

**(distributed 12/7/20)**

**Agenda Item B-3a**

**MARIN EMERGENCY RADIO AUTHORITY**

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**2020 Executive Officer Work Plan Update (through 11-30-20)**

The Executive Officer will:

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

**The Executive Officer has provided ongoing analysis, administrative and financial staff reports, updated Board policies (e.g., reviewed/recommended Rescission of NGP Vendor Purchasing Policy), developed budgets for Authority Operations and Debt Service and presented recommendations for Committee and Board action.**

- 2) Continue to facilitate completion of remaining Strategic Plan tasks, including coordination and supervision of work performed by contract staff and consultants. This includes: ongoing implementation of the Next Gen System Project, Project Budget development, existing Next Gen sites lease negotiations and finalization, expansion of member and public outreach on Project progress, development of new partnerships and strengthening communications between MERA Board and Committee members and member and Non-Member agencies.

**Primary focus continues to be on Next Gen Project Implementation, including input and oversight of development of long-term, comprehensive Next Gen Budget iterations, expansion of timely member media and public communications on Project progress, documentation of Non-Member partnerships for use of current and Next Gen resources (e.g., pending completion of additional 3 Non-Member System User Letters of Agreement for North Bay Fire Authority (Golden Ridge Fire, Life West Ambulance and Permit Sonoma) and continued relationship-building with MERA contractual and community partners to benefit the Authority.**

- 3) Facilitate and input on revision of MERA's Organization Chart and reporting relationships, including third party analyses and recommendations.

**Initial entreaties were initiated with the County of Marin regarding a change in reporting relationship for the Operations Officer directly to the Executive Officer versus to the MERA Executive and Governing Boards. With the transition of Next Gen Project Implementation to MERA and Governing Board approval of the new NGP Organization Chart, the remaining three current System maintenance, technical, and service contracts between MERA and the County of Marin administrative reporting relationships will be revisited prior to 6/30/21.**

- 4) Provide administrative and financial analyses and logistical support to the Operations Officer on current System operations and Next Gen System implementation.

**The Executive Officer provided management support and input, coordination and logistical assistance for the Operations Officer's work on day-to-day operations, Next Gen System Project approvals, System equipment/facilities repairs and other special projects.**

- 5) Maintain and enhance meraonline.org to best inform about current organization operations and activities, status of the Next Gen System Project and other special MERA projects.

**The Executive Officer has provided and/or overseen timely website content updates on MERA meetings, agendas, policies, projects and posting of related documentation for Member and public reference. Additionally, the MERA Records Imaging Project has been advanced for hard copy document backup and secure remote archival access.**

- 6) 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 advise and oversee outreach to Members, media, County organizations and the public about the Authority and MERA special projects. With the advent of COVID-19 public meeting restrictions, MERA public meetings have been conducted telephonically and by Zoom to assure safe member and public participation during the pandemic, along with maintenance of three (3) meeting agenda physical public posting locations at County of Marin, Novato Fire Protection District and Town of Corte Madera.**

- 7) Provide orientations on MERA with the Deputy Executive Officer – Next Gen Project for new Executive Board Members and Governing Board Members and Alternates, Member Agency elected and appointed officials and other interested persons.

**Due to COVID-19, the Executive Officer and Deputy Executive Officer for Next Gen Project did not provide an orientation this year in March for newly-appointed Members and Alternates of the Governing Board. These sessions will be restored in 2021 via Zoom technology.**

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

**New or Special Assignments completed or initiated in 2020 include:**

**A. Facilitation of Transfer of Next Gen Project Organizational, Contractual and Consulting Service relationships to MERA.**

**B. Assumption of general administrative, financial and accounting support associated with transition of Next Gen Project to MERA.**

- C. Facilitation of AECOM Engagement for Third-Party Review of Motorola Customer Design Review and NGP Program/Construction Management Services.**
- D. Oversight and facilitation of amended and new NGP Site Licenses and Leases including completion of Mt. Tam, Skyview Terrace, Dollar Hill, Prime Site, Civic Center, Mt. Barnabe, and Stewart Point.**
- E. Completion of Early Retirement of 2010 Refunding Revenue Bonds for Member Agency Debt Service relief and interest savings.**
- F. Completion of analysis of Early Retirement 2007 Citizens Bank Note.**