



MARIN EMERGENCY RADIO AUTHORITY
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Governing Board
Minutes of September 27, 2023 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by Vice President Cusimano on September 27, 2023, at 3:34 p.m. Lorena Barrera called roll.

Governing Board Members

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	Adam Wolf	X		
Town of Fairfax	Rico Tabaranza	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	David Spiller	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	Shelley Redding	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 and Michael Hadfield (Alternate)	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Jessi 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	Michelle Jean		X	
Marin Community College District	Greg Nelson		X	
Marin Transit	Mohamed Osma (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 (Virtual) Trisha Ortiz
 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 July 26, 2023 Governing Board Regular Meeting

MOTION: M/S/C (Pomi/Hilliard) to approve Consent Calendar **Roll call vote** Ayes: All, Noes: None, Abstain: None

B. Executive Officer's Report

1. Receive Report #113 on the Next Gen System (Jeffries – Report)

Dave Jeffries gave his report as included in the packet, beginning with a project schedule update. Continued with an update on ongoing bid packages, detailing construction progress from sites in bid packages #3 and #4. Touched on key project details, including Code Plugs, Connectivity, the Microwave Network, and End User Training. Jeffries then reviewed the Project Summary table, noting tasks completed, upcoming tasks, tasks in progress, and a brief look at the next 6 months. Concluded with an update on construction change orders for Bid Packages #3 and #4.

2. Review and Approve Motorola Contract Change Order #20 to Document Staff Changes Due to a Retirement (Jeffries – Action)

Dave Jeffries reviewed the no-cost change order, giving some background for the board to make the approval.

MOTION: M/S/C (Hilliard/Pomi) to approve Item B2 Motorola Contract Change Order #20 to Document Staff Changes **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Approve a Resolution to Join the California Special District Association (CSDA) and Approve the Agreement for Insurance Coverage with Special District Risk Management Association (SDRMA), Authorize Executive Officer to execute such documents as deemed necessary, and appropriate the necessary funds for the insurance premium (Plamondon – Action)

Heather Plamondon reviewed the proposed resolution as included in the packet, refreshing the board on the previous discussion on the topic from the prior Governing Board Meeting and explaining the impact it would have on the budget.

Member Dreikosen asked about the potential for MERA to get credit incentive points with SDRMA, Heather Plamondon noted that she would ask about it at their next meeting.

MOTION: M/S/C (Wick/Eilerman) to approve Item B3 resolution to join the CSDA and approve agreement for insurance coverage with SDRMA, authorizing the Executive Officer to execute such documents as deemed necessary, and appropriate the necessary funds for the insurance premium.

Roll call vote Ayes: All, Noes: None, Abstain: None

4. Review and Approve Change Order #1 to Hexagon Agreement for Interface to Fire Station Alerting for Computer Aided Dispatch (Plamondon-Action)

Heather Plamondon reviewed the change order as included in the packet, providing background information and fiscal impact.

MOTION: M/S/C (Dreikosen/Gaffney) to approve Item B4 Change Order #1 to Hexagon Agreement for Interface to Fire Station Alerting for Computer Aided Dispatch **Roll call vote** Ayes: All, Noes: None, Abstain: None

5. Review and Approve Motorola Contract Change Order #21 for the Changes in the Fire Dispatch Center Design and Implementation (Plamondon - Action)

Heather Plamondon reviewed the change order as included in the packet, providing background information and fiscal impact. Briefly reviewed the details of the change order, explaining the services to be included in the modified scope of work, as well as the specifics of the pricing changes.

MOTION: M/S/C (Dreikosen/Gaffney) to approve Item B5 Change Order #21 to Motorola Contract for Changes in Fire Dispatch Center Design and Implementation **Roll call vote** Ayes: All, Noes: None, Abstain: None

6. Executive Officer Update (Plamondon – Discussion)

Heather Plamondon explains that there is no budget update this meeting because the MERA Finance team is working on closing out the prior fiscal year and preparing for the audit and did not want to misrepresent costs that have not yet been reconciled into the prior fiscal year. Notes that the project team is preparing a presentation for the MERA IP network for the next Governing Board meeting.

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – August (Williams – Discussion)

Todd Williams gave his report on the operations of the Gen 1 system for the month of August, noting some minor issues that were resolved. Details specific issue with the Civic Center – Mount Tam Multiplexer that was resolved with a reboot. Notes that it is a major piece of equipment and that these short-term fixes are not permanent, and the issues could return. The same concern is relevant for the other sites mentioned. Williams notes that though redundancies exist, the system is old and issues are bound to arise.

2. Review and Approve addition of Subscriber Radios to MERA system, Probation and County Fire (Plamondon-Action)

Heather Plamondon reviewed the item, noting that it was put on pause in a prior meeting until a better inventory of equipment could be secured. Now that it has, she reviews the requests from County Fire for 3 mobiles and 2 portables, and Probation for 5 surplus portables.

MOTION: M/S/C (Eilerman/Tabaranza) to approve Item C2 request for addition of Subscriber Radios to MERA system, Probation and County Fire **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 4:19 PM

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

Respectfully submitted by:

Heather Plamondon
MERA Executive Officer