

MARIN EMERGENCY RADIO AUTHORITY
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MEMORANDUM

DATE: May 24, 2007

TO: MERA Board of Directors

FROM: MERA Executive Committee

SUBJECT: AGENDA ITEM **E-1a**: RECOMMENDATION FOR FUTURE STATUS
 REPORTS FROM STAFF

Recommendation: That the Board adopt a policy directing the County DPW to provide summary information to the Board and to the Executive Committee, making detailed information available for any Board member who requests.

Background:

MERA now has received two monthly Status Reports from the County Department of Public Works, which performs several services under contract with MERA. DPW maintains the towers and radios, conducts training, and is responsible for advising MERA on current technology. Also, through its Operational Issues Working Group, it coordinates actions by user agencies to improve service and to deal with problems. This Working Group has been extremely active, with the Group and its subcommittees meeting 32 times thus far this calendar year.

One result of this good work is the daunting amount of paper produced. It would be a serious problem for Board members to wade through this volume of paper every month. Therefore, the Executive Committee has drafted a policy for Board consideration, designed to provide more summary information with the opportunity for Board members to delve deeper into any item that interests him/her.

Specifically, we recommend that DPW be directed to provide only summary information to the Board and to the Executive Committee, making detailed information available for any Board member who requests. These reports would feature separate sections for each of the areas of DPW activity.