

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**DATE:** March 27, 2019  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-1**: UPDATE ON TERMINATION OF MERA/NFPD OFFICE AND STAFF SERVICES AGREEMENT

Recommended Action: Receive and file the Update on Termination of MERA/NFPD Office and Staff Services Agreement.

Background: To recap, on February 25 MERA, along with NFPD representatives, met with the Town of Corte Madera Team, led by Town Manager Cusimano (and Vice President of MERA) to explore a new hosting relationship with the Town. On March 5, the Town Council approved the Town Manager's recommendation to proceed with a Staff Services Agreement with MERA, commencing July 1, 2019.

The following actions have been/are being taken to implement the transition of Financial/Accounting and Administrative Support Services to the Town:

- 1) Development of an Agreement Amendment between MERA and RGS for Dan Hom's Financial/Accounting Training Services effective April 1, 2019 through FY18-19 Audit acceptance by the MERA GB in December 2019. From April 1, 2019 to June 30, 2019, Mr. Hom will provide these services from the District Offices. From July 1, 2019 to Audit acceptance he will be providing services from the Town of Corte Madera.
- 2) Task and timeline scoping and scheduling of incremental training for the transition of District Administrative Support Services will commence on March 27, 2019 and continue through June 30, 2019.
- 3) MERA Governing and Executive Boards and some Committee meetings will continue at the NFPD Administrative Offices through June 30, 2019. FY19-20 meetings will be in Corte Madera at a location TBD.

MERA is grateful to the Novato Fire Protection District for the 10 years of outstanding professional support and home base for our Operations and greatly appreciates and looks forward to working with the Town of Corte Madera Team.