

MARIN EMERGENCY RADIO AUTHORITY
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EXECUTIVE COMMITTEE

MINUTES OF SPECIAL MEETING: DECEMBER 10, 2008

COMMITTEE MEMBERS PRESENT:

Steve Kinsey, Chairman, County of Marin
Robert Doyle, County Sheriff
Jean Bonander, City of Larkspur
Jim Irving, Southern Marin Fire District
Joe Kreins, Novato Police Department
Anne Montgomery, Southern Marin Cities/Towns
Ken Nordhoff, City of San Rafael
Marc Revere, Novato Fire Protection District

GUESTS/STAFF/NON-VOTING MEMBERS PRESENT:

Maureen Cassingham, Executive Officer
Richard Chuck, Project Engineer, DPW
Don MacQuarrie, Marin Police Chief's Association
Richard Pearce, Fire Chief's Association
David Rzepinski, Marin Transit District
Farhad Mansourian, County DPW Director
Elizabeth Lopez, Recording Secretary

Call to Order: Chair Steve Kinsey called the meeting to order at 2:10 p.m. in Conference Room 410B, Marin County Civic Center, San Rafael, CA and, with Committee consensus, adjourned to Closed Session.

Agenda Item A: Closed Session – Public Employee Performance – Executive Officer Evaluation pursuant to Government Code §54947

- 1) Additional Service Amendment No. 1 to Agreement for Professional Services – Regional Government Services Authority

The Committee recommends an open session at 3:20 pm.

M/S/P Revere / Doyle to recommend to the MERA Board, amendment of the Agreement for Professional Services with Regional Government Services Authority to extend the current contract through February 28, 2009 under the same terms and conditions. The Subcommittee of Nordhoff, Kreins and Revere will work with the Executive Officer to develop a Work Plan for 2009, review a contract extension and salary adjustment and present same to the Executive Committee at their February 11, 2009 meeting.

AYES: ALL
NAYS: NONE
Motion carried.

Agenda Item B: Consent Calendar

- 1) Minutes of October 2, 2008 Executive Committee Special Meeting
- 2) Resolution Approving an Adjustment of the FY 2007-08 Operating Budget for CSI Telecommunications, Inc., Services
- 3) Resolution Authorizing Destruction of Certain Records per Authority Records Retention Schedule
- 4) Resolution Amending MERA Records Retention Schedule
- 5) Proposed Contract between MERA and Gladwell Governmental Services, Inc., for Records Management Services – Phase Two (Active Files)
- 6) Proposed MERA Office Space Lease – Marin Community Foundation (MCF) Property Holdings, Inc.

M/S/P Doyle / Kreins to approve the Consent Calendar Items #1-5 as presented.

AYES: ALL
NAYS: NONE
Motion carried.

Discussion ensued regarding Item #6: Revere inquired about exploring other space options, including the Novato Fire Protection District Office, which would reduce MERA costs. Since Novato is not part of the MTA, MTA has not pursued this office space with the two other JPA sites. It was noted that office space does not have to be within jurisdiction, but JPA public meetings do. Public accessibility is a MTA concern. There was discussion about tabling this matter for one month to consider options with the other two JPAs. Sentiment was expressed for a more independent MERA if options could be identified that could achieve economies of scale.

M/S/P Nordhoff / Bonander to accept proposed MERA Office Space Lease with Marin Community Foundation (MCF) Property Holdings, Inc. with reduced space and shorter term to permit MERA to other with options.

AYES: ALL
NAYS: NONE
Motion carried.

Agenda Item C: Nomination of Officers for MERA Board (President and Vice President)

M/S/P Kreins / Bonander nominate Steve Kinsey for President.

AYES: ALL
NAYS: NONE
Motion carried.

M/S/P Kreins / MacQuarrie nominate Ken Nordhoff as Vice President.

AYES: ALL
NAYS: NONE
Motion carried.

Agenda Item D: Executive Officer's Report (Cassingham)

1) 2008 Annual Progress Report on Authority Operations and Activities

The Executive Officer summarized the report on Authority Operations and Activities. It was agreed that the Annual Report would be used to help the Subcommittee to create the Executive Officer's 2009 Work Plan and goals.

M/S/P Montgomery / Revere to forward 2008 Annual Progress Report on Authority Operations and Activities to the Board for approval as presented.

AYES: ALL
NAYS: NONE
Motion carried.

2) Forbes Hill Reservoir County Facilities Abatement Project Scope and Cost Estimate

The Executive Officer reviewed the project, the requirements for MMWD approvals for the work to be undertaken and the proposed contract with PES Environment, Inc. for professional services not to exceed \$20,000. Demolition costs were estimated to be between \$30,000 and \$60,000.

M/S/P Nordhoff / Doyle to recommend the Forbes Hill Reservoir County Facilities Abatement Project Scope and Cost Estimate to the Board for approval as presented.

AYES: ALL
NAYS: NONE
Motion carried.

3) Report on Status of Marin Schools' Emergency Communications (verbal)

The Marin County Office of Education and Marin School Districts are working with their respective local public safety agencies on emergency communications.

4) Confirmation of Bi-Monthly Executive Committee Meeting Dates – FY 2008-09

M/S/P Revere / Irving confirming of Bi-Monthly Executive Committee Meeting Dates for FY 2008-09 on the second Wednesday of every other month from 2-4 pm at locations to be determined.

AYES: ALL
NAYS: NONE
Motion carried.

5) Other Information Items

Bonander suggested amending the Joint Powers Authority bylaws to increase the Executive Committee's expenditure authority to \$100,000 for all contracts and other operating issues and recommend Executive Officer's expenditure authority to be increased from \$5,000 to \$10,000. These revisions are to be consistent with County authorizations and within budgets. Exercise of Executive Officer spending authority would be reported to the Executive Committee at its next meeting.

Agenda Item E: Operations Reports (Mansourian)

1) Coverage Report – Discussion and Request for Direction (verbal)

Mansourian reported that Deltawrx has completed its analysis of the Motorola coverage issues and determined that they have fulfilled the original contract with MERA. Motorola is recommending three new site locations to improve system coverage: Tomales, Angel Island and Twin Peaks. The MERA Ad Hoc Subcommittee supports improving West Marin coverage with the Tomales site at a cost of \$1.4 million plus and that no additional frequencies are needed. Bay Hill would remain a microwave relay tower and MERA would be a tenant at the proposed Tomales commercial site. Southern Marin would cost \$500,000 plus it would require five additional frequencies. Benefit would be primarily for GGNRA. The Angel Island site would cost \$120,000 plus with limited benefit. The Subcommittee supports further review of Angel Island and Twin Peaks sites. Kinsey supported keeping Southern Marin in the coverage plan. Mansourian said Tomales would solve most of the coverage problems.

2) Frequency Report – Discussion and Request for Direction to MERA and County (verbal)

Mansourian reported that MERA usage is at least 20% over capacity on event days. The only option left is to find new frequencies. MERA's application to the FCC for abandoned frequencies was denied. CSI, frequencies consultant, supposedly used the wrong forms. Five new frequencies have been offered by a private party. If acquired, they would resolve capacity issues. Cost of new frequencies is estimated at \$1 million plus another \$1 million to move Transit and Jail off the system and Fire to VHF. Mansourian is seeking authority to negotiate this solution. The Executive Committee supported these negotiations.

3) Report on Addition of Mutual Aid Partners and System Capacity (verbal)

Mansourian reported that the Operations Group is discussing the affect of mutual aid partners on the system.

4) Report on Analysis of Existing and Purchase of Additional Radios – Discussion and Request for Direction (verbal)

Mansourian reported that the Subcommittee supports a moratorium on programming new radios. Newly purchased radios in the pipeline and replacements would be exempt from the moratorium. The Executive Committee supported a written policy on this, possibly effective January, with member notification.

Kinsey asked Mansourian to investigate what happened with the FCC and MERA's application for abandoned frequencies. Mansourian will determine with County Counsel's advice what recourse MERA has and what costs are involved. Mansourian will report to the Board on December 17 regarding the cost per member agency to pay for \$4 million in coverage and capacity improvements discussed earlier and present more detailed cost estimates for the improvements and an implementation timetable.

5) Status/Work Statistics Reports (Chuck)

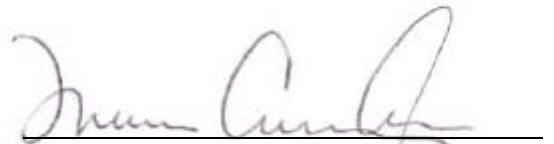
The written report was received as presented.

Agenda Item F: Open Time for Items Not on Agenda

No comments were received.

Agenda Item G: Adjournment

The meeting was adjourned by consensus at 3:33 pm.



Maureen Cassingham, Executive Officer

APPROVED FEBRUARY 11, 2009