

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660

**MEMORANDUM**

**DATE:** May 18, 2011  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **C-3**: PROPOSED SECOND AMENDMENT TO OFFICE AND STAFF SERVICES AGREEMENT BETWEEN MERA AND NOVATO FIRE PROTECTION DISTRICT

---

**Recommended Action:** As recommended by the Executive Committee, approve the Second Amendment to the Office and Staff Services Agreement between MERA and Novato Fire Protection District for FY11-12 which formally extends the Agreement from July 1, 2011 through June 30, 2012, at a cost of \$61,857 and authorize the Executive Officer to execute same.

**Background:** The MERA Board approved the current agreement between the parties for office space and financial/accounting and administrative assistant services on May 20, 2009, at an annual cost of \$57,000. This service relationship has served MERA very well, and it should be extended. Again, I would like to express my appreciation to Chief Revere and his team for all they have done for MERA, including creating an excellent home for our operations.

As requested by the District the first amendment to Article 5, Section 5.03 of the original Agreement permitted the annual adjustment of staff service costs due to changes in salaries and benefits. Additionally, that section was revised to provide for reimbursement to NFPD for MERA postage, wire transfers and special project costs.

The proposed changes in contract costs for FY 11-12, due to health insurance, personnel and overhead expenses, will adjust the agreement total from \$59,900 to \$61,857. There will be no rent increase.

**ATTACHMENT:** Second Amendment to Office and Staff Services Agreement