

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

WWW.MERAONLINE.ORG

**DATE:** June 20, 2012

**TO:** MERA Board of Directors

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **C-1**: PROPOSED AMENDMENT NO. 5 TO THE  
JOINT POWERS AGREEMENT CREATING THE  
MARIN EMERGENCY RADIO AUTHORITY  
RE: EXECUTIVE BOARD

---

Recommended Action: Approve Proposed Amendment No. 5 to the Joint Powers Agreement Creating the Marin Emergency Radio Authority, regarding creation of an Executive Board as revised at the May 16, 2012 Board meeting.

Background: The attached revised Proposed Amendment No. 5 to the MERA JPA Agreement for a New Governance Structure has been under development by the Strategic Plan Governance Work Group with input from the Finance, Outreach and Executive Committees since February 2011 to-date, as directed by the MERA Board on December 14, 2011. Timeline for completing the GWG's work for the Board action at this meeting is on schedule, per the Strategic Plan's original 18-month goal of June 30, 2012. Required 30-day notice of the revised proposed Amendment was sent to all member agencies, Board members and Alternates on May 19.

The Amendment retains MERA Governing Board's ultimate control over the Authority as it has currently, while providing for the delegation of day-to-day operations to an Executive Board in accordance with the Governing Board's Annual Budget and Work Plan. The intention of the proposed New Governance Structure is to maintain final authority with the Governing Board while streamlining and improving operations and eliminating redundancy of effort, which is the case with the current relationship between the Executive Committee and Board. A special meeting of the Governing Board can be convened by the President or by written request of any three Board members to review Executive Board actions if needed.

The 9-member Executive Board would be comprised of one representative from the County of Marin, Marin County Sheriff, City of San Rafael, City of Novato, Fire Services, Police Departments, Ross Valley Cities and Towns, Southern Marin Cities and Towns and Special Districts, which is similar to the composition of the current Executive Committee.

AGENDA ITEM C-1: PROPOSED AMENDMENT NO. 5 TO THE JOINT POWERS  
AGREEMENT CREATING THE MARIN EMERGENCY RADIO AUTHORITY RE:  
EXECUTIVE BOARD

June 20, 2012

Page 2

At the May 16, 2012 Board meeting, a revision was unanimously approved to Section 3 of Amendment No. 5 which changed the selections of the Fire Services and Police Departments representatives on the Executive Board to “1 member selected by the fire chiefs of MERA members” and “1 member selected by the police chiefs of MERA members”, respectively.

Amendments to the MERA JPA require a two-thirds vote of the MERA Board (17 of 25 members voting in the affirmative) for adoption.

The proposed Amendment is effective on the date of adoption.

ATTACHMENT: Proposed Amendment No. 5 to the Joint Powers Agreement  
Creating the Marin Emergency Radio Authority  
(Revised: BOD – 5/16/12)