

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 8, 2013
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGEND ITEM **B-6**: RECOMMENDATIONS FROM
PROJECT OVERSIGHT SUBCOMMITTEE
RE: STRATEGIC AND OUTREACH PLANS
IMPLEMENTATION

Recommended Action: Based on the recommendations of the Project Oversight Subcommittee:

- (1) Approve the appointment of David Jeffries as Special Project Manager and a part-time Special Project Administrative Assistant via an agreement with Regional Government Services;
- (2) Approve the appointments of County Interim Deputy Fire Chief Mark Brown and NFPD Battalion Chief Gerald McCarthy to the Project Oversight Committee;
- (3) Recommend Governing Board acceptance of the Annual Administrative and Operations Reviews of the MERA Strategic Plan;
- (4) Recommend Governing Board acceptance of the changes to the MERA Outreach Plan and Budget; and,
- (5) 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, are recommending Executive Board approval of a contract for his services and a part-time Special Project Administrative Assistant between MERA and RGS. Attached is the position description and proposed contract. 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 including RGS expenses, respectively.

The Subcommittee also reached out to County Fire Chief Weber and NFPD Interim Chief Massucco to expand its membership with representatives from their respective departments. The Subcommittee recommends Executive Board approval of the

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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 has appended his update to Direction #3 for your information. The Executive Board's action on these updates will be presented to the Governing Board on May 15.

Attached are the proposed redline revisions to the MERA Outreach Plan 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.

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:

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- 1a) Special Project Manager Position Description
- 1b) Resume: David Jeffries
- 1c) RGS Agreement

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- 3a) Annual Administrative Report of Strategic Plan
- 3b) Annual Operations Report of Strategic Plan

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- 4a) Revised Outreach Plan
- 4b) Revised Outreach Budget

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- 5) Tentative Master Calendar