

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

WWW.MERAONLINE.ORG

DATE: June 28, 2017

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: Agenda Item **B-3**: DISCUSSION OF MERA OPERATIONS OFFICER TRANSITION

Recommended Action: Provide input to DPW on substitution of key personnel with the retirement of MERA Operations Officer Pat Echols.

Background: On May 30, 2017, County Director of Public Works Rojas announced the retirement of County Assistant Director of Public Works and MERA Operations Officer Echols, effective late-November/early-December 2017. Director Rojas noted a recruitment will be undertaken with the intent to permit two months of shadowing of the incumbent.

Given the Operations Officer's key role in providing oversight of the Federal Engineering and Motorola Contracts for the Next Gen Project, and performance of other related duties as set forth in the Implementation Agreement, the MERA Governing Board should consider providing input on his replacement and expectations for the County's organizational support for the Project, especially in light of the elimination of the Senior Communications Engineer position and reorganization of the Communications Division.