

**MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
PHONE: (415) 878-2690 FAX: (415) 878-2660

**MEMORANDUM**

**DATE:** May 19, 2010  
**TO:** MERA Board of Directors  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM A-5: PROPOSED AMENDMENT NO. 4 TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN MERA AND REGIONAL GOVERNMENT SERVICES

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Recommended Action: As recommended by the Executive Committee on May 12, 2010, approve Amendment No. 4 to the Agreement for Professional Services between MERA and Regional Government Services, which continues the Executive Officer's compensated weekly work hours at 15 from July 1, 2010, through December 31, 2010, at the same rate and authorize the President to execute same.

Background: On December 9, 2009, the MERA Board approved Amendment No. 3 to the MERA/RGS Agreement which authorized three (3) additional hours compensation per week (from 12 to 15 hours) for the Executive Officer from January 1, 2010, through June 30, 2010, at an additional cost of \$9,000.00. The hourly rate remains unchanged and includes all the Executive Officer's expenses. RGS' administrative costs of 9.4% are also included in the Executive Officer's services budget line item.

The Executive Officer Work Plan Committee met on April 26, 2010, to review work plan performance to date and compensated hours relative to workload for the rest of this calendar year. The Committee determined that the remaining projects (e.g., strategic plan finalization and implementation; history project; development of radio cost, risk management, capital assets and agenda policies; key document compliance review; JPA and Bylaws updates; and, frequencies shared use agreement update) and regular operations warranted continuation of 15 compensated hours per week from July 1, 2010, through December 31, 2010. Average weekly hours worked by the Executive Officer since the first quarter of 2009 through the first quarter of 2010 is 21 hours. Workload will continue to be monitored by the Committee including any new or unforeseen projects that might arise.

**ATTACHMENTS:** RGS Amendment No. 4 and Exhibit A