

# MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District  
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## **2011 MERA EXECUTIVE OFFICER WORK PLAN** **JANUARY 1, 2011 – DECEMBER 31, 2011**

The Executive Officer will:

- 1) Develop staff reports on administrative matters, operating and capital budgets, policies and financial operations for Finance and Executive Committee review and recommendation for Board action. Pending policies include radio costs, energy conservation and website management.

*The MERA Website Management Policy and Procedures was adopted by the Board on May 18, 2011. The MERA Additional Radios Policy and Procedures was recommended by the Executive Committee on September 14, 2011 for Board adoption in December. Development of an energy conservation policy is on hold due to 24/7 operating requirements and PG&E Smart Meter installations at certain sites.*

- 2) Be actively involved in the phased implementation of the MERA Strategic Plan directions by providing administrative and financial input and logistical support for Plan committees and workgroups.

*I continue to be actively involved in providing staff support to the MERA Governance Work Group, Finance Committee and Outreach Subcommittee...all of which are on task and within deadlines of their Strategic Plan charges.*

- 3) Continue providing administrative and logistical support to Operations Officer for pending coverage projects.

*I continue to provide administrative and logistical support to the Operations Officer as needed. Likewise, the Operations Officer provides support to Administration as needed. Effective October, 2011, monthly conference calls will be scheduled to proactively address mutual issues and questions.*

- 4) Continue updating the MERA website to reflect evolving organizational needs.

*I continue to work on enhancing meraonline.org with the assistance of Marinfo and most importantly, keeping it updated on an ongoing basis. Compliments have been received on the quality and content of MERA's website from the members of the MCCMC JPA Oversight Committee and the Silicon Valley Regional Interoperability Authority. I will continue working with MERA members in linking meraonline to their websites (e.g., Belvedere and Southern Marin Fire Protection District are now linked) as part of MERA's outreach efforts.*

- 5) Continue the Executive Officer/member communications plan including periodic attendance and presentations to member agency professional organizations and other Marin County groups such as the Marin County Council of Mayors and Councilmembers (MCCMC) that are interested in MERA's activities.

*I made my annual presentation to the MCCMC JPA Oversight Committee on January 20, 2011. At this meeting it was requested that my MERA update to MCCMC be put on hold pending their report to that group in June/July to avoid any redundancy.*

*On January 27, I provided a MERA update to the Marin Managers' Association.*

- 6) Provide annual orientation on MERA for new Board members, alternates member agency elected and appointed officials and other interested persons.

*The first annual orientation for new Board Members, Alternates, Executive Committee and other governing body officials was held on April 27 in partnership with Operations Officer Mansourian. Ten representatives attended from eight (8) member agencies who are MERA Board members, agency staff or Board Directors. Attendees were complimentary on the content and effort.*

*Follow-up information was provided to those attendees requesting it. Orientation materials were sent to those unable to attend..*

- 7) Perform all other duties as outlined in the Board-approved Executive Officer position description.

*I continue to provide a monthly Executive Officer Activity Report to the MERA President and Vice President.*

Note:

*The Executive Officer's actual weekly work hours from January 1, 2011 through the first three quarters, has been 16 hours. The current compensated average is 15 hours per week and is subject to adjustment for Strategic Plan implementation workload. No adjustment has been needed to date.*