

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: November 6, 2006

TO: MERA Executive Committee

FROM: Martin J. Nichols, Executive Officer

SUBJECT: AGENDA ITEM D: EXECUTIVE OFFICER SERVICES

Recommended Action: Adopt an interim executive officer services plan and authorize the MERA President to sign an agreement with the selected agency and/or individual.

Background:

The position of MERA executive officer will become vacant on November 30, 2006. The appointment of an interim executive officer is needed to continue MERA operations until a more permanent plan can be developed and implemented.

For interim services, these are two possible options:

1. Contract with Michael Garvey
2. Contract with County of Marin (Department of Public Works)

Mr. Garvey will attend the meeting and have a basic proposal available for your review. Mr. Mansourian is planning to also attend this meeting.

Ongoing Executive Officer Services

The MGSA has retained Mr. Garvey to provide interim management of that agency. His tasks include evaluation alternate plans for permanent services to both MGSA and MERA.

Earlier, your Board had considered an RFP for executive officer services. My draft of that document is attached.