

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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**MEMORANDUM**

**DATE:** May 18, 2011  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM C-4: PROPOSED MERA WEBSITE MAINTENANCE  
POLICY AND PROCEDURES

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Recommended Action: As recommended by the Executive Committee, adopt the proposed MERA Website Maintenance Policy and Procedures.

Background: As part of staff's continuing efforts to develop and memorialize a body of MERA operating policies, the proposed Website Maintenance Policy and Procedures establish Board-approved guidelines for the development and maintenance of meraonline.org.

As the Authority's electronic information needs change, this policy and procedures are subject to revision.

Once adopted by the Board, this document will be posted on MERA's website for member, staff and public reference.

**ATTACHMENT:** Proposed MERA Website Maintenance Policy and Procedures