

**MARIN EMERGENCY RADIO AUTHORITY**  
c/o Town of Corte Madera  
300 Tamalpais Drive – Corte Madera, CA 94925  
PHONE: (415) 927-5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

Executive Board

**Special Meeting Notice**

**DATE:** Wednesday – July 9, 2025 **TIME:** 3:30pm

**PLACE:** The Council Chambers of the Corte Madera Town Hall located at  
300 Tamalpais Drive, Corte Madera.

Teleconference participation is offered in the meeting via Zoom as a courtesy to the public. If no members of the Board are attending the meeting via teleconference, and a technical error or outage occurs on the teleconference feed, the Board will continue the meeting in public in the meeting place noted above.

Members of the public may observe and participate in the meeting remotely through the following link:

<https://zoom.us/j/95430548868>

(No pre-registration required - click on the link at the meeting start time) You may also call: 1(408)638-0968 or 1(669)900-6833 (Webinar ID: 954 3054 8868)

Or iPhone one-tap: 14086380968,,95430548868# or 16699006833,,95430548868#

Members of the public may submit public comment by:

1. Emailing [lbarrera@cortemadera.gov](mailto:lbarrera@cortemadera.gov) prior to or during the meeting -
2. Joining the meeting by Zoom and selecting the "Raise Hand" icon during the meeting; or
3. Joining the meeting by phone and dialing \*9 to add yourself to the speaker queue.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans With Disabilities Act ("ADA"), please contact Lorena Barrera, Town of Corte Madera Clerk/Assistant to the Town Manager, at [lbarrera@cortemadera.gov](mailto:lbarrera@cortemadera.gov) or (415) 927-5086. Notification at least 72 hours prior to the meeting will enable the Board to make reasonable accommodations to help ensure accessibility to this meeting.

MERA Executive Board Satellite Meeting Participation is allowed under the Brown Act. The following locations will be satellite options:

County of Marin, Office of the County Executive, 3501 Civic Center Drive, Rm 325 San Rafael. 94903

**AGENDA**

A. **CALL TO ORDER AND INTRODUCTIONS**

The Executive Board may change the order for consideration of items on the Agenda.

**Welcome Bill Rose, City of Novato**

B. Approval of Minutes from Executive Board Regular Meeting 4-23-2025 (Action-Plamondon)

C. MERA Budget Report (Reports-Plamondon)

D. Next Gen Project Update (Report- Plamondon)

E. Update on Forbes Hill Reservoir Site (Discussion-Plamondon)

F. Discussion about AT&T First Net and MERA (Discussion-Plamondon)

G. Discussion about Schools and MERA Access (Discussion-Plamondon)

H. Open Time for Items Not on agenda (limited to two minutes per speaker)

*Anyone wishing to address the Executive Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Executive Board may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Executive Board members. The Chair may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.*

I. Adjournment

**NEXT:**

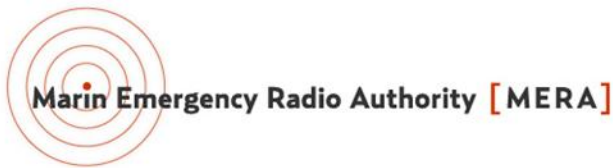
NERA Executive Board Regular Meeting: September 10, 2025

AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT: [WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

cc: TCM (for posting)

NERA Staff

General Counsel



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Executive Board

**Minutes of April 23, 2025 Special Meeting**

**A. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order by Mark Pomi at 3:31, Todd Cusimano was not present.

**Executive Board Members**

Representing	Representative	Present	Absent
Ross Valley Cities/Towns	R.J. Suokko	X	
County of Marin	Dan Eilerman (virtual)	X	
Fire Services	Mark Pomi	X	
Police Departments	Michael Norton		X
Special Districts	Don Wick	X	
Southern Marin Cities/Towns	Todd Cusimano		X
Marin County Sheriff	Jamie Scardina	X	
City of San Rafael	Abraham Roman		X
City of Novato	Amy Cunningham (virtual)	X	

Staff Present: MERA Executive Officer Heather Plamondon  
Recording Secretary Lorena Barrera

Members of the public present:

Abraham Roman, City of San Rafael. He attended virtually and votes on items cannot be counted as his address was not published on the agenda per the Brown Act requirements.

**B. Approval of Minutes from Executive Board Regular Meeting 3-12-15**

M/S/C (Wick/Scardina) 5-0-1 Amy Cunningham abstained from the approval of the minutes.

**C. MERA Budget Report (Reports-Plamondon)**

**D. Next Gen Project Update (Report- Plamondon)**

**E. Review and Approve Bill of Sale(s) for Property Transfer at Obsolete MERA Gen One Sites; Forbes Hill Reservoir and Bay Hill Road (Action-Plamondon) :**

M/S/C (Wick/Eilerman) 6-0 in favor

F. Review and Approve KWMR Site Co-Location at Tomales (Action-Plamondon)

M/S/C (Scardina/Eilerman) 6-0 in favor

G. Review and Approve the Two-Year Extension of Auditing Services from MAZE & Associates (Action- Plamondon)

M/S/C (Scardina/Eilerman) 6-0 in favor

H. Review NERA FY 2025-26 Proposed Budget (Discussion-Plamondon)

Direction provided to use calculations for the amount of \$500,000 for the Replacement Fund. Also directed to cancel May 7<sup>th</sup> meeting.

I. Adjournment at 4:24pm

**Marin Emergency Radio Authority**  
**Cash Balances**  
**5/31/2025**

1030 · Cash - Marin County 30 - 8012 Operating	\$	1,086,668
1032 · Cash - Marin County 32 - 8014 Project		85,863
1036 · Cash - Marin County 36 - 8015 Replacement		818,876
1037 · Cash - Marin County 37 - 8016 Emergency		500,000
1038 · Cash - Marin County 38 - 8127 Next Generation Project		1,587,119
1071 - US Bank 226055002 2024 Bond Parcel Tax Revenue		551,226
1072 - US Bank 226055001 2024 Bond Principal		343,027
1073 - US Bank 226055000 2024 Bond Interest		654,827
1081 · US Bank Interest 234778001		298,288
1082 · US Bank Principal 234778002		1,860,296
1083 · US Bank Surplus 234778003		6,482
1086 · US Bank Project Fund 234778006		1,471
1089 · US Bank Revenue 234778000		1,129,524
<b>TOTAL</b>	<b>\$</b>	<b>8,923,666</b>

**Marin Emergency Radio Authority**  
**Budget vs. Actual - 30 Operating**  
**July 01, 2024 through May 31, 2025**

	<u>May 2025</u>	<u>Annual Budget</u>	<u>\$ Over Budget (Under Budget)</u>	<u>% of Budget Earned/Spent</u>	<u>% of Reporting Fiscal Year</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5020 Contributions for Services - Agencies	\$ 3,030,781	\$ 3,030,781	\$ -	100%	92%
5200 Interest Earnings	318,682	1,000	317,682	31868%	92%
5650 Transfer Out	622,706	-	-	-	92%
<b>Total Income</b>	<u>3,972,169</u>	<u>3,031,781</u>	<u>317,682</u>	<u>131%</u>	<u>92%</u>
<b>Expenses</b>					
<b>Contract Services</b>					
6010 Professional Services	263,030	327,000	(63,970)	80%	92%
6020 Financial and Administrative Services	12,342	13,390	(1,048)	92%	92%
6030 Website	576	10,000	(9,424)	6%	92%
<b>Total 6000 - Contract Services</b>	<u>275,948</u>	<u>350,390</u>	<u>(74,442)</u>	<u>79%</u>	<u>92%</u>
<b>County Systems Maintenance</b>					
6110 Preventive and Corrective	436,442	568,858	(132,417)	77%	92%
6130 Parts, Materials, Factory Repairs	25,318	100,000	(74,682)	25%	92%
<b>Total 6100 - County Systems Maintenance</b>	<u>461,759</u>	<u>668,858</u>	<u>(207,099)</u>	<u>69%</u>	<u>92%</u>
<b>County Technical Services</b>					
6210 Training	-	10,857	(10,857)	-	
6220 Technical Services	17,300	57,750	(40,450)	30%	92%
6230 Administrative Services	159,647	213,558	(53,912)	75%	92%
<b>Total 6200 County Technical Services</b>	<u>176,946</u>	<u>282,165</u>	<u>(105,219)</u>	<u>63%</u>	<u>92%</u>
<b>6300 County Communications</b>	182,030	260,165	(78,136)	70%	92%
<b>Site Rentals and Leases</b>					
6410 Rent and Operating Leases	82,685	-	-	-	
6400 Site Rentals and Leases - Other	815,520	929,418	(113,898)	88%	92%
<b>Total 6400 Site Rentals and Leases</b>	<u>898,205</u>	<u>929,418</u>	<u>(113,898)</u>	<u>97%</u>	<u>92%</u>
<b>Site Utilities</b>					
6480 Utilities - Electricity	166,418	252,785	(86,367)	66%	92%
6460 Site Utilities - Other	7,979	-	7,979	-	92%
6430 Site Expenses	19,930	52,000	(32,070)	38%	92%
<b>Total Site Expenses</b>	<u>194,327</u>	<u>304,785</u>	<u>(110,458)</u>	<u>64%</u>	<u>92%</u>
<b>6500 Insurance</b>	159,713	161,000	(1,287)	99%	92%
<b>6600 Auditing Services</b>	31,800	35,000	(3,200)	91%	92%
<b>6620 Legal Services</b>	11,569	20,000	(8,431)	58%	92%
<b>6950 General Contingency</b>	-	15,000	(15,000)	-	92%
<b>6700 Miscellaneous Expenses</b>	3,932	5,000	(1,068)	79%	92%
<b>Total Expenses</b>	<u>2,396,230</u>	<u>3,031,781</u>	<u>(635,551)</u>	<u>79%</u>	
<b>Net Income</b>	<u>\$ 1,575,940</u>	<u>-</u>	<u>-</u>	<u>-</u>	

**TO: MERA Executive Board**

**FROM: Heather Tannehill-Plamondon, Executive Officer**

**SUBJECT: Report # 127 on the Next Gen System (Accept Report)**

Recommended Action: For information or discussion only

Background:

1) Project Schedule: The following is based on the schedule dated 9/11/2024.

Description	04/28/22 Baseline	04/11/24 Update	4/20/25 Update
Site Work and Tower Turnover – Complete	09/25/23	03/04/24	NC
P25 Installation – Complete	09/08/23	04/26/24	05/31/24
Microwave Install, Optimize and Test – Complete	10/13/23	04/29/24	05/8/24
Perform System Functional Testing – Complete	12/11/23	07/18/24	07/19/24
Perform CATP (Coverage Testing) – Complete	03/14/24	08/15/24	08/14/24
Dispatch Site Installations – Complete	04/16/24	08/08/24	09/3/24
Acceptance Test- Complete			9/6/24
Jail DAS Complete			10/8/24
Field User Cutover/Public Safety – Complete	05/01/24	10/03/24	10/4/24
Field User Cutover/Public Service-Complete			10/31/24
Fire Station Alerting (CO#1) -Complete		11/14/24	
Fire Station Alerting IP Connectivity		8/5-7/25	
Beneficial Use (post 30 Day Burn In) -Complete			1/2025
Gen One Decommissioning			5/31/25
Final System Acceptance	10/08/24	06/24/25	8/31/25

2) Key Project Summary Details:

- Fire Station Antennas have all been replaced (Motorola expense), spares for in progress Building renovations in storage (Sta 20 and Sta 10)
- The decommissioning of Gen One is complete, all materials recycled, Mt Tam antenna work is pending once bucket truck is repaired.



July 9, 2025

- Mobile, Portable and old consolettes should be collected, if there is anything outstanding please reach out so we can coordinate.
  - Spares Inventory is completed, MERA will purchase some extra parts from the project order at a discount to round out the inventory.
  - Working with the Radio Shop to ensure procedures are in place for warranty and maintenance efforts.
- 3) Fire Station Alerting:
- Still working with stations for IP/VPN deployment and Internet connectivity for some stations. Filters are all installed.
- 4) Connectivity:
- MERA Network: EOF, NPD, FFX and SRRPD Dispatch connected and proven (AT&T), upgrade made week of 6/23.
  - COMCAST has been installed NPD, FFX and SRPD is scheduled for this week (7-7) .
  - The on-going monitoring and maintenance plan for the CORE and Dispatch Center Equipment is installed and being used by the County Radio Shop (Auvick)
  - Wi-Fi Access Points or MERA Mobile Hot Spots. Post cutover effort.
- 5) Sites:
- Motorola and Radio Shop has completed “Final Documentation” Site visits to get all drawings and pictures updated for the final system manual that will be due to MERA at Project Close (August 2025)
- 6) Cyber Security solution has been ordered: 10/1/25 on-line date.
- 7) Project Expense and Contract Change Order Reconciliation:  
Report out on additional expenditures within EO spending authority:
- Nothing new at this time.