

**MARIN EMERGENCY RADIO AUTHORITY**

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**MEMORANDUM**

**DATE:** November 13, 2013  
**TO:** MERA Executive Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-1**: REPORT FROM EXECUTIVE OFFICER  
WORK PLAN COMMITTEE

Recommended Action: Recommend Governing Board approval of Proposed Amendment No. 8 to the Agreement for Professional Services between MERA and Regional Government Services Authority (RGS) as revised or as is, which continues the Executive Officer's services from January 1, 2014 through December 31, 2014 and the Proposed Executive Officer 2014 Work Plan.

Background: On July 17, 2013, MERA Executive Officer Work Plan Committee Members Pearce, Hymel and Gray met with me to review the status of the Executive Officer's 2013 Work Plan, work hours and performance. The Committee has since received electronically the to-date progress on the 2013 Plan, Work Hours Update and the proposed 2014 Work Plan and Scope of Services. They will provide the Executive Board with their comments on 11/13/13.

The RGS contract is proposed to be extended another year (1-1-14 to 12-31-14) as revised or at the same hourly rate. The hourly rate includes MERA job-related expenses and hours are not to exceed 19 hours-average-per-week.

Workload will be monitored by the Committee based on the continuing implementation of the MERA Strategic Plan, activities related to the Next Gen System and possible addition of any other special projects.

**ATTACHMENTS:** B-1a 2013 Executive Officer Work Plan – Updated: November, 2013  
B-1b Exhibit A – Scope of Services – Approved: G.B. 12/12/12  
B-1c CY2013 Recap of Executive Officer's Work Hours – 10/31/13  
B-1d Proposed 2014 Executive Officer Work Plan  
B-1e Proposed Amend. No. 8 to Agreement for Professional Services-RGS  
B-1f Exhibit A – Proposed Scope of Services for 2014