

MARIN EMERGENCY RADIO AUTHORITY

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2010 MERA Executive Officer Work Plan

(January 1, 2010 – December 31, 2010)

The Executive Officer will:

- 1) Develop staff reports on negotiation of the renewal of the DPW maintenance agreement, operating and capital budgets, a radio costs policy, and other administrative studies and policies that provide underlying support and memorialization of administrative and financial operations for Finance and Executive Committee review and Board action. Pending policies for key areas include budget development, risk management, energy conservation, capital assets, investments and cash management;
- 2) Be actively involved in the development of MERA's strategic plan by providing administrative and financial input and logistical support. MERA's relationships with nonmember agencies and the Wireless Marin Project will be addressed during the strategic planning process;
- 3) Complete the organization history project for distribution to member agencies;
- 4) Complete the update and enhancements of the MERA website including adding key JPA documents for Board reference, Board and Committee membership lists, and Board policies;
- 5) Commence an Executive Officer member communications plan including periodic attendance and presentations to member agency professional groups and other Marin County organizations interested in MERA activity as recommended by the Executive Committee and authorized by the Board;
- 6) Undertake a review of the NFPD office and staff support agreement per the provisions of the contract;
- 7) Complete 1999 bonds refunding project leading to Board actions on the use(s) of debt service savings and future capital project borrowing; and
- 8) Perform all other duties as outlined in the Board approved Executive Officer job description.