

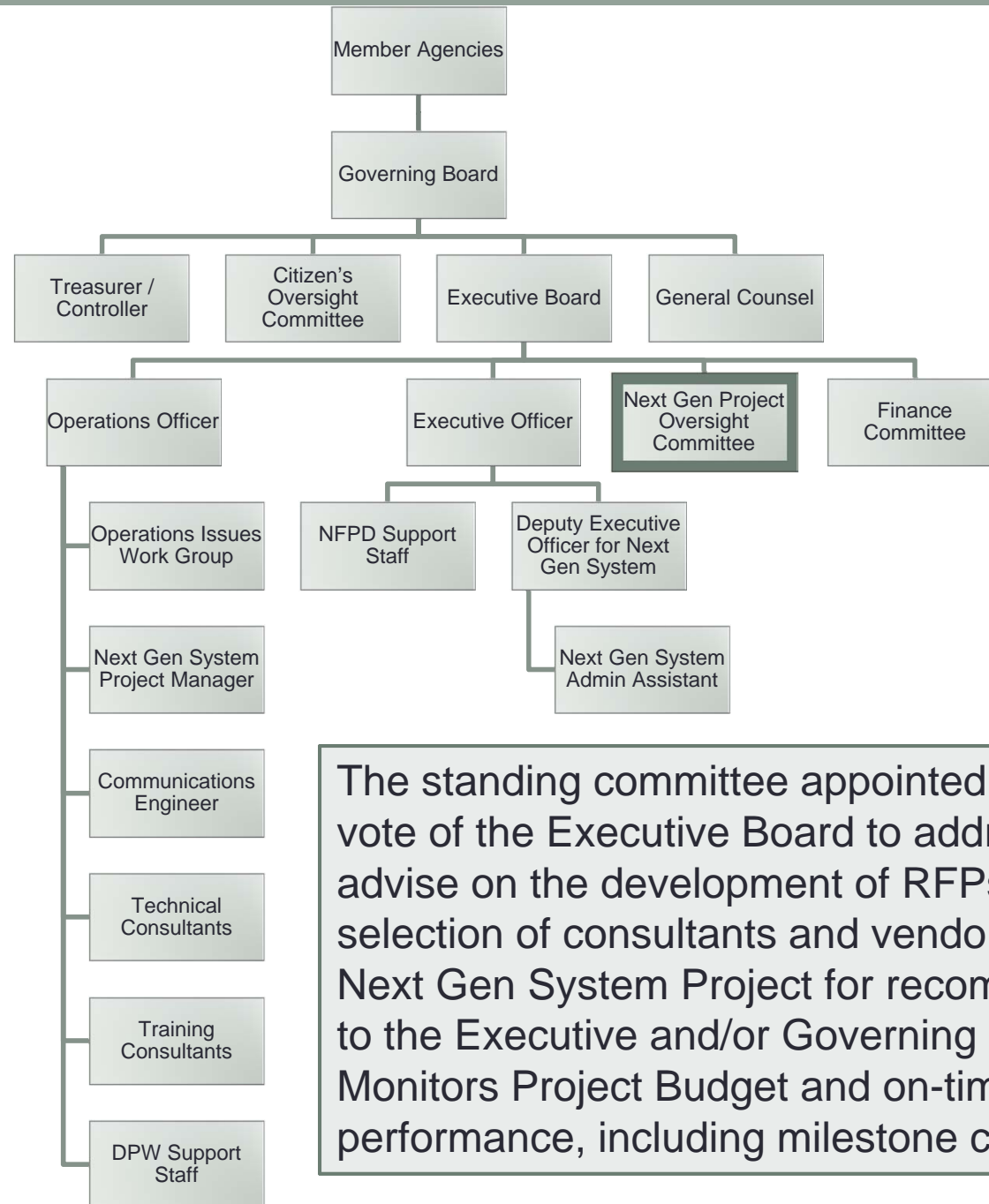
MERA: *NEXT GEN PROJECT OVERSIGHT COMMITTEE*

An Overview of the Next Gen Project



03/18/2015

Next Gen Project Oversight Committee



MERA Staff

Executive Officer (Maureen) – means the Governing Board-appointed officer responsible for the administration of the Authority including staffing the Governing Board, Executive Board, and other standing committees; monitoring and evaluating service contracts, coordinating with General Counsel on MERA issues, working with member and other agencies, preparing and administering budgets and public financing, coordinating audits, coordinating records retention and public records archives; representing MERA with media, members, other governmental agencies and residents; and, coordinating FPPC filings and performing other duties as assigned.

Operations Officer (Craig) – means the County Director of Public Works (or his/her designee) who directs and oversees DPW contractual services to MERA including the Communications Engineer and other consulting services, user training, technical and administrative services and system maintenance and Next Gen Project management and oversight. *The Operations Officer also serves as Chair for the Operational Issues Working Group.*

MERA Staff

Next Gen Project Manager (Consultant) – means provider of Next Gen Project management, procurement services, implementation oversight, quality assurance, coordination, performance testing oversight, system cutover and acceptance, oversight and status reports to the Next Gen System Project Oversight Committee, under the supervision of the Operations Officer.

DPW staff (Richard and Shelly, DPW Communications Division) – means County Staff members who provides technical assistance for the administration of the current MERA system including operation of the Motorola trunked system contract, MERA system subscriber programming, MERA system network programming and database administration; technical assistance regarding network maintenance, interference and installation issues, technical interface between current and Next Gen Systems, monitoring State and Federal communications systems legislation and seeking and tracking communication system grants for MERA.

MERA Staff

Operational Issues Working Group – an advisory group to the Operations Officer whose purpose is to:

- a. Provide input on proposed major technical changes to the network and the supporting equipment. Monitor progress and provide input during the implementation phase.
- b. Provide input on operational issues that include training, use protocols, new equipment requests, and new users
- c. Monitor system maintenance effectiveness and efficiency
- d. Ensure system continuity
- e. Assist in the dissemination of information

MERA Staff

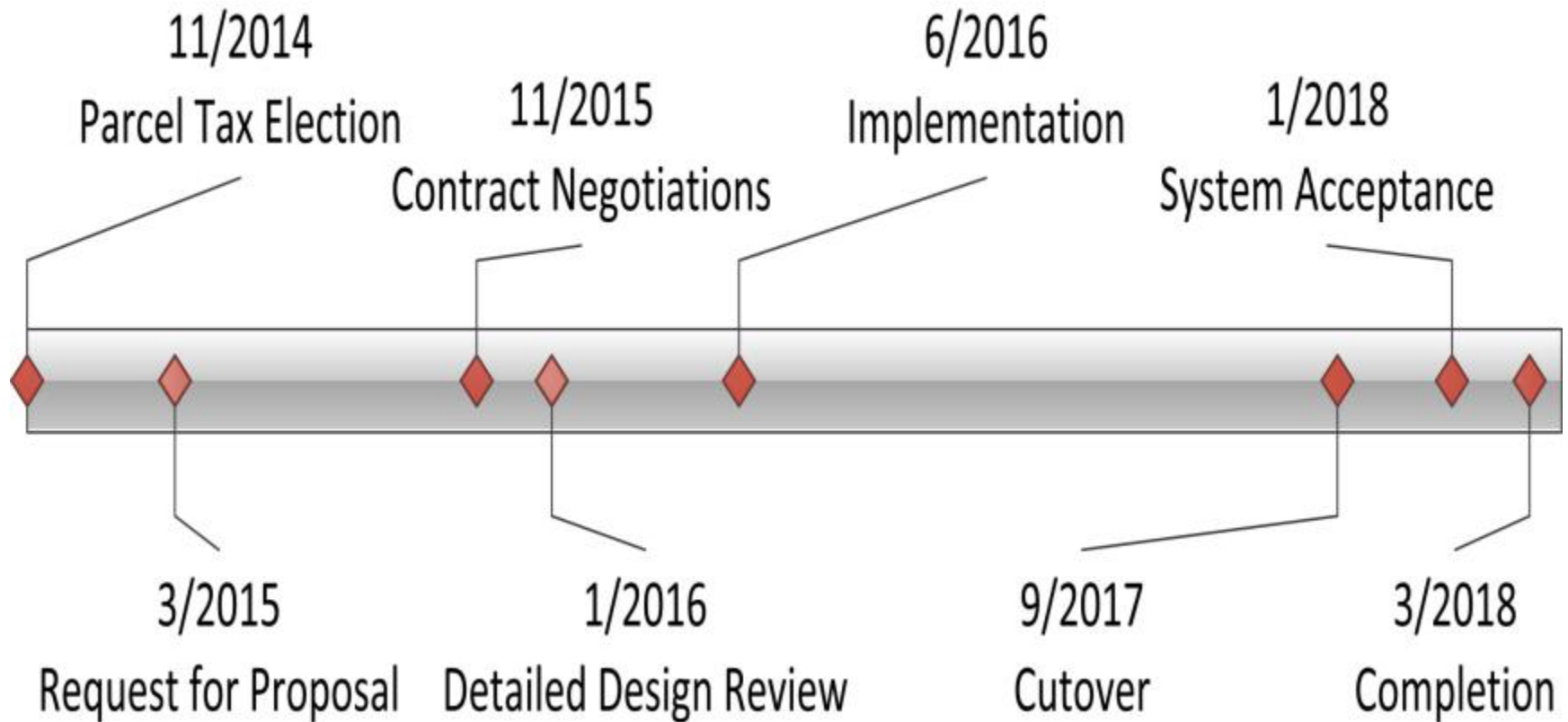
Deputy Executive Officer for Next Gen System (Dave) – means provider of contract technical and administrative services to the Executive Officer and MERA's Boards and Committees to assist with Next Gen System Project interface and monitoring.

- Facilitates administrative support for Executive and Governing Board decisions on Next Gen Project Implementation.
- Includes member and public presentations, Project media relations, attendance at Next Gen Oversight Committee meetings, review and input on Next Gen documents, including consultant and vendor RFPs, participation in consultant and vendor selections and design review, preparation of reports for MERA Boards and Committees' action to implement Next Gen Project, input on Next Gen training development and participation in Operations Issues Work Group.

Next Gen Project Administrative Assistant (Alex) – means contract staff who provides administrative and clerical support to the Executive Officer and Deputy Executive Officer for Next Gen System.

- Includes scheduling of and participation in member and public presentations, development of Project newsletters, provision of Next Gen System Project Oversight Committee support and other related tasks.

Project Milestones



Near Term Tasks

Date	Resource	Task
03/18/15	NG POC	Selection of RFP Selection Sub-Committee members and staff
04/02/15	DPW	Pre-Proposal Meeting
04/28/15	DPW	Consultant Proposals Due
04/28- 05/20/15	Selection Cmte	Review proposals and recommend Consultant to NG POC
05/20/15	NG POC	Recommend Consultant to Executive Board
09/2015	NG POC	Review Phase I Consultant Performance and recommend Phase II

Future Tasks

- Review RFP for System Vendor.
- Review recommendation from Selection Sub-Committee for System Vendor.
- Recommend System Vendor Contract to Executive Board.

Today's Action Items

- Select NG POC Selection Sub Committee members and staff.
- Discuss meeting schedule issues.



MERA: SECONDS SAVE LIVES

Questions?