

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660  
[www.meraonline.org](http://www.meraonline.org)

**MEMORANDUM**

**DATE:** May 11, 2016  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-5**: PROPOSED RESOLUTION CONFIRMING  
BIENNIAL REVIEW OF THE MERA  
CONFLICT OF INTEREST CODE

---

**Recommended Action:** Approve the proposed Resolution Confirming Biennial Review of the MERA Conflict of Interest Code which adds the Executive and Operations Officers and the Members of the Measure A Citizens Oversight Committee as Designated Positions with Disclosure Categories 1,2,3,4.

**Background:** The MERA Board approved a Resolution adopting a Conflict of Interest Code on June 5, 2008. The Code heretofore required Governing Board Members and Alternates, Executive Board Members, General Counsel and Consultants to submit statements of economic interests.

The Executive Officer has always filed a Form 700 with MERA and the Operations Officer has filed one with the County. With the addition of these two positions to the Designated Positions List, the Operations Officer will now file with MERA as well.

Finally, per the Governing Board's adopted Bylaws for the Measure A Citizens Oversight Committee (dated 12/10/14), members of the Committee have also been added to the Designated Positions List.

**ATTACHMENT:**

B-5a Resolution Confirming Biennial Review of the MERA  
Conflict of Interest Code (5 pages) including:  
Exhibit A  
Appendix to Conflict of Interest Code