

Marin Emergency Radio Authority

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

EXECUTIVE COMMITTEE **Regular Meeting Notice**

DATE: Wednesday-September 9, 2009
TIME: **3:30pm – 5:00pm**
PLACE: Novato Fire Protection District Administration Office
Heritage Conference Room
95 Rowland Way - Novato, CA 94945

AGENDA

A. 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 July 8, 2009 Executive Committee Regular Meeting
- 2) Report from Executive Officer Work Plan Subcommittee – 2009 MERA Operations and Administration Work Plan
- 3) Environmental Consultation Services Contract – Addendum No. 1 with PES Environmental, Inc. – Forbes Reservoir Demolition Project

B. Executive Officer's Report (Cassingham)

- 1) Appointment of Ad Hoc Strategic Planning Committee and Action on Strategic Planning Facilitation Services Proposal from CBG Communications, Inc.
- 2) Proposed MERA Purchasing Policy and Procedures
- 3) Proposed Revisions to MERA Reserve Funds
- 4) Other Information Items

C. Operations Reports (Mansourian)

- 1) Report on Additional Frequencies Installation Project
- 2) Report on Tomales Site Coverage Project

- 3) Status/Work Statistics Reports (Chuck)
- 4) Other Information Items

D. 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.

E. Adjournment

NOTE: Next Regular MERA Executive Committee Meeting –
Thursday, November 12, 2009 2:00 – 4:00pm
(day after Veteran's Day 11-11-09)

**AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT
WWW.MERAONLINE.COM**

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