

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** January 8, 2020  
**TO:** MERA Executive Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **A-3**: UPDATE ON SIX-MONTH NOTICE:  
NON-MEMBER SYSTEM USER FEES

Recommended Action: Receive and file update on Governing Board acceptance of the continuation of the Zero-Rate Fee Schedule for Non-Member System Users.

Background: On December 14, 2011, the MERA Governing Board formally approved System use by mutual aid and automatic backup agencies as critical to MERA Member operations and established a Zero-Rate Fee Schedule for the ensuing year.

Per Section 4 of Article VII of the MERA Bylaws, the Executive Officer has recommended, as part of the annual budget approval for FY19-20, continuation of the Zero-Rate Fee Schedule for Non-Member agencies. In 2016, the Non-Member User Subcommittee supported inclusion of a six-month advance notice of a fee schedule change in the Letters of Agreement (LOA) with Non-Member System Users.

In accordance with the LOA notice requirements, any fee changes must be reviewed by the Executive Board in November to permit six months notification prior to July 1 of the new fiscal year. Due to the cancellation of the Executive Board's November 13, 2019 meeting, the Finance Committee was asked to make a recommendation on this matter at their December 2, 2019 meeting.

The Governing Board, on December 11, 2019, accepted the recommendation to continue the Zero-Rate Fee Schedule for Non-Member MERA System Users.