

MARIN EMERGENCY RADIO AUTHORITY

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G.B. 12/11/13 AGENDA ITEM B-3A

2013 MERA EXECUTIVE OFFICER WORK PLAN JANUARY 1, 2013 – DECEMBER 31, 2013

UPDATE – November, 2013

The Executive Officer will:

- 1) Develop staff reports and policies on administrative matters and financial operations, and operating and capital budgets for Finance, Executive, and Governing Boards' review and action.

The E.O. has developed administrative and financial staff reports for all these matters for Finance Committee and Executive and Governing Boards' action through October 31, 2013 along with the introduction of regular Reserves Funds reporting.

- 2) Facilitate completion of Strategic Plan tasks assigned to the Finance Committee and Outreach Subcommittee, including providing support for individual and Joint Committee meetings and work performed by related consultants and contract staff. Tasks include implementation of an Outreach Plan, finalization of technology plan and completion of a funding plan and financing structure.

The E.O. has developed staff reports, provided meeting logistics and support, and follow-up for Outreach, Finance and Project Oversight Committees through October 31, 2013. Primary tasks included the annual administrative update of the Strategic Plan, Outreach Plan updates and implementation, work on Next Gen Project funding plan, financing structure and future operating costs, coordination and oversight of Outreach and Parcel Tax Study Consultants and hiring/supervision/coordination of Special Project staff.

- 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.

The E.O. has provided management support, coordination and logistical support for the Operations Officer's work on operations and Strategic Plan/Next Gen System projects including the system feasibility study coverage analysis and Gen II O&M budget. The E.O. has also assisted with equipment replacement and building repair projects.

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

The E.O. has provided timely website updates on organizational operations and activities and will oversee the evolution of meraonline.org to provide member and public information on the Next Gen System project.

- 5) Continue the Executive Officer/Member communications plan including presentations to member agencies, County professional organizations, and other Marin County groups consistent with the implementation of the MERA Outreach Plan.

The E.O. will continue to be an active member of the leadership team in implementing the Strategic and Outreach Plans' communications goals through presentations to member agencies, county-wide and local professional associations, schools and other community groups.

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

The last MERA member orientation was conducted jointly by the Executive and Operations Officers in November 2012. The January 2013 Next Gen System Member Workshop followed that event. Another orientation will be scheduled during the first quarter of 2014 in coordination with Outreach Plan implementation and Round Two Member presentations.

- 7) Perform all other duties as outlined in the Executive Officer Scope of Services (see attached).

All other duties as outlined in the attached Scope of Services are being performed as assigned or required.