

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**MEMORANDUM**

**DATE:** July 8, 2015  
**TO:** MERA Executive Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM A-3: UPDATE ON  
OFFICE AND STAFF SERVICES AGREEMENT  
WITH NOVATO FIRE PROTECTION DISTRICT

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**Recommended Action:** Receive and file the update on Office and Staff Services Agreement with Novato Fire Protection District.

**Background:** On May 6, 2015 the Executive Board approved the Seventh Amendment to the Office and Staff Services Agreement between MERA and Novato Fire Protection District for FY15-16, formally extending the Agreement from July 1, 2015 through June 30, 2016, at an estimated cost of \$65,000 subject to final benefit rates adoption by the MCERA Board. In addition, the Executive Board authorized the Executive Officer to execute the Agreement.

The Seventh Amendment was budgeted at \$62,000 subject to MCERA action on benefits costs later in May. MERA's annual rent of \$2,880 remains the same. The actual costs of the Agreement are \$54,094.06 for staff services in addition to the annual rent of \$2,880, for a total of \$56,974.06. The Agreement has been fully executed.

Again, MERA is very appreciative of the support and services of the Novato Fire Protection District.