

# **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 14, 2011

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

- 1)    Resolution of Commendation – Former MERA Operations Officer Farhad Mansourian
- 2)    Minutes of May 18, 2011 Board of Directors Meeting
- 3)    2011 Annual Progress Report on Authority Operations and Activities
- 4)    Proposed Resolution Authorizing Destruction of Certain Records per  
         MERA's Records Retention Schedule
- 5)    Proposed MERA Additional Radios Policy and Procedures
- 6)    Final 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
  - Receiving and Filing Reports #3, #4 and #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 Replacement of MERA's Critical Amplifier at County Jail
- 2) Report on Coastal Commission Permitting and Environmental Review - Tomales Coverage Project
- 3) Status of 700 MHz Feasibility Study
- 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

**REGULAR MEETING of MERA Board of Directors  
Wednesday – May 16, 2012 – 3:30 p.m.**

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

cc: Diane Patterson (for posting)  
NERA Staff

General Counsel  
Novato City Clerk (w/minutes)