

MARIN EMERGENCY RADIO AUTHORITY
SPECIAL MEETING MINUTES OF MAY 31, 2006

1. Call to Order

Vice Chair Tom Gaffney called the meeting to order at 3:02 p.m. and Chair Steve Kinsey took over the meeting at 3:11 at the San Rafael Community Center.

BOARD MEMBERS PRESENT:

City of Belvedere	Mark Campbell
Town of Fairfax	Ken Hughes
City of Larkspur	Jean Bonander (<i>arrived at 3:10 pm.</i>)
City of Mill Valley	Anne Montgomery
City of Novato	Daniel Keen
Town of Ross	Tom Gaffney
Town of San Anselmo	Charles Maynard
City of San Rafael	Ken Nordhoff (<i>arrived at 3:06 pm.</i>)
County of Marin	Steve Kinsey
City of Sausalito	Dana Whitson
Town of Tiburon	Matthew Odetto
Bolinas Fire Protection District	Anita Tyrrell-Brown
Inverness Public Utility District	Wade Holland
Kentfield Fire Protection District	Paul Smith
Marin Community College District	Chuck Lacy
Marin Municipal Water District	Jon Mandell (Alternate)
Novato Fire Protection District	Doug McDonald (Alternate)
Ross Valley Fire Department	Roger Meagor (Alternate)
Southern Marin Fire Protection	Mike Stone
Stinson Beach Fire District	Kenny Stevens (Alternate)
Tiburon Fire Protection District	Tim Harris

BOARD MEMBERS ABSENT:

Town of Corte Madera
Marin County Transit District
Marinwood Community Services District
Twin Cities Police

STAFF PRESENT:

Greg Stepanicich, Legal Counsel
Martin Nichols, Executive Officer
Richard Chuck, Communications Engineer
John Roberto, Planning Consultant
Elizabeth Lopez, Recording Secretary

GUESTS:

Ken Massucco, Marin County Fire Dept
Al Mello, MTAC

A. Executive Officer's report.

Introduction of new Board members and Alternates.

B. Adopt minutes of January 12, 2006 special meeting.

M/S/P Lacy / Maynard – To adopt minutes of January 12, 2006 special meeting.

AYES: ALL

NOES: NONE

Motion carried

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

NONE.

D. Approval of Final FY 2006-07 MERA budgets.

1) Operating Budget

2) Capital Fund

3) Project Fund

4) Maintenance and Replacement Funds

M/S/P Bonander / Whitson – To approve Final FY 2006-07 MERA Operating budget.

AYES: ALL

NOES: NONE

Motion carried

M/S/P Nordhoff / Gaffney – To approve MERA Capital Fund, Project Fund and Maintenance and Replacement Funds Final FY 2006-07 budget.

AYES: ALL

NOES: NONE

Motion carried

(Moved Item F before Item E)

E. Reports:

1) Coverage changes – Richardson Bay and North County

2) Fire station alerting

3) Mt. Tiburon slide repair

4) System recording/logging replacement

M/S/P Harris / Whitson – Replace the Mt. Tiburon site antennae as recommended by R. Chuck, project engineer.

AYES: ALL

NOES: NONE

Motion carried

- F. Bolinas Site:
- 1) Report on permit applications and project schedule.
 - 2) Estimated project cost.
 - 3) Approval of lease with Martinelli family.

M/S/P Smith / Harris –To approve lease with Martinelli family and authorize the Executive Officer to sign on behalf of the Agency.

AYES: ALL

NOES: NONE

Motion carried

- G. Approval of new project financing.

M/S/P Whitson / Gaffney – To approve the increase of new project financing to \$2.3 million.

AYES: ALL

NOES: NONE

Motion carried

- H. Report on system capacity upgrade and approval to retain technical consultant.

M/S/P Nordhoff / Whitson – To Authorize the Executive Committee to select the best-qualified vendor and approve an agreement with selected firm, and to direct the Executive Officer, in consultation with the Project Engineer, to recruit qualified firms to conduct an independent review of MERA's system capacity to determine:

- 1) *A system capacity baseline based on currently installed equipment*
- 2) *Prepare an estimate of the system's capacity following full installation of all users' equipment.*
- 3) *Analyze the new years' capacity usage and determine the contributing functions for the number of busy signals experienced.*
- 4) *Prepare recommendations on the need to expand the capacity of the current system.*
- 5) *Determine the availability of equipment to expand system capacity.*

AYES: ALL

NOES: NONE

Motion carried

- I. Closed Session – Evaluation of Executive Officer and Project Engineer – Government Code Section §54957.

NO REPORTED ACTIONS.

- J. Approval of new agreements with:
1) Executive officer
2) Project Engineer

M/S/P Bonander / Gaffney – To approve new agreements with Martin Nichols.

AYES: ALL

NOES: NONE

Motion carried

M/S/P Bonander / Gaffney – To approve new agreements with Richard Chuck.

AYES: ALL

NOES: NONE

Motion carried

- K. Adjourned at 6:10 p.m.

Martin J. Nichols, Executive Officer