

# **MARIN EMERGENCY RADIO AUTHORITY**

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

## **EXECUTIVE COMMITTEE**

### **Regular Meeting Notice**

**DATE:** Wednesday – November 10, 2010

**TIME:** 3:30pm

**PLACE:** **NOTE MEETING PLACE CHANGE** - for November 10 only  
(followed by Strategic Plan Educational Workshop at 4:00pm)

**Novato Police Station –909 Machin Avenue - Training Room – Novato, CA**  
(Parking across street from Police Station – okay to park  
in the permit parking on November 10)

Facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the NFPD Administrative Assistant as soon as possible (415) 878-2644.

### **AGENDA**

- A. Closed Session – Public Employee Performance: Executive Officer Evaluation  
Pursuant to Government Code – Section 54947
  - 1) Proposed Amendment No. 5 to Agreement for Professional Services with Regional Government Services Authority and Proposed Executive Officer 2011 Work Plan
- B. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Committee or the public requests that separate action be taken on a specific item.

- 1) Minutes from July 14, 2010, Executive Committee Regular Meeting
- 2) Minutes from September 8, 2010, Executive Committee Regular Meeting
- 3) 2010 Annual Progress Report on Authority Operations and Activities
- 4) Proposed Amendment No. 3 to the September 29, 2009 Marin Emergency Radio Authority Professional Services Contract with CBG Communications, Inc.
- 5) Proposed Resolution Authorizing Destruction of Certain Records per MERA's Records Retention Schedule

- 6) FY09-10 Audited Financial Statements and Auditors' Report – Maher Accountancy  
(to be sent as separate transmittal)

C. Executive Officer's Report (Cassingham)

- 1) Nomination of MERA Board Vice President and  
Appointment of Finance Committee Member
- 2) Updated Report on Procedures for Meeting Teleconferencing
- 3) Other Information Items

D. Operations Reports (Mansourian)

- 1) Report on Additional Frequencies Installation Project
- 2) Update on Tomales Site Coverage Project
- 3) Updates on Other Coverage Analyses
- 4) Request for Additional Radios – Marin County Probation Department (attached)
- 5) Status/Work Statistics Reports (Chuck)
- 6) Other Information Items

E. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

*Anyone wishing to address the Committee on matters not on the posted agenda may do so. Each speaker is limited to two minutes. As these items are not on the posted agenda, members of the Committee may respond briefly, but the Committee's general policy is to refer such items to staff for attention, or have the matter placed on a future agenda for a more comprehensive action or report and formal public discussion.*

F. Adjournment

**NOTE: NEXT MEETING OF MERA EXECUTIVE COMMITTEE**  
**Wednesday – January 12, 2011**

**AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT**  
**[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)**

cc: Diane Patterson (for posting)  
MERA Staff

General Counsel  
Novato City Clerk (w/minutes)