

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: September 9, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM B-1: APPOINTMENT OF AD HOC STRATEGIC PLANNING COMMITTEE AND ACTION ON STRATEGIC PLANNING FACILITATION SERVICES PROPOSAL FROM CBG COMMUNICATIONS, INC.

Recommended Action: Appoint the Ad Hoc Strategic Planning Committee and take action on the proposal from CBG Communications, Inc., to provide strategic planning facilitation services in the amount of \$24,000 to be funded from the Replacement Reserve Fund.

Background: On July 15, 2009, the MERA Board approved the Executive Committee's appointment of an Ad Hoc Strategic Planning Committee to work on a MERA Strategic Plan with consultant facilitation and County DPW technical support at costs to be determined. The Board discussed limiting the number of Executive Committee members on the Ad Hoc Committee to four, including at least one Board or Executive Committee member with MERA history, representatives from the Police and Fire Chiefs Associations, a city manager, technical/user-group members and any other members interested in serving. As of this writing, I understand Chief Pearce has been selected to represent the Fire Chiefs' Association. Action is needed to appoint other members of the Ad Hoc Strategic Planning Committee.

Attached for your consideration is a proposal from CBG Communications, Inc., to provide professional strategic planning facilitation services to MERA at a cost of \$24,000. A draft of this proposal was shared with the MERA President and Vice President to assure that it addresses the outcomes the Board is seeking.

With DPW's current extensive workload, the County DPW technical support services proposal will be developed and presented to the Executive Committee as soon as practicable.

CBG's proposal envisions a timeline that begins the planning process in September/October 2009 and concludes to coincide with the budget process for FY 2010-11. Given the timing of the County's technical services proposal, the strategic planning process final design phase can still commence as projected, which may be helpful to the County's proposal development. Your input on this schedule is important to the timely completion of this project.

ATTACHMENT: CBG Communication, Inc. Revised Proposal to Provide Strategic Planning Facilitation Services to MERA