

**MARIN EMERGENCY RADIO AUTHORITY**  
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**BOARD OF DIRECTORS**

**SPECIAL MEETING NOTICE**

**DATE:** December 17, 2008  
**TIME:** 2:00 – 4:00 p.m.  
**PLACE:** Novato Fire Protection District's Administrative Office  
Heritage Conference Room (95 Rowland Way, Novato)

**AGENDA**

- A. Closed Session – Public Employee Performance – Executive Officer Evaluation pursuant to Government Code §54947
- 1) Additional Service Amendment No. 1 to Agreement for Professional Services – Regional Government Services Authority
- B. Consent Calendar
- All matters on the Consent Calendar are to be approved with one motion unless a member of the Committee or the public requests that separate action be taken on a specific item.
- 1) Minutes from June 5, 2008, Board Meeting
  - 2) Resolution Authorizing Destruction of Certain Records per Authority Records Retention Schedule
  - 3) Resolution Amending MERA Records Retention Schedule
  - 4) Proposed Contract between MERA and Gladwell Governmental Services, Inc., for Records Management Services – Phase Two (Active Files)
  - 5) Proposed MERA Office Space Lease – Marin Community Foundation (MCF) Property Holdings, Inc.
- C. Nomination of Officers for MERA Board (President and Vice President)
- D. Executive Officer's Report (Cassingham)
- 1) 2008 Annual Progress Report on Authority Operations and Activities

- 2) Forbes Hill Reservoir County Facilities Abatement Project Scope and Cost Estimate
- 3) Report on Status of Marin Schools' Emergency Communications (verbal)
- 4) Other Information Items

E. Operations Reports (Mansourian)

- 1) Coverage Report – Discussion and Request for Direction (verbal)
- 2) Frequency Report – Discussion and Request for Direction (verbal and financing handout to be distributed at meeting)
- 3) Report on Addition of Mutual Aid Partners and System Capacity (verbal)
- 4) Report on Analysis of Existing and Purchase of Additional Radios – Discussion and Request for Direction (verbal)
- 5) Status/Work Statistics Reports (Chuck)

F. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

*Anyone wishing to address the Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. As these items are not on the posted agenda, members of the Board may respond briefly, but the Board's general policy is to refer such items to staff for attention, or have the matter placed on a future agenda for a more comprehensive action or report and formal public discussion.*

G. Adjournment

**AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT  
[WWW.MERAONLINE.COM](http://WWW.MERAONLINE.COM)**

cc: Diane Sauer (for posting)  
MERA Staff  
General Counsel  
Novato City Clerk (w/minutes)