

**MARIN EMERGENCY RADIO AUTHORITY**

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

**DATE:** December 7, 2011

**TO:** MERA Executive Committee

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM A-1: PROPOSED AMENDMENT NO. 6 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH REGIONAL GOVERNMENT SERVICES AUTHORITY AND PROPOSED EXECUTIVE OFFICER 2012 WORK PLAN

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Recommended Action: Recommend approval of Proposed Amendment No. 6 to the Agreement for Professional Services between MERA and Regional Government Services, which continues the Executive Officer's services from January 1, 2012, through December 31, 2012, at the same hourly rate and average weekly work hours of 15, and recommend approval of Proposed Executive Officer 2012 Work Plan as presented.

Background: On November 16, 2011, MERA Executive Officer Work Plan Committee Members Revere, Hymel and Kreins met with me to review the Executive Officer's Work Plan performance to date, proposed 2012 Executive Officer goals and the draft 2011 Annual Progress Report on Authority Operations and Activities. The Committee requested changes in 2012 Goals #2 and #3 to reflect the completion of certain Strategic Plan tasks.

To recap, the RGS contract is proposed to be extended another year (1-1-12 to 12-31-12) at the same hourly pay which includes all E.O. expenses, including RGS administrative overhead, and the current 15-hours-average-per-week work schedule be continued during 2012.

Average weekly hours worked by the Executive Officer for the first three quarters of FY2011 is 16. Workload will continue to be monitored by the Committee depending on the extent of implementation of the MERA Strategic Plan and addition of any other special projects.

The only item in the 2011 Work Plan (see attached) not accomplished is the development of an energy conservation policy potentially negated by Smart Meter installation at certain MERA tower sites and 24/7 user requirements.

**ATTACHMENTS:** Proposed Amendment No. 6 to RGS Agreement  
Status of Completion of 2011 Executive Officer Work Plan  
Proposed 2012 Executive Officer Work Plan and  
Scope of Services MERA-RGS Executive Contract of 12/5/07