

**MARIN EMERGENCY RADIO AUTHORITY**

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**MEMORANDUM**

**DATE:** November 14, 2012  
**TO:** MERA Executive Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-2**: 2012 ANNUAL PROGRESS REPORT ON  
AUTHORITY OPERATIONS AND ACTIVITIES

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**Recommended Action:** Review and revise, as needed, the 2012 Annual Progress Report on Authority Operations and Activities and recommend Governing Board approval of same.

**Background:** Per Section 8.4 – Progress Reports of the MERA JPA, “at least annually, a report of the activities and operations of the Joint Powers Authority shall be provided to each of its members before January 1 of each year”. Attached is the proposed 2012 Annual Report for your review, input and recommendation to the Governing Board.

Much has been accomplished operationally and administratively in 2012, including implementation of MERA’s New Governance Structure and the advancement of our Outreach Plan. The accomplishments and progress on these many fronts would not have been possible without the hard work and commitment of MERA’s Governance Work Group, Finance Committee, Outreach Subcommittee, Operations Issues Work Group, Executive Officer Work Plan Committee, System Coverage Subcommittee and Executive and Governing Boards.

2013 promises to be another year of significant progress in implementing MERA’s Strategic Plan for the benefit of its member agencies.

**ATTACHMENT:** 2012 Annual Progress Report on Authority Operations and Activities