

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

AGENDA ITEM A-2

MEMORANDUM

DATE: September 9, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM A-2: REPORT FROM EXECUTIVE OFFICER WORK PLAN SUBCOMMITTEE – 2009 MERA OPERATIONS AND ADMINISTRATION WORK PLAN

Recommended Action: Accept the 2009 Executive Officer Work Plan Subcommittee's quarterly report.

Background: On March 11, 2009, the MERA Board, upon the recommendation of the Executive Committee, approved the attached 2009 MERA Operations and Administration Work Plan. The Work Plan Subcommittee of Joe Kreins, Ken Nordhoff and Marc Revere was tasked to meet with the Executive Officer on a quarterly basis. On August 4, the Subcommittee met to review the status of the Work Plan projects and the Executive Officer's hours.

To summarize, MERA's capacity and coverage projects are underway with an estimated completion date for frequencies installation of mid-to-late 2010 and completion of the Tomales project feasibility report on or before April 2010. System operations policies and procedures, in the form of a DPW training manual, have been developed and disseminated to member agencies. The Executive Officer has developed staff reports on the renewal of the DPW Technical Services Agreement and fund budgets. Improvement of MERA's day-to-day accounting procedures, including quarterly financial reporting, is underway with the transition to NFPD as the new service provider. The Executive Officer is working with the MERA Finance Committee on a purchasing policy and procedures, reserves definitions and reconfigurations, along with a radio cost policy. A short list of other administrative policies is being developed by the Executive Officer for presentation to the Executive Committee and Board.

A report on MERA's organization structure and governance, including descriptions of roles and responsibilities, has been completed and approved by the Board. MERA's draft organization history has been circulated to the Board and will be updated for recirculation. A preliminary assessment has been made of MERA's website and a proposal for enhancement is under development. MERA's relationship with Marin schools, and the Wireless Marin Project, is proposed to be addressed in the strategic planning process. The Executive Officer will improve

the communications for MERA by periodically attending the Marin City Manager's Police Chiefs' Association and MCCMC meetings to provide operations updates.

At the suggestion of the Executive Officer, a binder of key MERA documents (e.g. the JPA agreement and amendments to same, Board and Committee lists, organization structure and roles and responsibilities, etc.) will be developed and distributed by the end of 2009 for Board member reference and orientation.

It was agreed that the 2010 Executive Officer Work Plan will be drafted for Subcommittee review in time for submission to the Executive Committee in November and the Board in December 2009.

The Executive Officer reported that the eight (8) hours average per week in MERA's 2008 contract with RGS for her services were underestimated. Hours actually worked per week in 2008 were 12.5. On March 1, 2009, the Executive Committee increased the average weekly hours from 8 to 12. Average weekly hours worked during the first two quarters of 2009 is 19.9.

It was agreed that the Executive Officer's hours would be revisited in November/December in relationship to projects in progress and new initiatives.

ATTACHMENT: 2009 MERA Operations and Administration Work Plan