

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District

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**DATE:** August 26, 2015

**TO:** MERA Governing Board

**FROM:** Dave Jeffries, Deputy Executive Officer for the Next Gen Project

**SUBJECT:** AGENDA ITEM **B-1**: Next Gen System Project Communications Flow (Including FE monthly reports)

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Recommended Action: Discuss, receive and file Report on the Next Gen System Project Communications Flow (Including FE monthly reports)

Background:

As MERA moves forward with a Project Manager and prepares to seek a system vendor, MERA staff was asked about the communications flow for the project between the Project Manager (Proposed to be Federal Engineering), Marin DPW, MERA Staff and the various MERA Boards and Committees. The discussion that follows re-visits the MERA Organization Chart, and proposes recommendations for both the flow of information on a routine basis as well as the decision making flow for key decisions.

Attachment: Communications Flow Narrative and Charts

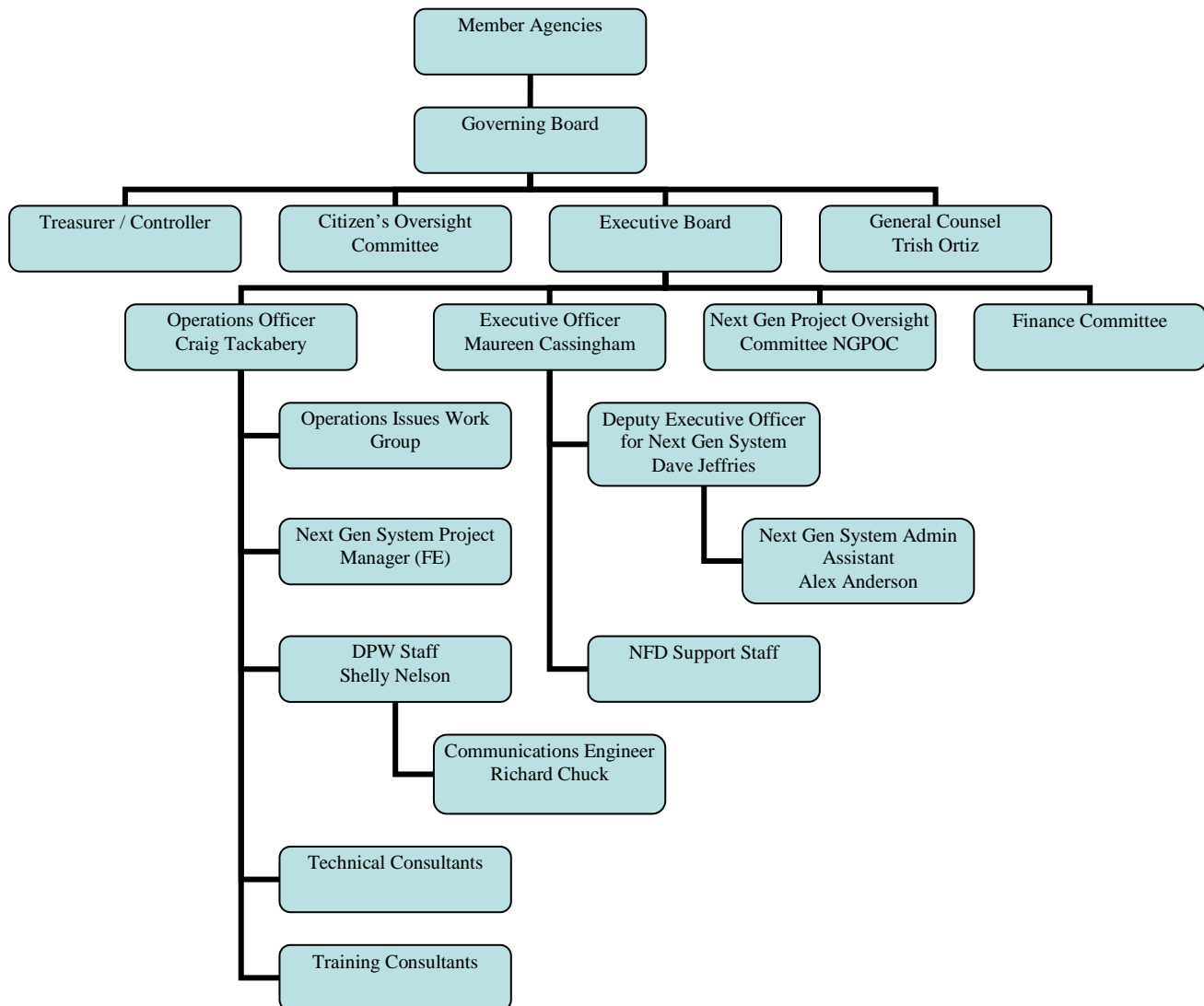
# REPORT ON PROJECT COMMUNICATIONS FLOW

## MERA Organization:

MERA is an organization of 25 member organizations led by the Governing Board. The Governing Board is supported by the Executive Board, Citizen's Oversight Committee, Treasurer/Controller and MERA Counsel.

The Executive Board is supported by the Executive Officer, Operations Officer, Next Gen Project Oversight Committee and Finance Committee. The Executive Officer is then supported by the Deputy Executive Officer for the Next Gen System and his Administrative Assistant, as well as by Novato Fire District staff.

The Operations Officer is supported by the Operations Issue Working Group, Next Gen Project Manager (Federal Engineering), Communications Engineer, Marin DPW Staff, as well as Technical and Training Consultants.



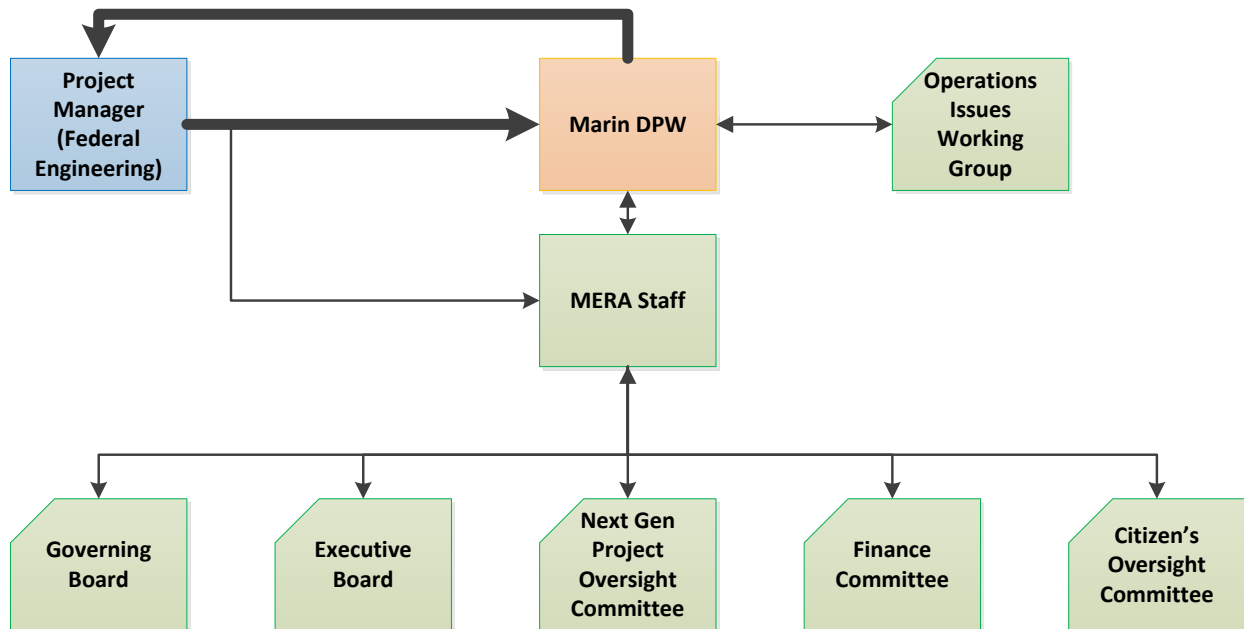
Distributing Project Information:

The key document in maintaining awareness and updates on the project will be a monthly report that will address tasks completed since the last report, tasks in progress, tasks expected to begin before the next monthly report, budget information, and status of any new contracts. While some aspects will require data from the County (i.e., budget), the Project Manager will develop and forward this report to Marin DPW and MERA staff.

MERA staff will provide the monthly reports to the boards and committees. Any questions, comments or other feedback should come back to MERA staff to coordinate with Marin DPW.

The contract establishes a relationship between Marin DPW and the Project Manager and MERA needs to avoid direct contact with the Project Manager (outside of planned meetings and presentations) to avoid any confusion.

The chart illustrates the primary flow of project information from the Project Manager thru to the MERA boards and committees. That said, the Marin DPW staff regularly participate in the board and committee meetings and will receive direct feedback.



Key Decision Making Process:

Two key examples of this process will be the approval of the System RFP, followed by the System Vendor selection process. The process is designed to provide maximum input without unnecessarily slowing the process. The process illustrated is similar to that used to select the Project Manager.

While this illustrates the decision making flow, there is a need for review and comment from other committees, such as the Operations Issues Work Group that can help inform NGPOC and other decision making steps.

The process will begin with development of documents by a combination of the Project Manager, Marin DPW and MERA Staff that will start its review process with the NGPOC. The Operations Issues Work Group will be involved in the review and comment of the various key items in support of the NGPOC recommendations. The NGPOC will recommend approval of the RFP and of a finalist list to the Executive Board. The Executive Board will recommend approval of the RFP to the Governing Board, or in the case of the System Vendor, approval for Marin DPW to negotiate a contract that will then be delivered to the Governing Board for approval.

