

# MARIN EMERGENCY RADIO AUTHORITY

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AGENDA ITEM B-2

## MEMORANDUM

**DATE:** September 9, 2009  
**TO:** MERA Executive Committee  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM B-2: PROPOSED MERA PURCHASING POLICY AND PROCEDURES

Recommended Action: Approve the proposed MERA purchasing policy and procedures as recommended by the MERA Finance Committee.

Background: As directed by the Board, the MERA Finance Committee, of Tom Gaffney, Joe Kreins, Ken Nordhoff, and David Rzepenski, met on August 4, 2009, to discuss and give input on the development of a MERA purchasing policy and procedures. The Novato Fire Protection District's purchasing policy and procedures were used as a starting point for the attached draft. General Counsel has advised that while MERA must adhere to the County of Marin's Uniform Public Construction Cost Accounting Procedures and the State Public Contract Code, MERA can develop its own internal purchasing procedures to meet its particular needs.

For your information, current authorized check signers are, MERA Board member NFPD Chief Marc Revere and MERA Board Alternate NFPD Chief Eric Nickel.

Your input and action on the draft policy and procedures are requested.

ATTACHMENT: Draft of MERA Purchasing Policy and Procedures