

MARIN EMERGENCY RADIO AUTHORITY

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DATE: July 22, 2020

TO: MERA Governing Board

FROM: Raul Rojas, Acting Operations Officer

SUBJECT: AGENDA ITEM D-2: Report on MERA Operations Officer Replacement, DPW Current System Staffing and Operational Issues Monthly Work Group Meetings

Discussion: Since April, the Operations Officer position has been filled by DPW Director. That arrangement is expected to continue through the end of this year, pending the Director's retirement in December. The County will be recruiting a new DPW Director later this year. It is expected that the new Director will make long term staffing assignments, including MERA Operations Officer, in January 2021. The DPW Communications Division is currently recruiting for a new Communications Manager. DPW may also utilize Federal Engineering for additional technical support if needed.

Since the Shelter Order for the Covid-19 pandemic has been in place, regular meetings of the Operations Working Group have been suspended, except when issues are identified requiring review by the group. This has been accomplished via group e-mails. Moving forward, DPW will consider using Zoom or Microsoft Teams to convene virtual meetings when items/issues arise that warrant a meeting.