

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: November 12, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM A-1: AMENDMENT NO. 3 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH REGIONAL GOVERNMENT SERVICES AUTHORITY AND PROPOSED EXECUTIVE OFFICER 2010 WORK PLAN FROM EXECUTIVE OFFICER WORK PLAN SUBCOMMITTEE

Recommended Action: Recommend to the Board a one-year extension of the agreement with Regional Government Services (RGS) from January 1, 2010 through December 31, 2010 for the Executive Officers's services and authorizing an additional three hours compensation per week from January 1, 2010 through June 30, 2010 due to workload at a cost of \$9,000 and recommend the 2010 Executive Officer Work Plan as submitted by the Executive Officer Work Plan Subcommittee.

Background: On March 11, 2009, the MERA Board, on the recommendation of the Executive Committee, approved the 2009 MERA Executive Operations and Administration Work Plan. The Work Plan Subcommittee of Joe Kreins, Ken Nordhoff, and Marc Revere was formed to meet quarterly with the Executive Officer on the progress of Plan projects, general job performance and hours worked. On September 9, 2009, the Subcommittee reported to the Executive Committee on its August 4 quarterly meeting.

The draft Work Plan for 2010 has been reviewed by the Subcommittee, along with the agreement for the EO's services through RGS, which expires December 31, 2009, and the average weekly hours worked by the EO through 2009. The Subcommittee recommends Executive Committee support of a one-year extension of the RGS agreement from January 1, 2010, through December 31, 2010, with no change in hourly rate and an increase in average weekly hours from 12 to 15 to reflect increased workload through June 30, 2010. Average weekly hours will be revisited by the Subcommittee on a quarterly basis. The Subcommittee recommends Executive Committee support for the 2010 plan as presented.

ATTACHMENTS: RGS Amendment No. 3 and Exhibit A
Proposed Executive Officer 2010 Work Plan