

# MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945

E.B. 7/14/14 AGENDA ITEM B-3A

## 2014 MERA EXECUTIVE OFFICER

### WORK PLAN

(adopted: G.B. 12/11/13)

#### UPDATE THROUGH JUNE, 2014:

The Executive Officer will:

- 1) Develop staff reports, policies, and recommendations on administrative matters and financial operations including the preparation of operating, capital, and debt service budgets for Committee and Executive and Governing Boards' review and action.

**The Executive Officer has provided analysis, developed administrative and financial staff reports, updated Board policies, prepared budgets for Authority general operations and special projects and presented recommendations for Committee and Executive and Governing Board action.**

- 2) Facilitate completion of remaining Strategic Plan tasks assigned to the Project Oversight and Finance Committees, including work performed by contract staff and consultants. This includes Outreach Plan implementation and finalization of technology and funding plans, and the financing structure for the Next Gen System.

**The Executive Officer continues to facilitate implementation of Strategic Plan tasks with primary emphasis on funding/financing strategies and completion of Outreach and Public Education Plans within stated timelines for the Next Gen System. This includes analysis, reports, meeting logistics, staff support for the Finance and Project Oversight Committees and follow-up, coordination/oversight of consultants, legal services and Special Project staff.**

- 3) Continue providing administrative and financial analyses and logistical support to the Operations Officer on current system operations and replacement system implementation.

**The Executive Officer has provided management support and input, coordination and logistical assistance for the Operations Officer's work on day-to-day operations, Next Gen System Project and System equipment/facilities repair and replacement projects.**

- 4) Continue updating meraonline.org to reflect current organization operations and activities and information on Next Gen System and other special projects.

**The Executive Officer has provided and/or overseen regular Website content updates on MERA meetings, agendas, policies, projects and posting of related documentation for member and public reference. This includes staff and webmaster supervision and coordination in maintaining meraonline.org. Still pending is completion of the Member Links Project.**

- 5) Continue providing MERA-related information to member agencies, County professional organizations, the media, and other Marin County groups consistent with the MERA Outreach Plan and the general needs of the Authority.

**The Executive Officer continues to be a proactive member and facilitator of the MERA leadership team in reaching out to members, media, County professional organizations, public agency staff with other systems and providing information about the Authority and MERA special projects.**

- 6) Provide periodic orientations on MERA with the Operations Officer for Governing and Executive Board Members, Alternates, member agency elected and appointed officials, and other interested persons.

**Semi-annual member orientations have been postponed due to extensive member outreach and MERA meeting needs related to the Next Gen Project. The Executive Officer will coordinate the scheduling of a Fall 2014 Orientation with the Operations Officer.**

- 7) Perform all other duties as outlined in the Executive Officer Scope of Services or as directed by the MERA Executive and/or Governing Boards.

**All other duties set forth in the Executive Officer Scope of Services have been performed as needed and required including the Forbes Utilities Undergrounding, Dollar Hill sublicensing, Bay Hill Reimbursement and pending Tomales site leasing.**