

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 15, 2013
TO: MERA Governing Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **E-3**: RECOMMENDATIONS FROM
PROJECT OVERSIGHT SUBCOMMITTEE
RE: STRATEGIC AND OUTREACH PLANS
IMPLEMENTATION

Recommended Action: Based on the recommendations of the Project Oversight Subcommittee and Executive Board:

- (a) Approve an Agreement with Regional Government Services for the part-time services of the Special Project Manager and Special Project Administrative Assistant and authorize Executive Officer to execute same;
- (b) Accept the Annual Administrative and Operations Reviews of the MERA Strategic Plan;
- (c) Accept the changes to the MERA Outreach Plan and approve the Outreach Plan FY2013-2014 Projected Budget; and,
- (d) Receive and file the Tentative Master Calendar for MERA Governing Board and County Board of Supervisors actions before the November 2014 Election.

Background: The Subcommittee's Interview Panel of Police Chiefs Cusimano and Tejada and Fire Chief Sinnott convened on April 23 and interviewed three candidates for the part-time, contract Special Project Manager position. The Panel recommended David Jeffries to the Subcommittee on April 24 and they, in turn, recommended Executive Board approval of his appointment. The Executive Board, on May 8, recommended an Agreement with RGS for his services and those of a part-time Special Project Administrative Assistant. Attached is the proposed Agreement. These services will begin on or about May 8, 2013, and extend through the November 4, 2014, election. Estimated annual cost of the Manager and A.A. position is \$115,000 and \$42,000 respectively, including RGS expenses.

The Subcommittee also reached out to County Fire Chief Weber and NFPD Interim Chief Massucco to expand its membership with representatives from their respective

AGENDA ITEM E-3: RECOMMENDATIONS FROM PROJECT OVERSIGHT
SUBCOMMITTEE RE: STRATEGIC AND OUTREACH PLANS
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May 15, 2013
Page 2

departments. The Executive Board approved the appointment of Interim Deputy Chief Brown and Battalion Chief McCarthy to assist and advance the Subcommittee's work.

Due to 2012 CY-ending workload, the December annual review of MERA's Strategic Plan was postponed to the May 2013 Executive and Governing Board meetings. On April 24, the Subcommittee reviewed and forwarded the attached proposed administrative update to the Seven Strategic Directions in the MERA Strategic Plan to the Executive Board. Operations Officer Tackabery appended his update to Direction #3. The Executive Board recommends acceptance of these updates to the Governing Board.

Attached are the proposed redline revisions to the MERA Outreach Plan which was originally approved by the Governing Board on January 16, 2013. Changes include renaming the Project Oversight Subcommittee to Project Oversight Committee, updating the Plan implementation timeline and amending the Plan budget. The Subcommittee concurred with the Plan revisions and budget re-presentation for FY13-14.

Finally, the tentative Master Calendar of County and MERA Governing Board actions was reviewed and revised by the Subcommittee to add a workshop with the Board of Supervisors on the MERA Next Gen Project. This calendar plots the timing of critical decisions prior to the November 2014 election and is subject to change.

ATTACHMENTS:

E-3

- a-1) Proposed RGS Agreement – Special Project Manager and Administrative Assistant
- b-1) Annual Administrative Review of Strategic Plan
- b-2) Annual Operations Review of Strategic Plan

- c-1) Revised MERA Outreach Plan
- c-2) Outreach Plan FY2013-2014 Projected Budget

- d-1) Tentative Master Calendar