

**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-1**: PROPOSED AMENDMENT NO. 7 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS) AND 2013 EXECUTIVE OFFICER WORK PLAN

Recommended Action: Recommend Governing Board approval of Proposed Amendment No. 7 to the Agreement for Professional Services between MERA and Regional Government Services Authority (RGS) which continues the Executive Officer's services from January 1, 2013 through December 31, 2013, at the same hourly rate and average weekly work hours not to exceed 19 and approval of Executive Officer 2013 Work Plan as presented.

Background: On November 9, 2012, MERA Executive Officer Work Plan Committee Members Revere, Hymel and Gray met with me to review the status of the Executive Officer's 2012 Work Plan and proposed 2013 Executive Officer Work Plan. The Committee also reviewed the RGS Agreement for my professional services and draft Amendment No. 7.

The RGS contract is proposed to be extended another year (1-1-13 to 12-31-13) at the same hourly pay which includes all E.O. expenses and RGS administrative overhead, and increases the current 15-hours-average-per-week work schedule to not to exceed 19 hours average per week.

Workload will be monitored by the Committee based on implementation of the MERA Strategic Plan and possible addition of any other special projects.

**ATTACHMENTS:** B-1a 2012 Executive Officer Work Plan – Updated: November, 2012  
B-1b Exhibit A – Scope of Services – Approved: BOD – 12/5/07  
B-1c CY Recap of Executive Officer's Work Hours  
B-1d Proposed 2013 Executive Officer Work Plan  
B-1e Proposed Amend. No. 7 to Agreement for Professional Services-RGS  
B-1f Exhibit A – Proposed/Revised Scope of Services – November, 2012