

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District

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**DATE:** November 14, 2018

**TO:** MERA Finance Committee

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **B**: REPORT ON PROPOSED SIX-MONTH NOTICE:  
NON-MEMBER SYSTEM USER FEES

Recommended Action: Recommend Executive Board acceptance of the continuation of the Zero-Rate Fee Schedule for Non-Member System Users.

Background: On December 14, 2011, the MERA Governing Board formally approved System use by mutual aid and automatic backup agencies as critical to MERA Member operations and established a zero-rate fee schedule.

Per Section 4 of Article VII of the MERA Bylaws, the Executive Officer recommended, as part of the annual budget approval for FY18-19, continuation of the Zero-Rate Fee Schedule for Non-Member agencies. In 2016, the Non-Member User Subcommittee supported inclusion of a six-month advance notice of a fee schedule change in the Letters of Agreement (LOA) with Non-Member System Users.

In accordance with the LOA notice requirements, any fee changes must be reviewed by the Executive Board in November to permit six months notification prior to July 1 of the new fiscal year. The Executive Officer continues to support the Zero-Rate Schedule for Non-Member Users.