

# **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 – December 7, 2011

**TIME:** 3:30pm

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

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 at (415) 878-2644.

### **AGENDA**

#### **A. Closed Session**

Public Employee Performance: Executive Officer Evaluation  
Pursuant to Government Code – Section 54947

- 1) Proposed Amendment No.6 to Agreement for Professional Services with Regional Government Services Authority  
Status of Completion of 2011 Executive Officer Work Plan  
Proposed Executive Officer 2012 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 September 14, 2011 Executive Committee Regular Meeting
- 2) 2011 Annual Progress Report on Authority Operations and Activities
- 3) Proposed Resolution Authorizing Destruction of Certain Records per MERA's Records Retention Schedule
- 4) FY10-11 Audited Financial Statements and Auditors' Report – Maher Accountancy

C. Executive Officer's Report (Cassingham)

- 1) Report #5 on MERA Strategic Plan Implementation – Proposed Actions On:
  - MERA's Vision Statement
  - Core Values
  - Principles of Governance
  - New Governance Structure
  - Process for Strategic Plan Revision
  - Revisions to Outreach Sections of the Strategic Plan
  - Appointment of Executive Committee Subcommittee to Review Fact Sheet and FAQs
  - Receiving and Filing Report #5 on the Strategic Plan Implementation
- 2) Proposed MERA System User Policy Statement for System Mutual-Aid and Automatic Back-up Aid Agencies and Fee Schedule
- 3) Other Information Items

D. Operations Reports (Tackabery)

- 1) Report on Coastal Commission Permitting and Environmental Review – Tomales Coverage Project
- 2) Requests for Waiver of Radio Moratorium –
  - Marin County Probation Department
  - County EMS Agency for Pro-Transport-1
  - Twin Cities Police Authority
  - Superior Court of California
- 3) Status of 700 MHz Feasibility Study
- 4)) Status/Work Statistics Reports (Chuck)
- 5) BayWEB Update
- 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 11, 2012**

**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)