

MARIN EMERGENCY RADIO AUTHORITY
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MEMORANDUM

DATE: May 20, 2009

TO: MERA Board of Directors

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM B-3: REPORT ON MERA'S ORGANIZATION STRUCTURE
AND ROLES AND RESPONSIBILITIES

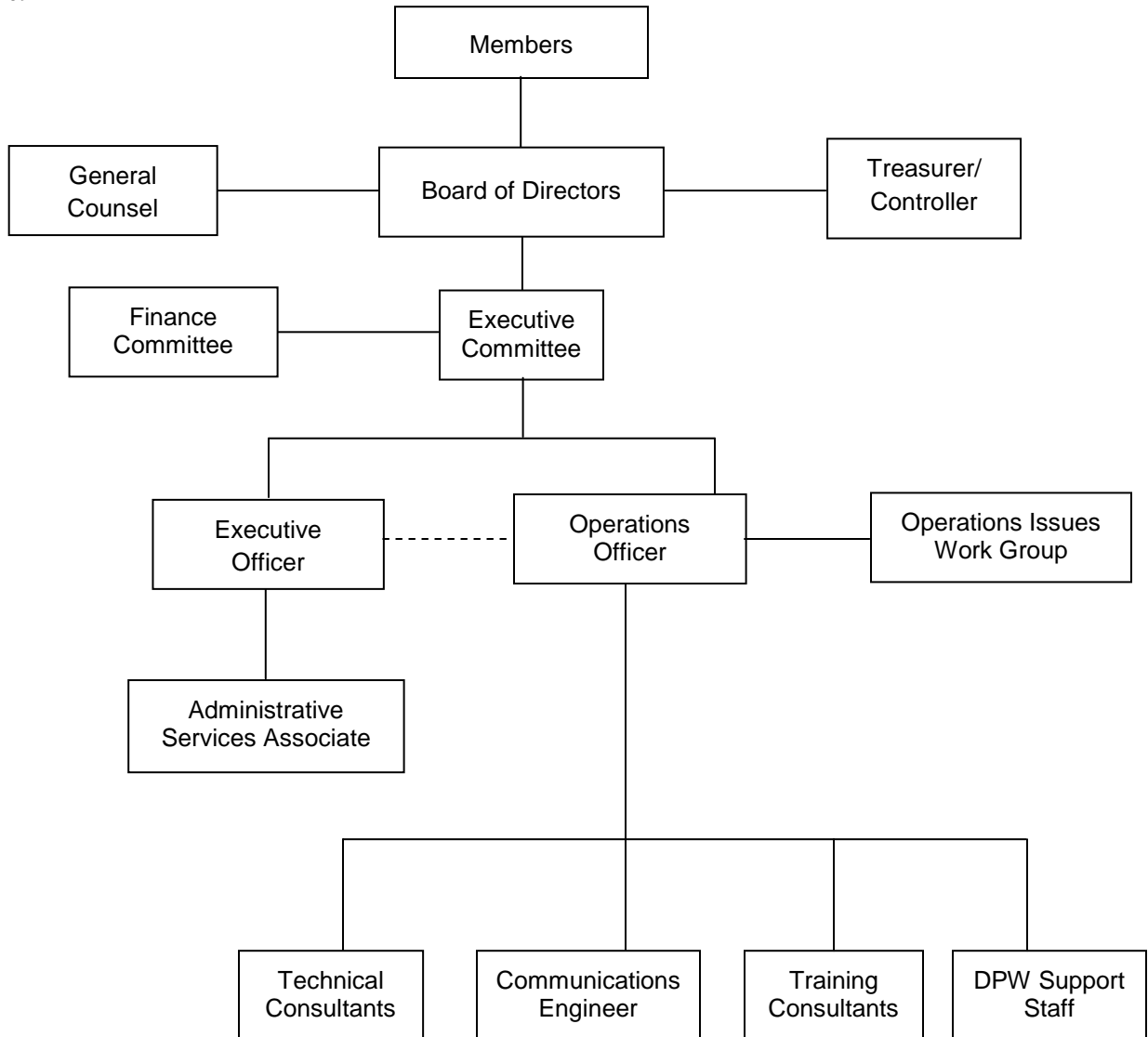
Recommended Action: Upon Executive Committee recommendation, approve the Report on MERA's Organization Structure and Roles and Responsibilities as revised to reflect approval of the contract for support services from the Novato Fire Protection District.

Background: As part of the Executive Officer's Work Plan for 2009, I was directed to research and present a report on the organization's structure and governance including descriptions of the roles and responsibilities of its policy and advisory bodies, contract staff and consultants. Attached is the MERA organization chart and brief functional descriptions for your review and recommendation to the Board. Some of the roles and responsibilities are established in the JPA Agreement, others are excerpted from MERA's contracts or provided anecdotally.

ATTACHMENTS: MERA Organization Chart
MERA Roles and Responsibilities

MARIN EMERGENCY RADIO AUTHORITY
ORGANIZATION CHART

5-20-09



MERA Roles and Responsibilities

Members – means the County, Special Districts, Cities, Towns, or other agencies in Marin County, which are signatories of the MERA JPA agreement.

Board of Directors – means the governing body of MERA, comprised of one representative from each of the twenty-five (25) Member Agencies and up to two (2) alternative representatives to act for that agency in the absence of the appointed representative.

Treasurer/Controller – means the Board appointed Treasurer who also functions as Controller of the Authority and serves as the depository and custodian of MERA funds.

General Counsel – means the provider of contract legal services to MERA including attendance at meetings, legal research and advice, representation in legal actions, oversight of outside counsel, interpretation and enforcement of the JPA agreement, site leases, and other agreements; assistance with CEQA compliance and advice on land use, public finance, eminent domain, and Federal Communications Commission matters.

Executive Committee – means the body of eight (8) voting Board Members and three (3) nonvoting association members responsible to the Board for the administration and management of Authority affairs, provision of assistance and advice to the Board, entering into contracts with other agencies, adhering to the budget adopted by the Board, supervision of the Executive Officer, and nomination of MERA Board President and Vice President.

Finance Committee – means the standing committee formed by the majority vote of the Executive Committee to address and advise on ongoing or special assignments regarding budgets, finance, accounting, or auditing.

Executive Officer – means the Board-appointed officer responsible for the administration of the Authority including staffing the Board, Executive Committee, and other standing committees; monitoring and evaluating service contracts, coordinating with General Counsel on MERA issues, working with member and other agencies, preparing and administering budgets, coordinating audits, coordinating records retention and public records archives; representing MERA with media, members, other governmental agencies, and residents; coordinating FPPC filings and performing other duties as assigned.

Administrative Services Associate – means contract staff who provides clerical and accounting support to the Executive Officer.

Operations Officer – means the County Director of Public Works who directs and oversees contractual services to MERA including the Communication Engineer and other consulting services, user training, technical and administrative services, and system maintenance and enhancement consultants, and Department of Public Works staff.

Communications Engineer – means the consultant who provides technical assistance to the County for the administration of the MERA program including assistance regarding completion of the Motorola trunked system contract, MERA system subscriber programming, and MERA system network programming and database administration; technical assistance regarding network maintenance, interference and installation issues, review of research and development of new communication systems technologies, monitoring State and Federal communications systems legislation, and seeking and tracking communication system grants for MERA agencies.

Operations Issues Work Group – means member agencies users group appointed by the Operations Officer to advise and evaluate system performance and enhancements.