

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: January 18, 2007

TO: MERA Board of Directors

FROM: Michael Garvey, Executive Officer

SUBJECT: AGENDA ITEM A1: PROGRESS REPORT ON TRANSFER OF RESPONSIBILITY FOR THE DAY-TO-DAY OPERATIONS TO THE MARIN COUNTY DEPT. OF PUBLIC WORKS

Recommended Action: Authorization for Executive Committee to approve contract whereby the Marin County Department of Public Works will assume responsibility for the day-to-day operations of MERA.

Background:

At its November 6, 2006 meeting, the Executive Committee approved the concept of transferring this responsibility, directing the Executive Officer and the Public Works Director to work out the details of a contract. That final document is not ready yet and staff is concerned that a delay until the next scheduled meeting of the full Board will make the transition difficult. For that reason, we request that the Board to authorize its Executive Committee to approve a contract when the Executive Officer, the Public Works Director and the MERA Counsel have developed the final wording.

Features of the contract will include:

1. Definition of responsibility, liability
2. Relationship of DPW to the Board, Executive Committee and the Executive Officer
3. Treatment of any other services provided MERA by DPW (examples including equipment maintenance and training of users)
4. Payment
5. Term of agreement
6. Performance measures

Staff anticipates that the contract will be ready for consideration within two months.