

**MARIN EMERGENCY RADIO AUTHORITY**  
555 Northgate Drive, Suite 230, San Rafael, CA 94903  
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**MEMORANDUM**

**DATE:** May 20, 2009

**TO:** MERA Executive Committee

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM C-3: APPROVAL OF PROPOSED OFFICE AND STAFF SERVICES AGREEMENT BETWEEN MERA AND NOVATO FIRE PROTECTION DISTRICT

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Recommended Action: Upon Executive Committee recommendation, approve the proposed Office and Staff Services Agreement between MERA and Novato Fire Protection District for FY 09-10 at a cost of \$57,000.

Background: On December 10, 2008, and December 17, 2008, the Executive Committee and Board respectively recommended/approved a shared Office Space Lease at 555 Northgate Drive, San Rafael, with Marin Community Foundation Property Holdings, Inc., with direction to staff to negotiate a short term to permit exploration of other space and service options. The Northgate lease term commenced April 1, 2009, and terminates on June 30, 2009. At those meetings, support was expressed for a more “stand-alone” MERA, provided other space and support options could achieve an economy of scale and better serve its needs. The Novato Fire Protection District, early on, offered some of its resources for consideration, and all other MERA members were contacted to determine what they could offer in terms of space and support. With no other member agencies responding, discussions ensued with NFPD, resulting in the attached proposed agreement at an annual cost of \$57,000 for rent and support services, which is \$8,900 less than MERA’s projected FY 09-10 staff costs and office space at 555 Northgate. The term and commencement date of the agreement coincide with both organizations’ fiscal years, and it can be extended annually and terminated on 90-days’ notice. Also included in the agreement are regular performance meetings along with a process to deal with performance issues should they arise.

Prior to the proposed July 1 start, MERA and District staff will work together to ensure a smooth transition. Some funding has been budgeted for transitional expenses if needed.

I have also worked with MERA’s legal counsel (he, in turn, with NFPD Counsel), the County Auditor-Controller’s Office, the County Treasurer’s Office and MERA’s Auditors to anticipate transitional issues and address them to ensure the success of this new service relationship. I would like to express

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my appreciation to all the parties involved, especially Chief Revere and his staff, for their efforts in analyzing and vetting the various service aspects leading to this important agreement.

ATTACHMENT: Office and Staff Services Agreement