

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** November 20, 2017  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **A-4**: REPORT ON PROPOSED SIX-MONTH NOTICE:  
NON-MEMBER SYSTEM USER FEES

**Recommended Action:** Upon Finance Committee recommendation on November 3, 2017, recommend Governing Board approval of the continuation of the Zero-Rate Fee Schedule for Non-Member System Users.

**Background:** On December 14, 2011, the MERA Governing Board formally approved System use by mutual aid and automatic backup agencies as critical to MERA Member operations and established a zero-rate fee schedule.

Per Section 4 of Article VIII of the MERA Bylaws, the Executive Officer recommended, as part of the annual budget approval for FY17-18, continuation of the Zero-Rate Fee Schedule for Non-Member agencies. The Non-Member User Subcommittee supported inclusion of a six-month advance notice of a fee schedule change in the Letters of Agreement (LOA) with Non-Member System Users.

In accordance with the LOA notice requirements, any fee changes must be reviewed by the Governing Board in November to permit six months notification prior to July 1 of the new fiscal year. The Finance Committee and Executive Officer continue to support the Zero-Rate Schedule for Non-Member Users.