

MARIN EMERGENCY RADIO AUTHORITY

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DATE: April 28, 2021

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-3**: PROPOSED MERA REVISED ADMINISTRATION ORGANIZATION CHART, REVISED SCOPE OF ADMINISTRATIVE DUTIES AND RELATED REVISIONS TO ANNUAL MERA/COUNTY OF MARIN TECHNICAL AND COMMUNICATION SYSTEM SERVICES AGREEMENTS

Recommended Action: Approve (1) revision of the MERA Administrative Organization Chart and Scope of Duties and (2) direct amendment of Section 10 “Relationship with Executive Officer” of the MERA/County System Maintenance, Technical and Communication System Services Agreements to reflect MERA’s Operations Officer direct reporting relationship to the MERA Executive Officer.

Background: During the many discussions in 2019 and 2020 with the County regarding MERA Next Gen Project oversight, MERA’s issues associated with the longstanding direct reporting relationship between the County contract Operations Officer and the MERA Governing and Executive Boards became a focal point. This relationship likely mirrors the structure of the County of Marin, wherein Department Directors report directly to the Board of Supervisors and not the County Administrator.

Attached is the proposed MERA new Administrative Organization Chart which is consistent with Next Gen Project Organization Chart previously approved by the Governing Board where NGP Contractors report to the Deputy Executive Officer-Next Gen Project. The proposed Administrative Organization Chart formally establishes the new direct reporting relationship of the County contract Operations Officer to the MERA Executive Officer.

This change in MERA’s organization structure also necessitates amendments to Section 10 “Relationship with Executive Officer” in the MERA/County of Marin annual Technical and Communications Services Agreements consistent with the proposed new Organization Chart.

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The current Agreements read as follows:

“This Agreement is between the County and MERA acting through its Governing Board. Staff of the County and the MERA Executive Officer will work together to assure the success of the system. It is understood the County is responsible for the quality and cost of services under this Agreement, and that the Executive Officer is not authorized to direct those services. The Executive Officer will provide oversight and deliver reports on the nature, quality and costs of the services provided by the County as he/she deems appropriate to the MERA Governing Board. The County staff will cooperate with the Executive Officer in the preparation of those reports, including but not limited to providing any information reasonably requested by the Executive Officer.”

Proposed replacement wording for the FY21-22 MERA/County Technical and Communication System Services Agreements is as follows:

“The County’s contract MERA Operations Officer shall report to the MERA Executive Officer relative to the performance and delivery of the services provided under this Agreement. It is understood the County is responsible for the quality and costs of these services under this Agreement.”

ATTACHMENTS:

B-3a Proposed Revised Administration Organization Chart

B-3b Proposed Revised Scope of Administrative Duties