

MARIN EMERGENCY RADIO AUTHORITY

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

BOARD OF DIRECTORS

Regular Meeting Notice

DATE: Wednesday - December 8, 2010

TIME: **3:30 p.m.**

PLACE: Novato Fire Protection District Administration Office, Heritage Conference Room
95 Rowland Way, Novato, CA 94945

District 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) 878-2690.

AGENDA

INTRODUCTIONS

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 in one motion unless a member of the Board or public requests that separate action be taken on a specific item.

- 1) Minutes from May 19, 2010, Board of Directors Special Meeting
- 2) Minutes from September 22, 2010, Board of Directors Special Meeting
- 3) 2010 Annual Progress Report on Authority Operations and Activities
- 4) Proposed Resolution Authorizing Destruction of Certain Records per MERA's Records Retention Schedule
- 5) Proposed Procedures for MERA Meeting Teleconferencing
- 6) Proposed MERA Meeting Agenda Policy and Procedures

- 7) Proposed MERA Capital Assets Policy and Procedures
- 8) Proposed MERA Risk Management Policy and Procedures
- 9) Final FY09-10 Audited Financial Statements and Auditors' Report – Maher Accountancy

C. Executive Officer's Report (Cassingham)

- 1) Nomination of MERA Board Vice President and Recommended Appointment to Finance Committee
- 2) Proposed Adoption of Marin Emergency Radio Authority Strategic Plan and Approval of Recommended Implementation Actions
- 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) Status/Work Statistics Reports (Chuck)
- 5) Other Information Items

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

Anyone wishing to address the Board 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 Board may respond briefly, but the Board'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

**NEXT: REGULAR MEETING of MERA Board of Directors
Wednesday – May 18, 2011 – 3:30 p.m.**

**AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT
WWW.MERAONLINE.ORG**

cc: Diane Patterson (for posting)
NERA Staff

General Counsel
Novato City Clerk (w/minutes)