

**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

**DATE:** June 26, 2019  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **B-3**: PROPOSED STAFF SERVICES AGREEMENT BETWEEN  
MERA AND THE TOWN OF CORTE MADERA

Recommended Action: Approve the Proposed Staff Services Agreement Between MERA and the Town of Corte Madera.

Background: The Office and Staff Services Agreement between MERA and the Novato Fire Protection District was terminated on April 1, 2019, with remaining administrative services expiring effective June 30, 2019. MERA is grateful for NFPD's support over the last 10 years and for the District's willingness to provide MERA Board and Committee meeting space until expansion of the Town's facilities is completed. Likewise, MERA greatly appreciates the Town's offer to provide financial accounting and administrative support services and a home to MERA. Since February, Town Administrative and Financial Staff have been immersed in the effective and seamless transition of services from the District.

Attached is the Proposed Agreement between MERA and the Town, which would commence July 1, 2019. Noteworthy are the following provisions:

- 1) Office space lease and rent are not included for FY19-20, which resulted in the removal of any provisions relating to occupancy of Town property.
- 2) Written Notice of Termination has been extended to 6 months versus the current 3 months.

Annual Operating costs for the proposed Agreement is \$47,998, which is less than the \$55,000 budgeted for these services. Measure A staff support costs are \$14,652 versus \$12,242 for FY18-19. This expense is charged to Measure A Fund 70038. Contract costs will be revisited prior to the next fiscal year as has been the practice with the District.

The Town will be reimbursed for transition costs prior to FY19-20 for training, software licensing, IT support, set-up services, etc. A report on these costs, which will be covered by the Operating Budget Contingency line item, will be reported at the July 24 Governing Board meeting.

ATTACHMENT:

B-3a Proposed Staff Services Agreement Between MERA and the Town of Corte Madera