

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945

**DATE:** February 27, 2019  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-1**: REPORT ON TERMINATION OF MERA/NFPD  
OFFICE AND STAFF SERVICES AGREEMENT

Recommended Action: Discussion and direction regarding identification of new host MERA member agency to provide Office and Staff services to MERA beginning May 1, 2019.

Background: Since July 1, 2009, the Authority's office and staff services have been provided by the Novato Fire Protection District. Over the last 10 years, the District has provided not only excellent staff support but a welcoming and reliable home base for MERA's office and meeting spaces. On February 1, MERA was notified of the District's decision to terminate these services. The Agreement specifies a 90-day notice of this action.

For historical reference, in May 2009, all MERA members were contacted to determine their interest and capacity to provide financial and administrative services and space accommodation when MERA moved from Bel Marin Keys and 555 Northgate. Only NFPD responded. Given the February 1, 2019 Notice, and with President Pearce's concurrence, a request for Statements of Interest from Member Agencies in hosting MERA was sent on February 12, 2019 to all Governing Board and Members and Alternates, Executive Board and Finance Committee Members with a deadline of February 22, 2019 for responses. A copy of that email is attached for your reference, along with the MERA/NFPD Agreement and latest Amendment #10 thereto. An update on those responses will be presented at your February 27 meeting.

NFPD Chief Tyler, with his notification to MERA on February 1, offered to convene a meeting with potential host agency Southern Marin Fire Protection District. We met on February 11 to explore a possible support relationship. Both MERA and SMFPD are analyzing District capacity and interest in an agreement that must meet the needs of both organizations. It is critical to identify a host as quickly as possible as well as additional costs, if any; potential changes in service delivery (e.g., separate service agreements for Administrative and Financial Support); and, impacts on MERA's current operations, especially if no host is found.

**ATTACHMENTS:**

- B-1a Email RE: Governing Board Members and Alternates, Executive Board and Finance Committee Members - Request for Statements of Interest to Provide MERA with Office and Staff Services (2/12/19)
- B-1b MERA/NFPD Office and Staff Services Agreement – July 1, 2009
- B-1c Amendment No. 10 to MERA/NFPD Office and Staff Services Agreement FY18-19