

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: December 11, 2013

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-3**: PROPOSED AMENDMENT NO. 8 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH REGIONAL GOVERNMENT SERVICES AUTHORITY (RGS) AND PROPOSED 2014 EXECUTIVE OFFICER WORK PLAN

Recommended Action: Upon recommendation of the Executive Board, approve Proposed Amendment No. 8 to the Agreement for Professional Services between MERA and Regional Government Services Authority (RGS) 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 subsequently received an update on the progress of the 2013 Plan through 12/31/13, Work Hours through 10/31/13 and the proposed 2014 Work Plan and Scope of Services. The Executive Board received the Committee's report on 11/13/13 and is recommending it to the Governing Board with no changes.

Based on this report, the RGS contract is proposed to be extended another year (1-1-14 to 12-31-14) 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-3a 2013 Executive Officer Work Plan – Updated: November, 2013
B-3b CY2013 Recap of Executive Officer's Work Hours – 10/31/13
B-3c Proposed Amend. No. 8 to Agreement for Professional Services-RGS
B-3d Proposed 2014 Executive Officer Work Plan