

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District

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DATE: June 27, 2018
TO: MERA Governing Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **A-3**: PROPOSED REVISIONS TO MERA
ORGANIZATION DOCUMENTS

Recommended Action: Review and acknowledge as accepted MERA Policies and Procedures without changes, and approve Proposed Revisions to the following MERA's Policies and Procedures:

Meeting Agenda
Meeting Teleconferencing
Public Records Administrative Policy

Background: Periodically MERA Staff and General Counsel review MERA's Organization Documents for necessary updates and compliance with changes in law. The following Policies and Procedures, which are posted on meraonline.org on the Documents page, have been evaluated accordingly and do not require any revisions at this time.

Additional Radios – Revised 3/11/15
Replacement Radios Policy and Procedures – 9/9/15
Capital Assets – 12/8/10
Cash Flow Management – 5/19/10
Conflict of Interest – Biennial Review: Revised 5/9/18
Electronic Communications and Private Email Accounts – 9/27/17
Investment – Updated: FY17-18
Local Debt Policy – 5/10/17
Member Recognition Policy – 12/12/12
Membership for New Agencies – 6/17/04
Operating Budget – 10/25/17
Purchasing Policy and Procedures – Revised 5/7/14
Records Retention Schedule – Revised 12/17/08
Reserve Funds – Revised 6/24/15
Risk Management – 12/8/10
Surplus Property – 11/13/13
User Training Policy – 11/18/15
Website Management – 5/18/11

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The Operations Officer will review the MERA User Training Policy, Mutual Aid and Communications Plan and VHF Overlay Plan at a later date, followed by presentation of any recommended changes to the Governing Board.

Proposed revisions are recommended to the Meeting Agenda Policies and Procedures which has not been updated since it was approved by the Governing Board on December 8, 2010. These administrative changes are highlighted in the attached draft, which provides for agenda report submission deadlines to be established by the Executive Officer versus the prescribed time deadlines in the original policy.

MERA General Counsel recommended revisions to the Meeting Teleconferencing Procedures which are intended to make them more clear and easier to follow, along with emphasis on requirements for each remote location. Regarding the MERA Public Records Administrative Policy, General Counsel recommended reorganizing the procedures so that they can be used as a step-by-step guideline for responding to requests. Added to this Policy is the “Deliberative Process” exemption, along with a brief description.

ATTACHMENTS: Proposed MERA Policies and Procedures with Revisions or Recommendations:

A-3a Meeting Agenda

A-3b Meeting Teleconferencing

A-3c Public Records Administrative Policy