

MARIN EMERGENCY RADIO AUTHORITY

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BOARD OF DIRECTORS

MINUTES OF SPECIAL MEETING: JUNE 05, 2008

Vice Chair Tom Gaffney called the meeting to order at 4:01 p.m. at the San Rafael Community Center.

BOARD MEMBERS PRESENT:

City of Belvedere

Town of Fairfax

City of Novato

Town of Ross

Town of San Anselmo

City of Sausalito

Town of Tiburon

Bolinas Fire Protection District

Inverness Public Utility District

Marin Municipal Water District

Marinwood C.S.D.

Novato Fire Protection District

Southern Marin Fire Protection

Stinson Beach Fire District

Tiburon Fire Protection District

Twin Cities Police

Mark Campbell (Alternate)

Ken Hughes

Daniel Keen

Tom Gaffney

Jim Providenza

Don MacQuarrie (Alternate)

Michael Cronin

Anita Tyrrell-Brown

James Fox

Jon Mandell

David Mitchell

Marc Revere

Joel Hames

Kenny Stevens (Alternate)

Tim Harris

Mike McDuffee (Alternate)

BOARD MEMBERS ABSENT:

Town of Corte Madera

City of Larkspur

City of Mill Valley

City of San Rafael

County of Marin

Kentfield Fire Protection District

Marin Community College District

Marin County Transit District

Ross Valley Fire Department

STAFF PRESENT:

Maureen Cassingham, Executive Officer

Greg Stepanicich, General Counsel

Richard Chuck, Communications Engineer

Elizabeth Lopez, Recording Secretary

GUESTS PRESENT:

Tom Horne

Denis Walsh

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Board of Directors or the public requests that separate action be taken on a specific item:

1. Minutes of December 5, 2007, Meeting.
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.
6. Proposed Amendment No. 3 to the Joint Powers Agreement Creating the Marin Emergency Radio Authority.

M/S/P T. Harris / J. Fox to accept Consent Calendar items #1-6.

AYES: All

NOES: NONE – Motion carried

B. Executive Officer's Report (Cassingham)

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

Discussion: Add to response that significant training is needed for schools staff to efficiently use the MERA system.

M/S/P D. Keen / M. Revere to approve the proposed response to findings and recommendations in the Grand Jury report as recommended by the Executive Committee and amended by the Board.

AYES: All

NOES: NONE – Motion carried

2. Other Information Items.

Discussion: Search for office space continues; exploring if refunding bonds is favorable, if so, the matter will be presented to the Executive Committee.

Approached by KWMR to use Bolinas site; need permission from Martinelli Family; Chuck needs to review for operations conflicts - pending

C. Operations Report (Chuck for Mansourian):

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

Discussion: Nine additional channels pursued after storm; \$4 million for frequency construction and \$1 million for installation. Unknown costs to upgrade existing MERA system to accommodate. Executive Committee recommends no further pursuit of additional channels at this time. MERA Operations Group is looking at orthophotos to reduce overload such as users existing VH system; VHF channel use will be presented at June 15 Fire/Police Associations meeting.

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

Discussion: CSI frequency consultant expenses significant to pursue FCC applications. With costs mounting in addition to legal expenses, acquisition are on hold.

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

Discussion: Five alternatives were identified to improve coverage; no delay antennas at Sonoma Mountain. Modify simulcast timing at Mt. Tiburon. 20 micro seconds were already added to signal – not documented; no changes. Move Bay Hill site to Verizon site; new antenna sit at Twin Peaks; Deltawrx working with City of San Francisco; no successful test; need additional frequencies that we do not have; pilot affixed repeater in Tiburon.

4. Replacement of Logging Recorder System and Executive Committee Recommendation(s) on Same

Discussion: MERA will no longer be in the recording business; one time fee \$55,000 in equipment costs to add MERA portion to the new system; \$11,000 annual maintenance fee; each Agency will be responsible for installing and maintaining their own equipment.

D. Status/Work Statistics Reports (Chuck)

Discussion: Site trunking & failsafe test – conducted on four different days; very successful; revealed needed programming changes and site modifications; found one software typo effecting Twin Cities PD, which needs reprogramming. Generator problems at Sonoma Mountain and Bay Hill power amplifier failure addressed. Noted 2,400 plus alarms points in system with redundancy.

E. PUBLIC HEARING: Adoption of FY 2008-09 MERA budgets:

1. MERA Operating Budget

2. MERA Other Budgets

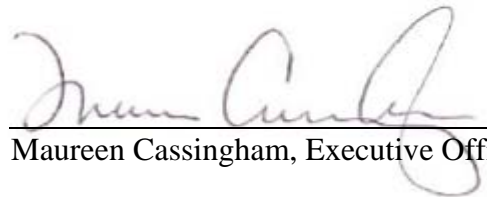
M/S/P M. Revere / D. Walsh to adopt of FY 2008-09 MERA Operating and Other Budgets as recommended by the Executive Committee.

AYES: All

NOES: NONE – Motion carried

F. Open time for items not on agenda. No comments received.

G. Adjourned at 4:48 p.m.



Maureen Cassingham, Executive Officer

APPROVED DECEMBER 17, 2008