

**MARIN EMERGENCY RADIO AUTHORITY**

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

**DATE:** May 16, 2012

**TO:** MERA Board of Directors

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **C-3**: PROPOSED THIRD AMENDMENT TO  
OFFICE AND STAFF SERVICES AGREEMENT  
BETWEEN MERA AND NOVATO FIRE  
PROTECTION DISTRICT

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**Recommended Action:** Upon recommendation of the Executive Committee, approve the Third Amendment to the Office and Staff Services Agreement between MERA and Novato Fire Protection District for FY12-13 which formally extends the Agreement from July 1, 2012 through June 30, 2013, at a cost of \$60,381 and authorize the Executive Officer to execute same.

**Background:** The MERA Board approved the original 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 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.

This Third Amendment reflects a minor adjustment of Administrative support staff assignments/hours.

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