

MARIN EMERGENCY RADIO AUTHORITY

DATE: May 1, 2019
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM A-3: UPDATE ON NFPD/TOWN OF CORTE MADERA
TRANSITION OF MERA OFFICE AND STAFF SERVICES

Recommended Action: Receive and file the Update on NFPD/Town of Corte Madera Transition of MERA Office and Staff Services.

Background: To recap, on March 5, the Corte Madera Town Council approved the Town Manager Cusimano's recommendation to proceed with a Staff Services Agreement with MERA commencing July 1, 2019.

The following actions have been/are being taken to implement the transition of Financial/Accounting and Administrative Support Services to the Town:

- 1) On March 27 the MERA Governing Board approved Amendment No. 3 to the MERA/RGS Management and Administrative Services Agreement for Dan Hom's Financial/Accounting and Training Services. These services commenced on April 1, 2019 and will continue through FY18-19 Audit acceptance by the MERA GB in December 2019. Mr. Hom is currently providing these services from the District Office. From July 1, 2019 to Audit acceptance, he will be providing services from the Town of Corte Madera. MERA has purchased three QuickBooks licenses for Town Accounting Staff use. Mr. Hom is working with them and their IT Consultant on files transfer.
- 2) Task and timeline scoping and scheduling of incremental training for transition of District Administrative Support Services commenced on March 27, 2019 and will continue through June 30, 2019. Other transition details in the works are USPS Change of Address, vendor and Site Lessors notices of address change, update of additional named insured liability/property coverages for the Town, website revisions and finalizations of the Services Agreement between the Town and MERA.
- 3) On April 24 MERA and the Corte Madera Team met at Corte Madera Town Hall to review meeting space and file cabinets storage/access needs.
- 4) MERA Governing and Executive Boards and some Committee meetings will continue at the NFPD Administrative Offices through June 30, 2019. Chief Tyler agreed to MERA using District meeting space into FY19-20 until Corte Madera's meeting space is available.

Once again, MERA is grateful to the Novato Fire Protection District for the 10 years of outstanding professional support and home base for our Operations and looks forward to working with the Town of Corte Madera Team as our new host.