

**MARIN EMERGENCY RADIO AUTHORITY**

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**MEMORANDUM**

**DATE:** November 10, 2010  
**TO:** MERA Executive Committee  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** **AGENDA ITEM B-3:** 2010 ANNUAL PROGRESS REPORT ON  
AUTHORITY OPERATIONS AND ACTIVITIES

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**Recommended Action:** Review and revise, as needed, the 2010 Annual Progress Report on Authority Operations and Activities and recommend Board approval of same.

**Background:** Per Section 8.4 – Progress Reports of the MERA JPA, “at least annually, a report of the activities and operations of the Joint Powers Authority shall be provided to each of its members before January 1 of each year”. Attached is the proposed 2010 Annual Report for your review, input and recommendation to the Board. The Executive Officer Work Plan Committee reviewed this report in draft form on October 21, 2010, in conjunction with the E.O. Work Plan and requested that the cited activities be tied to the E.O.’s 2010 Work Plan. This has been done in the staff report accompanying the proposed 2011 Work Plan.

As presented, much has been accomplished operationally and administratively. The accomplishments and progress on these many fronts would not have been possible without the hard work and commitment of MERA’s Executive Officer Work Plan Committee, Finance Committee, Operations Issues Work Group, Ad Hoc Strategic Planning Committee, Executive Committee and Board of Directors. 2011 promises to be another year of significant activity and improvements to MERA’s operations for the benefit of its member agencies.

**ATTACHMENT:** 2010 Annual Progress Report on Authority Operations and Activity