

**MARIN EMERGENCY RADIO AUTHORITY  
EXECUTIVE COMMITTEE  
SPECIAL MEETING MINUTES OF  
May 27, 2008**

Call to Order

The meeting came to order at 3:06 p.m. at the Novato Fire Protection District's Administrative Office – Heritage Conference Room (95 Rowland Way, Novato).

**COMMITTEE MEMBERS PRESENT:**

|                                 |   |
|---------------------------------|---|
| Marin Sheriff's Office          | Robert Doyle                                |
| City of San Rafael              | Ken Nordhoff ( <i>arrived at 3:08 pm</i> )  |
| City of Novato                  | Daniel Keen                                 |
| Independent Fire District       | Denis Walsh                                 |
| Novato Fire Protection District | Marc Revere                                 |
| City of Larkspur                | Jean Bonander ( <i>arrived at 3:17 pm</i> ) |

**STAFF/NON-VOTING MEMBERS PRESENT:**

Maureen Cassingham, Executive Director  
Richard Chuck, Project Engineer  
Richard Pearce, Marin County Fire Chiefs Association (*arrived at 3:12 pm*)  
Don MacQuarrie, Police Chiefs Association  
Farhad Mansourian, Marin Public Works Association

**ABSENT:**

County of Marin, Steve Kinsey  
Southern Marin Cities/Towns, Anne Montgomery

**A. Consent Calendar:**

1. Adopt minutes of February 13, 2008
2. Proposed Resolution of the Board of Directors of the Marin Emergency Radio Authority Adopting a Conflict of Interest Code
3. FY 2006-07 Audit – Maher Accountancy
4. Approval of Agreement for FY 2007-08 Annual Audit – Maher Accountancy
5. Proposed Records Retention Schedule

*M/S/P* Sheriff Doyle / D. MacQuarrie to accept Consent Calendar items #1-5.

AYES: All

NOES: None

Motion carried

B. Executive Officer's Report

1. Proposed Response to Grand Jury Findings and Recommendations – FY 2007-08 Marin County Grand Jury “Emergency Communications at Marin Schools: A Tale of Catastrophe” Report dated March 13, 2008

Discussion: Marin schools must first develop a plan before proceeding and work with local law and fire. Cost of radios for 120 public/private schools is estimated at \$500 per school.

*M/S/P* M. Revere / Sheriff Doyle to recommend to the Board of Directors for approval, Response to Grand Jury Findings and Recommendations with amendment to Finding #7 deleting the words “Homeland Security” from the first sentence replacing them with “external funding.”.

AYES: All

NOES: None

Motion carried

2. Other Information Items

Discussion: Status of office space; Status of KWMR Bolinas site access request, including use of MERA power and backup generator and report to JPA Oversight Committee on MERA on May 1, 2008.

C. Operations Report (F. Mansourian)

1. Report on System Overload Options and Requested Committee Recommendation(s)

Discussion: Will be discussed at the June 19 meeting of the Joint Fire/Police Associations' outcome and policies to be brought to the Committee. Jan. 2006 MERA contracted with CSI Telecommunications to find (9) more frequencies. Cost to construct frequencies is \$6 million, plus \$700 - \$800,000 to secure, and unknown cost to upgrade existing to accommodate.

2. Report on Frequency Acquisition and Requested Committee Recommendation(s)

Discussion: Use existing VHF high-band to relieve overload during events. Work to resolve/minimize system limitations. Discontinue work to secure additional frequencies. Improve radio discipline.

3. Status Report on Coverage and Requested Committee Recommendation(s)

Discussion: Deltawrx no/low-cost recommendations being implemented. Cost of other options back to Committee and Board.

4. Replacement of Logging Recorder System and Requested Committee

Recommendation(s)

Discussion: A one-time cost of \$55,000 to replace system and \$11,000 annual maintenance to be considered as part of proposed FY08-09 operating budget.

D. Status/Work Statistic Reports (R. Chuck)

Discussion: Ran Fail-Soft test - site trunking passed; averaging 300 to 350K calls a month.

E. Proposed FY 2008-09 MERA Budgets

1. MERA Operating Budget

Discussion: Eliminate frequency consultant expense from budget (\$72,000) and use contingency funds for purchase and maintenance of logging system recorder (\$66,000). Reduce contingency from \$100,000 to \$34,000 to pay for recorder and first year maintenance.

*M/S/P* J. Bonander / K. Nordhoff to recommend to the Board of Directors for approval the proposed FY 2008-09 MERA Operating Budget as amended.

AYES: All

NOES: None

Motion carried

2. MERA Other Budgets

*M/S/P* Sheriff Doyle / J. Bonander to recommend to the Board of Directors for approval the proposed FY 2008-09 MERA Other Budgets.

AYES: All

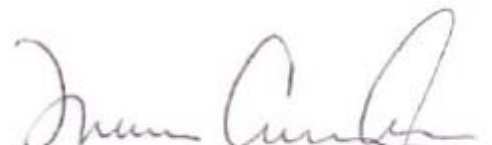
NOES: None

Motion carried

F. Open time for items not on agenda (*limited to three-minutes per speaker*).

No public comment was received.

G. Meeting adjourned at 4:30 p.m.



Maureen Cassingham, Executive Officer

APPROVED OCTOBER 2, 2008