

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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PROJECT OVERSIGHT SUBCOMMITTEE (POS) Meeting Notice

DATE: Friday – March 29, 2013

TIME: 10:00 a.m.

PLACE: **Marin Civic Center – Room 315**

Facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the Novato Fire Protection District Administrative Assistant as soon as possible at (415) 878-2606.

AGENDA

- A. Call to Order
- B. Appointment of Chair and Vice Chair
- C. Approval of Outreach Subcommittee Minutes from January 8, 2013 Meeting (**attached**)
- D. Post-Mortem: January 16 Governing and Executive Boards' Workshop
- E. Report from FM3 – MERA Public Opinion Survey
- F. Member Outreach Update
- G. Update on Special Project Recruitments:
 - 1) Special Project Manager Job Description – 10/31/12 (**attached**)
 - 2) Administrative Assistant Job Description – 10/31/12 (**attached**)
- H. Preparation for Next Gen System Project Ballot Measure
- I. Annual Review of MERA Strategic Plan
- J. Pre-Ballot Measure Meeting Schedule – Executive and Governing Boards (**attached**)
- K. Other Information Items
- L. Next Meeting

M. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

Anyone wishing to address the Project Oversight Subcommittee on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Project Oversight Subcommittee may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Subcommittee members. The Chair may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.

N. Adjournment

**AGENDA IS AVAILABLE ONLINE AT
WWW.MERAONLINE.ORG**

cc: BOS (for posting)