

**MARIN EMERGENCY RADIO AUTHORITY**

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

**DATE:** May 3, 2017  
**TO:** MERA Executive Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM A-3: PROPOSED NINTH AMENDMENT TO  
OFFICE AND STAFF SERVICES AGREEMENT  
BETWEEN MERA AND NOVATO FIRE  
PROTECTION DISTRICT

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Recommended Action: 1) Approve the Ninth Amendment to the Office and Staff Services Agreement between MERA and Novato Fire Protection District for FY17-18 which formally extends the Agreement from July 1, 2017 through June 30, 2018, at an estimated cost of \$63,000 subject to final benefit rates adoption by the MCERA Board and final analysis of staff services allocations; and, 2) authorize the Executive Officer to execute same.

Background: The MERA Governing Board approved the original Agreement between the parties for office space and financial/accounting and administrative assistant services on May 20, 2009. This service relationship has greatly benefitted MERA, given the additional meetings required for the implementation of the Next Gen System and additional detailed accounting services and audit support from the Finance Department.

This Ninth Amendment is budgeted at \$60,000 subject to MCERA action on benefits costs later in May and completion of staff services allocation analysis later in June. MERA's annual rent of \$2,880 remains the same.

The final amount of the Agreement and any applicable revision thereof will be presented at the July 12 Executive Board meeting.

**ATTACHMENT:**

A-3a Proposed Ninth Amendment to Office and Staff Services Agreement