

# **MARIN EMERGENCY RADIO AUTHORITY**

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**E.B. 11/14/12 ITEM B-1A**

## **2012 MERA EXECUTIVE OFFICER WORK PLAN** **JANUARY 1, 2012 – DECEMBER 31, 2012**

**UPDATED: November, 2012**

The Executive Officer will:

- 1) Develop staff reports and policies on administrative matters and financial operations, and operating and capital budgets for Finance and Executive Committee review and recommendation for Board action.

Status: Noteworthy is the successful negotiation of a new one-year Technical Services Agreement between MERA and the County, along with a new three-year System Analysis Agreement for Capital Projects. A long-term, no-cost rent waiver for the Forbes Reservoir site was completed with MMWD and MERA's electric accounts were transferred to Marin Clean Energy for local generation. Development and distribution of approved Preliminary Operating Budget for member agencies reference was expedited from mid-May to mid-March.

- 2) Facilitate completion of Strategic Plan tasks assigned to the Governance Work Group, Finance Committee and Outreach Subcommittee within 12-18 months of December, 2010 Plan adoption, including providing support for individual and Joint Committee meetings and work performed by related consultants. Tasks include implementation of new governance structure and voting formula, internal and external stakeholder educational campaigns, finalization of technology plan and approval of funding sources and plan.

Status: Over the course of at least 17 Board and Committee meetings in 2012, key Strategic Plan initiatives were implemented or are in progress, including a new MERA Executive Board governance structure (JPA Amendment No. 5 and Restated Bylaws), a preliminary financing plan for the Next Gen System, engagement of Outreach Consultants leading to development of a draft Outreach Plan, FAQs and Fact Sheet, planning for the Boards' Next Gen System Workshop, development of Special Project (Next Gen) staff job descriptions and continued work on the 700 MHz Feasibility Study/Technology Plan.

- 3) Continue providing administrative and financial analyses and logistical support to the Operations Officer for MERA operations projects and Strategic Plan tasks associated with replacement technology.

Status: In addition to working on the above DPW services agreements with the Operations Officer, E.O. input was provided on the 2012/2013 MERA CIP and other projects associated with current and future System operations. The E.O. has also assisted with the DPW system coverage analysis underway to address current and future system coverage issues.

- 4) Continue updating the MERA website to reflect current organizational operations and activities.

Status: In addition to regular site maintenance, the Member Website linkage project to meraonline.org, was undertaken by the E.O. and is 50%+ completed.

- 5) Continue the Executive Officer/Member communications plan including periodic presentations to member agency professional organizations and other Marin County groups, such as the Marin County Council of Mayors and Councilmembers (MCCMC).

Status: The E.O. made one presentation to the Marin Managers' Association in July to update them on the progress of MERA Strategic Plan implementation. Additional presentations were suspended in deference to implementation of MERA's Outreach Plan and its internal and external communications strategies.

- 6) Provide semi-annual orientation on MERA for new Board and Executive Committee Members, Alternates, member agency elected and appointed officials and other interested persons.

Status: The first of two planned Member Orientations is scheduled for November 29 at the County Communications Center in partnership with MERA's Operations Officer. The other Orientation was cancelled due to the timing of the approval of the new Executive Board governance structure, appointment of Executive Board members and convening their first meeting in September.

- 7) Perform all other duties as outlined in the Board-approved Executive Officer position description (see attached).

ATTACHMENT: Scope of Services MERA-RGS Executive Officer Contract of 12/5/07