

G.B. 12/9/15 Agenda Item A-4a

MARIN EMERGENCY RADIO AUTHORITY

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**2015 MERA EXECUTIVE
OFFICER WORK PLAN
(THROUGH 11/30/15)**

The Executive Officer will:

- 1) Develop staff reports, policies, and recommendations on administrative matters and financial operations including the preparation of operating, capital, and debt service budgets for Committee and Executive and Governing Boards' review and action.

The Executive Officer has provided analysis, developed administrative and financial staff reports, updated/revised Board policies, prepared budgets for Authority general operations and special projects and presented recommendations for Committee and Executive and Governing Board action.

- 2) Facilitate completion of remaining Strategic Plan tasks assigned to the Project Oversight and Finance Committees, including work performed by contract staff and consultants. This includes administrative tasks and financing structure for implementation for the Next Gen System.

The Executive Officer continues to facilitate implementation of Strategic Plan tasks with primary emphasis on Next Gen funding/financing strategies and initiation of work on Directive 6 "Expanding Partnerships, Collaboration and Cooperative Efforts" with Non-member agencies and Directive 7 "Exploring Ways to Strengthen Membership Cohesiveness and Common Purpose". These tasks include analyses, reports, meeting logistics, staff support for the Finance, Citizen Oversight, and Project Oversight Committees and follow-up, coordination/oversight of Next Gen Project staff and related financial advisory/bond financing, tax administration and legal services.

- 3) Provide administrative and financial analyses and logistical support to the Operations Officer on current system operations and replacement system implementation.

The Executive Officer has provided management support and input, coordination and logistical assistance for the Operations Officer's work on day-to-day operations, Next Gen System Project, System equipment/facilities repair and replacement projects and other special projects including: (1) facilitation of training materials protected postings on meraonline.org; (2) development of Next Gen Implementation Agreement; (3) input on Next Gen Consultant RFP, Consultant High-End System User Requirements Summary,

Communications Plan and other related documents; and, (4) revisions to Additional Radios and Replacement Radios Policies and adoption of the MERA User Training Policy.

- 4) Maintain meraonline.org to reflect current organization operations and activities and information on Next Gen System and other special projects.

The Executive Officer has provided and/or overseen regular website content updates on MERA meetings, agendas, policies, projects and posting of related documentation for member and public reference. A Quick Links feature was added to the homepage for the Senior Exemption Application, Citizens Oversight Committee and Financial Advisor RFP for these special postings. Other related tasks included staff and webmaster supervision and coordination in maintaining meraonline.org. Still pending is completion of the Member Links Project is projected by 12/31/15. Response to Marin County Civil Grand Jury website transparency audit and relevant implementation is projected by 12/11/15.

- 5) Provide information to member agencies, County professional organizations, the media, and other Marin County groups on current MERA operations and Next Gen System implementation.

The Executive Officer continues to be the lead staff representative and facilitator of the team in outreach to members, media, County organizations, and other agency staff in providing information about the Authority and MERA special projects.

- 6) Provide periodic orientations on MERA with the Operations Officer for Executive Board and Governing Members and Alternates, member agency elected and appointed officials, and other interested persons.

Semi-annual member orientations have been postponed due to implementation of the Next Gen Project. The Executive Officer will coordinate with the Operations Officer on the scheduling of future orientations. Two orientations regarding current MERA operations, the Next Gen Project and the new County Communications Center have been provided to the Measure A Citizens Oversight Committee.

- 7) Perform all other duties as outlined in the Executive Officer Scope of Services or as directed by the MERA Executive and/or Governing Boards.

All other duties set forth in the Executive Officer Scope of Services have been performed as required and needed. Special projects include development, selection, appointment and convening of Measure A Citizens Oversight Committee, the Measure A Validation Action, Revisions to Public Records Administrative Policy, Surety Substitution for Next Gen Project cash flow, Bay Hill Site Sublease, Dollar Hill Sublicense with City of San Rafael and BNY Mellon Trustee Replenishment of MERA Replacement Fund and engagement of Bond and Disclosure Counsels and Bond Trustee to complete the Financing Team.