

DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Raul M. Rojas  
DIRECTOR

September 10, 2014

Administration

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AMERA Executive Board  
95 Rowland Way  
Novato, CA 94945

**Re: Review of FY 14-15 Operating Budget Training Line Item**

Accounting

Dear Directors:

Airport

At your May 7, 2014 you requested review of compensation of trainers that work for entities other than the County.

Building Maintenance

Capital Projects

Below is the text from the current MERA/County contract. This language has been the same for quite a while. It's been interpreted by County staff that any of the trainers, from the approved trained trainers list, can get reimbursed for expenses conducting training. They can submit an invoice to the County, at an hourly rate at or below \$140/hour. County will compensate them and invoice MERA for reimbursement. This has not occurred very often. In reviewing our files, we found invoices for San Rafael Police in 2007 thru 2009, and Inverness Fire in 2008.

Certified Unified Program Agency (CUPA)

Communications Maintenance

County Garage

Current contract language:

Disability Access

**1. TRAINING:**

Engineering & Survey

The Director of Public Works or his designee shall provide upon request the training required for operation of MERA radios as outlined below. Every member agency shall make their staff available for this training. Training will be provided on a request basis at time and material as outlined below.

Flood Control & Water Resources

- Fire/EMS: 17 department and 530 field users
- Law Enforcement: 100 dispatchers and 700 field users
- Public Service: 920 field users

Land Development

Purchasing

Real Estate

Positions	# to Train	Length of Class	Class Size
Supervisors/Managers	600	6 Hours	30
Dispatchers	20	4 Hours	10
Field Personnel	840	4 Hours	30

Total 1,460

Reprographic Services

Road Maintenance

Stormwater Program

Transportation & Traffic Operations

Waste Management

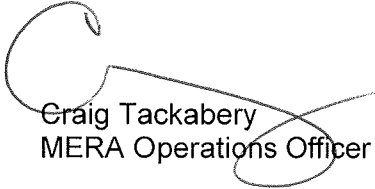
MERA Executive Board  
September 10, 2014  
Page 2 of 2

A. Training services are as outlined in Exhibit "A". They are to be billed in the manner described in Section 8 of this Agreement with the total cost not to exceed the amounts above without MERA's prior written approval. Training staff for each class consists of 2 trainers and 1 staff with an estimated cost of \$140.00/hour/person.

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We recommend that the FY 15-16 MERA/County contract provide further clarifying language. After the first sentence under 1. TRAINING, add a second sentence similar to: "Designees can include trainers from MERA member agencies that are included on the MERA Trained Trainers list." And under A., add a sentence at the end similar to: "Designees from MERA member agencies will be compensated by County and billed to MERA."

Very truly yours,



Craig Tackabery  
MERA Operations Officer