

Agenda Item C-3

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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DATE: November 18, 2015
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM C-3: APPOINTMENT OF NEXT GEN PROJECT
OVERSIGHT COMMITTEE ALTERNATES

Recommended Action: Approve the appointment of one (1) Designated Alternate by each Member of the MERA Project Oversight Committee (NGPOC).

Background: On January 14, 2015 the MERA Executive Board, at the direction of the Governing Board, appointed the following NGPOC Members:

Chair	Todd Cusimano, Central Marin Police Authority
Vice Chair	Mark Brown, Marin County Fire
	Jim Berg, City of Novato
	Robert Doyle, Marin County Sheriff
	Gerald McCarthy, Novato Fire Protection District
	Jennifer Tejada, City of Sausalito
	Richard Pearce, Tiburon Fire Protection District
	Matthew Hymel, County of Marin
	Jim McCann, City of Mill Valley
	Tom Gaffney, Town of Ross

Chief Tejada's resignation has left a vacancy that is not recommended to be filled, leaving the number of Committee members at 9.

Given the Committee's charge of addressing and advising the Executive and Governing Boards on the development of RFPs, selection of consultants and vendors for the Next Gen Project, along with monitoring the Project budget and on-time performance, an aggressive monthly meeting schedule will be required for timely achievement of Project milestones. Those milestones include review of site surveys, lifecycle recommendations, FCC frequencies, coverage analyses, vendor RFP, proposal evaluation and contract negotiation/execution.

To best assure Committee meeting quorums to meet the Project's schedule, the NGPOC and staff are recommending one designated alternate be approved for each Committee Member to be selected by the Committee Member themselves at the earliest possible date. The Committee's membership list, along with designees, will be provided thereafter to the Executive and Governing Boards and posted on meraonline.org.

NGPOC Committee Members would be permitted to rescind or change their alternate by submitting the rescission or new alternate name to the MERA Deputy Executive Officer a minimum of seven days before the change takes effect. The MERA Deputy Executive Officer will advise the MERA Executive Officer, NGPOC and the Executive Board by email, with a written update to the MERA Executive Board at their next scheduled meeting.

NGPOC Alternates can only substitute for the regular member that appointed them. When filling in for the regular member, the NGPOC Alternates are full voting members of the NGPOC.

It is the responsibility of the regular members of the NGPOC to keep their chosen alternates informed of NGPOC meetings and actions.