



MARIN EMERGENCY RADIO AUTHORITY
 c/o Town of Corte Madera
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Governing Board
Minutes of June 28, 2023 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by President Pearce on June 28, 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	X		
City of Larkspur	Dan Schwarz		X	
City of Mill Valley	Todd Cusimano	X		
City of Novato	Susan Wernick			X
Town of Ross	Tom Gaffney	X		
City of San Rafael	Glenn McElderry (Alternate)	X		
County of Marin	Dan Eilerman	X		
City of Sausalito	Brian Mather (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	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Robert Guidi (Alternate)	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	Michelle Jean		X	
Marin Community College District	Greg Nelson		X	
Marin Transit	Nancy Whelan		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 (Virtual)	Lori Liu
MERA Deputy Executive Officer (Virtual)	Dave Jeffries
MERA Operations Officer	Todd Williams
Administrative Assistant (Virtual)	Maura Griffin
Recording Secretary	Lorena Barrera

Guests Present: Federal Engineering David Mortimer

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 May 10, 2023 Governing Board Regular Meeting
2. Receive May Budget Update (Operating and Project)
3. Confirmation of MERA Meeting Schedule for FY 23-24

Meeting schedule changed for Finance Committee to the 3rd Wednesday of the month, and for the November GB meeting to the 2nd Wednesday to avoid the Thanksgiving holiday.

No comments from the board or public.

MOTION: M/S/C (Hilliard/Eilerman) to approve Consent Calendar items 1-3 as amended **Roll call vote**
Ayes: All, Noes: None, Abstain: (Wernick not present for vote)

B. Executive Officer's Report

1. Receive Report #111 on the Next Gen System (Jeffries – Report)

Dave Jeffries provided his report on the Next Gen System as included in the packet. Notes that the team continues to meet regularly and that there are no major changes to the construction schedule. Continued with an update on the status of the bid packages as well as the connectivity update and site overviews. Shared a brief power point presentation that showed pictures of the progress of construction on several sites including Muir Beach, Mill Valley, Skyview, and Coyote Peak.

2. Review and Approve Fidato Contract Change Orders Bid Package 3 and 4 (Jeffries – Action)

Dave Jeffries reviews the change order from Fidato, noting small changes to bid packages 3 and 4 totaling to approximately \$14,000.

MOTION: M/S/C (Cutrano/Pomi) to approve Item B2 Fidato Contract Change Orders Bid Package 3 and 4 **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Review and Approve Contract Modifications for 4Leaf (Jeffries – Action)

Dave Jeffries reviewed the contract modifications for 4Leaf, explaining their recommendation that they be made the official electrical inspector/inspector of records for the remaining sites.

- The change orders total around \$45,000 for completion bid package 3 and 4 inspections, as well as the Inspector of Record close out packages.
- EO asked for a Board Policy Decision to allow the EO to approve any Construction related Change Orders that are under \$100,000 (total) or that do not exceed the

contingency amounts that were allotted during contracting phase. Understanding that all COs will be reported on but will not hold up work to make the change.

- This was agreed to by the GB.

MOTION: M/S/C (Wick/Cusimano) to approve Item B3 Contract Modifications for 4Leaf **Roll call vote**
Ayes: All, Noes: None, Abstain: None

4. Review and Approve FY 23-24 Agreement with Regional Government Services (Plamondon)

Heather Plamondon reviewed item B4 - the approval of a 1-year agreement with Regional Government Services (RGS) for consolidated services to include executive management, fiscal services, and Next Gen Project implementation.

MOTION: M/S/C (Silverman/Gaffney) to approve Item B4 FY 23-24 Agreement with Regional Government Services **Roll call vote** Ayes: All, Noes: None, Abstain: None

5. Review and Approve FY 23-24 Agreements with County of Marin

Heather Plamondon reviewed item B5 – the approval of the agreements with County of Marin for technical services, communication engineering services, and communication system maintenance for the next fiscal year.

MOTION: M/S/C (Hilliard/Cutrano) to approve Item B5 FY 23-24 Agreements with County of Marin **Roll call vote** Ayes: All, Noes: None, Abstain: None

6. Review and Approve Property Insurance Premium and Transfer of Funds (Plamondon-Action)

Heather Plamondon reviewed item B6 – the renewal of the special property insurance program policy for all MERA sites, as well as approval of additional funding for the premium.

- She notes a 49% increase in property insurance premium for FY 23-24, and that the transfer of funds would come from the unused FY22-23 operating budget prior to moving into FY23-24 reserves to cover the cost increase.
- Also notes that other options for insurance are being considered.

MOTION: M/S/C (Hilliard/Cutrano) to approve Item B6 Property Insurance Premium and Transfer of Funds **Roll call vote** Ayes: All, Noes: None, Abstain: None

7. Receive MERA Executive Officer Update (Plamondon – Receive Report)

Heather Plamondon reported to the Board on some of the items and projects she has been working on, including:

- Reconciling radio inventory/subscriber count w/ County of Marin Radio Shop and Next Gen team. Notes that any request for additional radios will remain pending until a solid inventory has been established.

- Facilitating the Marin County Fire Dispatch Center transition to Next Gen infrastructure.
- Contract reconciliation for long-term cost planning and warranties with Motorola
- Notes that Operations Committee has seen a decline in participation, urges board to help increase attendance.
- Notes continuing vacancy in the district 2 slot of the Citizens oversight committee, as well as an approaching vacancy for district 3, both of which will need to be filled.

8. Receive MERA Finance Committee Update (Plamondon/Eilerman Discussion)

Heather Plamondon and Dan Eilerman gave a brief update about the recent Finance Committee meeting, noting:

- Review of Project Budget
- NGP will need its supplemental credit by mid-2024 to meet upcoming costs.

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – May/June (Williams – Discussion)

Todd Williams gave his report on the operation status of the Gen 1 system.

- Notes system outages and issues, and steps taken to resolve them.
- Concludes that system is performing better than usual after the long-needed maintenance and repairs that were done as a result of these outages.

D. Open Time for Items Not on Agenda - none

E. Adjournment

The meeting was adjourned at 4:37PM PM.

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

Respectfully submitted by:

Heather Plamondon
MERA Executive Officer