

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** May 17, 2006  
**TO:** MERA Executive Committee  
**FROM:** Martin J. Nichols, Executive Officer  
**SUBJECT:** AGENDA ITEM J: EXECUTIVE OFFICER SERVICES

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My current agreement with the Board of Directors ends on June 30, 2006.

Over the next six months, the following major projects are before MERA:

1. Obtain permits for and construction of the Bolinas/Martinelli site.
2. Obtain new project financing to complete the system.
3. Expand system capacity:
  - a. CEQA compliance
  - b. Motorola change order
  - c. Project management
4. Implement the improved coverage solution:
  - a. South County
  - b. Bay Hill
5. Remaining portable and mobile installations.
6. Coverage tests and contract compliance – possible system changes.
7. Recording system replacement:
  - a. Servers
  - b. Maintenance Agreement
  - c. Consultant recruitment
  - d. Replacement RFP
  - e. Selection of replacement system
8. Fire dispatch printing replacement system.
9. Paging system development and project management.

10. System documentation and preservation

11. Motorola Contract closeout.

The Executive Committee has been requested by the Board to discuss and make recommendation on a succession plan for Executive Officer services and the development of a RFP for such service.