

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: September 12, 2012
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **D-2**: **REPORT #9 ON
STRATEGIC PLAN IMPLEMENTATION**

Recommended Action: Receive and file Report #9 on Strategic Plan Implementation as presented.

Background: Since Report #8 to the MERA Board on May 16, 2012 the following has occurred.

- 1) On June 20, 2012, the MERA Board approved JPA Amendment No. 5 Creating the Executive Board and the corresponding Restated and Amended Bylaws.
- 2) The Finance Committee met on July 18, 2012 to review the FY2012/13 Capital Improvement Plan and other possible projects from Operations Officer Tackabery, discuss revenue measure options for a new system and review preliminary financial tables and a non-binding reimbursement resolution for bond financing.

Finance Committee Chair is County Administrator Hymel; Ross Governing Board Member Gaffney and Transit District General Manager Rzepinski are members.

- 3) On July 26, 2012, the Outreach Subcommittee met to review the first iteration of the Draft Outreach Plan including the goal of achieving funding for a next gen system, Plan objectives and strategy, management and coordination of same, new member training, an internal communications program, MERA member workshop, external communications and outreach and the timeline for these efforts.

Twin Cities Chief Cusimano is Subcommittee Chair and Larkspur Fire Chief Sinnott is Vice Chair. Other members include Sheriff Doyle, Sausalito Police Chief Tejada, San Rafael Police Chief Bishop and Novato Police Chief Berg.

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- 4) On August 8, 2012 the Governance Work Group, Finance Committee and Outreach Subcommittee met jointly to acknowledge the work of and sunset the Governance Work Group, discuss the updated FY2012/13 Capital Improvement Plan, review system replacement financing options and costs, review the August 1 revision of the Draft Outreach Plan including next gen project administration, MERA Member Workshop and future public information presentations.

The Joint Committee members recommended that the Executive Board be provided this implementation update and that you be asked for input on the Member Workshop in December (see Agenda Item D-3).

- 5) The Outreach Subcommittee will meet on September 12, 2012 preceding this meeting today to review the revised Draft Outreach Plan and timeline along with appointments to the Project Oversight Subcommittee, project support staffing, polling services and the December Member Workshop.