water District	Don Wick (Alternate)	X		
Novato Fire Protection District	L. J. Silverman & Michael Hadfield (Alt.)	X		
Southern Marin Fire Protection District	Cathryn Hilliard		X	
Stinson Beach Fire Protection District	Jesse Peri		X	
Tiburon Fire Protection District	Richard Pearce	X		
Central Marin Police Authority	Michael Norton	X		
Town of San Anselmo	Steve Burdo		X	
City of Belvedere	Jason Wu		X	
Town of Tiburon	<i>No representative assigned at this time</i>		X	
Marin Community College District	Greg Nelson		X	
Marin Transit	Mohamed Osman (Alternate)		X	
Marinwood Community Services District	Eric Dreikosen	X		
Ross Valley Fire Department	Tim Grasser		X	

Staff Present:

MERA Executive Officer (Virtual)	Heather Plamondon
MERA General Counsel	Trisha Ortiz
MERA Operations Officer	Todd Williams
Administrative Assistant (Virtual)	Maura Griffin
Recording Secretary	Lorena Barrera

Guests Present:

Federal Engineering	David Mortimer
Matt McCue (Virtual)	Finance Director

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 a separate action be taken on a specific item.

1. Approve Minutes from March 22, 2023 Governing Board Regular Meeting
2. Receive April Budget Update (Operating and Project

No comments from the board or public.

MOTION: M/S/C (Schwarz/Norton) to approve Consent Calendar items 1-2 **Roll call vote** Ayes: All, Noes: None, Abstain: (Suokko not present for vote)

B. Executive Officer's Report

1. Receive Report #110 on the Next Gen System (Plamondon – Report)

Heather Plamondon gave the Next Gen System Report, as included in the packet, on behalf of Dave Jeffries. She notes that there are few changes to the project schedule, and that the team is working diligently with Fidato to proceed with construction in earnest. She continues going over the packet touching on various items including code plugs, pilot equipment/sites, upcoming end-user training, a new project manager with Motorola, fire station alerting, and the Motorola radio testing site. Plamondon fielded a question from the Board regarding the purchase and ordering of electrical panels, noting that the supply chain delays have been mitigated through early ordering.

2. Review and Approve Motorola Change Order #19 (Jeffries – Action)

Heather Plamondon reviewed item B2 on behalf of Dave Jeffries. She explained that it is a no-cost change order to officially document the change in the Motorola project manager. No questions or comments.

MOTION: M/S/C (Pomi/Wick) to approve Item B2 **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Election of Officers for MERA Governing Board, President and Vice President (Plamondon – Action)

Plamondon reviewed Item B3, explaining that the recommended action for the Board is to either reelect the sitting officers Pearce and Cusimano, or to nominate other candidates for election. Plamondon noted that the sitting leadership expressed a willingness to continue serving for another year, and that no others came forward with nominations.

MOTION: M/S/C (Eilerman/Navarro) to approve Item B3 **Roll call vote** Ayes: All, Noes: None, Abstain: None

4. Review and Approve Motorola Change Order #18, Construction Design (Plamondon – Action)

Heather Plamondon explained item B4 as an approval of Motorola Solutions' revisions of drawings to due in-field adjustments that have been required as of beginning construction on a number of sites. The total value of the change order is \$23,047.06, bringing the contract total with Motorola to \$46,446,713.79.

MOTION: M/S/C (Wick/Eilerman) to approve Item B5 **Roll call vote** Ayes: All, Noes: None, Abstain: None

5. Adopt Resolution Approving FY23-24 Operating and Project Budgets (Plamondon – Action)

Heather Plamondon reviewed item B5, explaining that the Operating and Project Budgets were presented and reviewed during prior Governing Board meetings, and are now proposed to be officially approved and adopted. She confirmed that there have been no changes since the Board last saw the documents.

MOTION: M/S/C (Eilerman/Schwarz) to approve Item B5 **Roll call vote** Ayes: All, Noes: None, Abstain: None

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – March/April (Williams – Discussion)

Todd Williams presented the Gen 1 system operations update, noting that the system is performing well overall. He described minor system outages and concerns that, once addressed, prompted his team to replace a number of parts across various sites, leading to even better performance than usual. He concluded the report with system analytics, reaffirming that the system is performing well and should continue to do so until the Next Gen system comes online.

2. Review and Approve Request to Add One Radio for DPW Transportation (Williams – Action)

Williams reviews a request from DPW Transportation for an addition of a single radio to their existing network.

MOTION: M/S/C (Wick/Eilerman) to approve Item C2 **Roll call vote** Ayes: All, Noes: None, Abstain: None

D. Open Time for Items Not on Agenda - none

E. Adjournment

The meeting was adjourned at 3:53 PM.

Recording can be accessed on the Agendas and Minutes Page at: <http://www.meraonline.org>

Respectfully submitted by:

Heather Plamondon
MERA Executive Officer