

Marin Emergency Radio Authority Next Gen System Project ORGANIZATION CHART

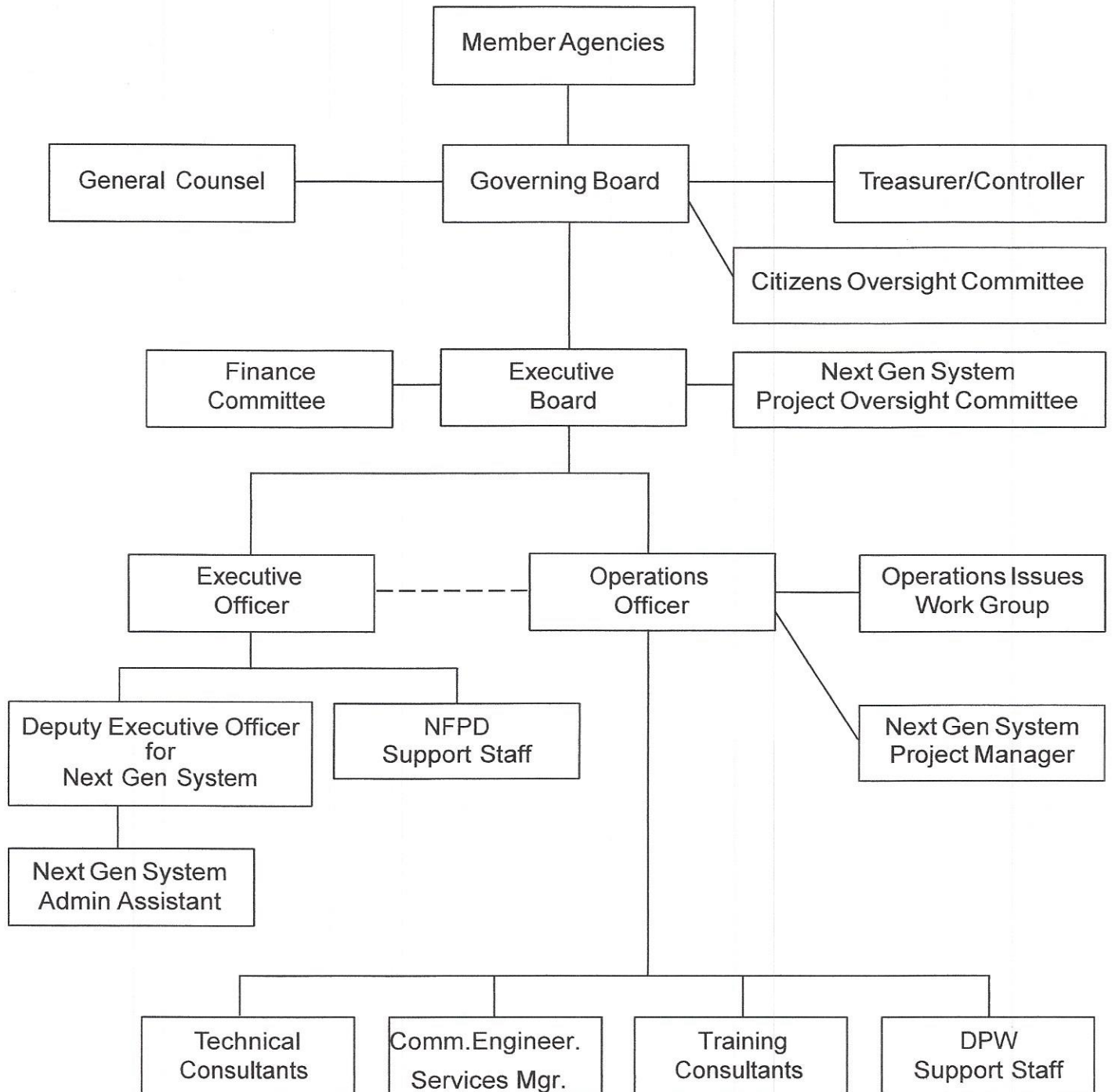


Exhibit B

Scope of Services. RGS shall assign an RGS employee or employees to perform the functions as described below:

- Perform the functions as assigned by the RGS lead advisor.
- Be reasonably available to perform the services during the normal work week.
- Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate agency project manager and with the RGS lead.
- Perform other duties as are consistent with the services described herein and approved by the RGS lead advisor.
- Perform related work as required as approved by the RGS lead advisor.
- Such employee may perform services at the Agency offices available or at other locations.

SCOPE OF SERVICES MERA-RGS EXECUTIVE OFFICER CONTRACT

Under the direction of the Executive Board, the Executive Officer will perform the full duties of a chief executive officer, including:

1. Manage the everyday activities of MERA, performing the duties normally the responsibility of an Executive Officer.
2. Staff the Governing Board (currently twelve meetings per year) and the Executive Board (normally six meetings per year), Finance, Citizens Oversight and any other Committees which includes but is not limited to, the provision of agendas and staff reports and minutes, anticipating issues as they evolve and providing recommendations for such.
3. Supervise and coordinate with contract, special project and administrative staff.
4. Monitor, oversee and evaluate all service contracts and leases, upon direction from the Executive Board, renegotiate service contracts and leases as necessary.
5. Coordinate with the General Counsel and others on the various issues and responsibilities related to MERA activities.
6. Work closely with other agencies, to include but not limited to County of Marin and member and non-member agencies.
7. Prepare, recommend and administer MERA's annual budgets; coordinate the annual audits.
8. Stay current with legal and programmatic changes that affect MERA programs.
9. Coordinate records retention and public records archives for MERA through the maintenance of appropriate records and files.
10. Represent the MERA Governing Board and Executive Board in dealings with media, member agencies, other governmental agencies, professional associations, community organizations and residents.
11. Coordinate the timely filing of all required Fair Political Practices Commission filings.
12. Implementation oversight of the Next Gen System and any other special MERA projects as directed by the Executive and Governing Boards.
13. Perform other duties as assigned or required.