

**MARIN EMERGENCY RADIO AUTHORITY  
EXECUTIVE COMMITTEE  
MEETING MINUTES OF May 17, 2006**

1. Call to Order

The meeting came to order at 3:10 p.m. at the Novato Fire Protection District's Administrative Office-Heritage Conference Room (95 Rowland Way, Novato).

COMMITTEE MEMBERS PRESENT:

|                                 |                           |
|---------------------------------|---------------------------|
| County of Marin                 | Steve Kinsey              |
| City of Larkspur                | Jean Bonander             |
| City of Sausalito               | Dana Whitson              |
| City of Novato                  | Daniel Keen               |
| City of San Rafael              | Ken Nordhoff              |
| Independent Fire District       | Mike Stone                |
| Novato Fire Protection District | Doug McDonald (Alternate) |
| Fire Chief's Association        | Richard Pearce            |

STAFF PRESENT:

Martin J. Nichols, Executive Director  
Richard Chuck, Project Engineer  
Bill McMurray  
Richard Lopez  
Al Mellow

ABSENT:

Marin Sheriff's Office, Robert Doyle

2. Adopted minutes of October 4, 2005.

3. Open time for items not on agenda (*limited to three-minutes per speaker*). No comments.

4. CHP Interoperability Agreement.

Received a report from representative of the CHP and MTC on the Bay Area Regional Tactical Emergency Communications System. The Committee appointed the Executive Officer and Project Engineer to represent MERA on the BARTEC, the Steering Committee, and working group for this project.

5. Recommendation on proposed budgets.

Recommend approval of the proposed FY 2006-07 budgets after elimination of the FY 2006-07 contributions to the maintenance and replacement funds and adding \$25,000 for an independent review of system capacity issues.

6. System capacity.

Received and discussed staff reports and possible capacity expansion. Recommended funding an independent study (up to \$25,000) to:

- a. Establish a system capacity baseline with current installation of radios.
  - b. Determine current system capacity after installation of all users and at 10-year expansion.
  - c. Analyze New Year's 2006 capacity usage and determine contributing factors for system busy signals.
  - d. Prepare recommendations on need to expand current system.
  - e. Determine availability of equipment to increase system capacity.
7. New project financing.
- Recommended increasing new project financing to \$2.3 million to cover our increased costs for Bolinas site.
  - To deter financing expanded system capacity until technical study is completed.
8. Received Status reports on:
- Bolinas site
  - Coverage testing
  - Fire station alerting
  - System recorder
  - Mt. Tiburon slide repair
9. Closed Session – No reportable actions.
10. Meeting adjourned at 6:15 p.m.

---

Martin J. Nichols, Executive Officer