Agenda Item B-5

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660

MEMORANDUM

DATE: September 14, 2011

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-5:** PROPOSED ADDITIONAL RADIOS POLICY AND PROCEDURES

Recommended Action: Recommend MERA Board approval of the attached Proposed Radio Policy and Procedures as presented.

Background: A pending task in the Executive Officer's 2011 Work Plan is to formalize a MERA Radio Policy and Procedures with input from Operations Officer Mansourian and his DPW team. Attached is the proposed policy and procedures which reflect their input and Board-approved practice.

The MERA Finance Committee was briefed on this matter at their May 25, 2011 meeting in conjunction with the proposed Non-member System User Fee Schedule. The proposed policy and procedures was distributed to the Finance Committee prior to submission to the Executive Committee.

Once adopted by the Board, this document will be posted on MERA's website (meraonline.org) for members, staff and public reference.

ATTACHMENT: MERA Proposed Additional Radios Policy and Procedures