

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

## **EXECUTIVE BOARD**

### **Regular Meeting Notice**

**DATE:** Wednesday – November 13, 2013

**TIME:** 3:30pm

**PLACE:** Novato Fire Protection District Administration Office – Heritage Conference Room  
95 Rowland Way, Novato, CA 94945

Facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the NFPD Administrative Assistant as soon as possible at (415) 878-2606.

### **AGENDA**

A. Closed Session

Public Employee Performance: Executive Officer Evaluation  
Pursuant to Government Code – Section 54947

B. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Executive Board or the public requests that separate action be taken on a specific item.

1) Report from Executive Officer Work Plan Committee:

**(TO BE TRANSMITTED UNDER SEPARATE COVER):**

- a) 2013 Executive Officer Work Plan Update
  - b) Proposed Amendment No. 8 to Agreement for Professional Services with Regional Government Services Authority (RGS) – Executive Officer
  - c) Proposed 2014 Executive Officer Work Plan
- 2) 2013 Annual Progress Report on Authority Operations and Activities
  - 3) Minutes from September 11, 2013 Executive Board Regular Meeting
  - 4) FY12-13 Draft Audited Financial Statements and Auditors' Report – Maher Accountancy

- 5) Bi-Monthly Report on MERA Reserve Funds Balances
- 6) Report on Bay Hill Site Subleases
- 7) Report #15 on Strategic Plan Implementation

C. Executive Officer's Report (Cassingham)

- 1) Proposed Memorandum of Understanding By and Between MERA and the County of Marin in Support of the Next Generation Radio System
- 2) Overview of Outreach Presentation (Jeffries)
  - C-2A Round One Presentations
  - C-2B Round Two Presentations
- 3) MERA Project Oversight Committee – Recommendations for 2014 - Next Generation System Outreach Plan (Mullen/Price)
- 4) Report from Executive Board Subcommittee – NFPD Request for Executive Board Seat
- 5) MERA Finance Committee Recommendation – Investment of MERA Bond Reserve
- 6) Proposed MERA Surplus Property Policy and Procedures
  - Request for Approval of Disposition of Certain MERA Assets
- 7) Other Information Items

D. Operations Reports (Tackabery)

- 1) Proposed Next Generation System Feasibility Study – 700 MHz Technology
  - Next Gen System Operating/Maintenance Costs Estimate
- 2) Update on County Counsel Review of Proposed Parcel Tax Mechanism
- 3) Proposal for Grant Writing Services
- 4) Request for Waiver of Radio Moratorium
  - Marin Humane Society

- 5) Status/Work Statistics Reports (Chuck)
- 6) Other Information Items

E. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

*Anyone wishing to address the Executive Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Executive Board may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Executive Board members. The Chair may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.*

F. Adjournment

**NOTE:           NEXT MEETING OF MERA EXECUTIVE BOARD**  
**Wednesday – January 8, 2014 – 3:30 p.m.**

**AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT**  
**[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)**

cc: BOS (for posting)  
MERA Staff  
General Counsel  
Novato City Clerk (w/minutes)