

Agenda Item B-1a

MARIN EMERGENCY RADIO AUTHORITY

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2016 MERA EXECUTIVE OFFICER WORK PLAN (through 10/31/16)

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, administrative and financial staff reports, updated/revised Board policies, budgets for Authority general operations and debt service 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 supervision of work performed by contract staff and consultants. This includes related administrative tasks, financing structure implementation, non-member users and new members' research and formalization and analyses of existing tower sites leases for the Next Gen System.

Primary efforts have been on Next Gen Project Implementation with focus on the completion of 2016 bond financing and Surety Substitution plus a Guaranteed Investment Contract for 2016 Bond Proceeds. With approval of the Governing Board, work has commenced on Directive 6 – “Expanding Partnerships, Collaboration and Cooperative Efforts” – with non-member agencies in the form of Letters of Agreement for MERA System Use that include provisions for possible operating cost and resource sharing for current and Next Gen Systems, along with additional contributions to operational efficiencies.

An analysis of existing tower site leases has been completed in conjunction with MERA's annual audit relative to Next Gen System siting requirements.

- 3) Provide administrative and financial analyses and logistical support to the Operations Officer on current System operations and Next Gen 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 Vendor RFP, System equipment/facilities repair and replacement projects and other special projects including: (1) Dollar Hill Tower Reinforcement, (2) facilitation of finalization of Tomales Site Documents, and (3) funding analysis for a Next Gen System Upgrade Agreement.

- 4) Maintain meraonline.org to reflect current organization operations and activities and provide 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. Other related tasks included staff and webmaster supervision and coordination in maintaining meraonline.org. Response to Marin County Civil Grand Jury website transparency audit and relevant implementation was provided in two phases resulting in an A- Report Card. Finally, new hosting and website rebuild for meraonline.org was completed before the 10-31-16 deadline.

- 5) Provide information to member agencies, County professional organizations, the media and other Marin County groups on current MERA operations and Next Gen System implementation.

The Executive Officer continues to be the supervisor and advisor for outreach to members, media, County organizations and other agency staff in providing information about the Authority and MERA special projects.

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

The Executive Officer and Deputy Executive Officer - Next Gen Project teamed to provide two orientations this year in February and September for newly appointed members and alternates of the Executive and Governing Boards.

- 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's Scope have been performed as required and needed. New projects included the website rebuild and hosting, NFPD staffing changes, 2010 Bond Trustee Substitution and Non-Member Letters of Agreement.