

**MARIN EMERGENCY RADIO AUTHORITY
SPECIAL MEETING MINUTES OF DECEMBER 5, 2007**

Chair Steve Kinsey called the meeting to order at 3:50 p.m. at the San Rafael Community Center.

BOARD MEMBERS PRESENT:

City of Belvedere	Mark Campbell (Alternate)
City of Larkspur	Jean Bonander
City of Mill Valley	Anne Montgomery
City of Novato	Daniel Keen
Town of Ross	Tom Gaffney
Town of San Anselmo	Charles Maynard
City of San Rafael	Ken Nordhoff
County of Marin	Steve Kinsey
City of Sausalito	Don MacQuarrie (Alternate)
Inverness Public Utility District	James Fox
Marin Community College District	Charles Lacy
Marin County Transit District	Farhad Mansourian
Marinwood C.S.D.	Walter Dods
Novato Fire Protection District	Marc Revere
Southern Marin Fire Protection	Denis Walsh
Stinson Beach Fire District	Kenny Stevens (Alternate)
Tiburon Fire Protection District	Tim Harris
Twin Cities Police	Mike McDuffee

BOARD MEMBERS ABSENT:

Town of Corte Madera
Town of Fairfax
Town of Tiburon
Bolinas Fire Protection District
Kentfield Fire Protection District
Marin Municipal Water District
Ross Valley Fire Department

STAFF PRESENT:

Michael Garvey, Interim Executive Officer
Greg Stepanicich, General Counsel
Elizabeth Lopez, Recording Secretary

GUESTS PRESENT:

Maureen Cassingham

A. Adopt minutes of June 7, 2007 special Board meeting.

M/S/P/ Novato FPD / Ross - To adopt minutes of June 7, 2007 special Board meeting.

AYES: ALL

NOES: NONE – Motion carried

Marinwood CSD - Abstained

B. Closed Session (Potential Litigation; Personnel Matter).

(Entered into Closed session at 3:55 p.m.) (Came out Closed session at 4:10 p.m.)

C. Report from Interview Committee:

- 1) Recommended appointment of Executive Director. Ms. Cassingham was present and was introduced to the Board of Directors.

M/S/P/ Novato / San Rafael - To accept the Executive Committee's recommendation to award Regional Government Services' (RGS), a California Joint Powers Authority, a contract for Executive Director Services. RGS will appoint Maureen Cassingham as the new Executive Director.

AYES: ALL

NOES: NONE – Motion carried

D. Report from interim Executive Director. (Garvey)

Executive Director Garvey reported on the likelihood MERA will have to find a new office location for JPAs; Ms Cassingham will look into options.

E. Approval of Amendment No. 3. (Re: Annual Budget adoption) (Garvey)

The Board discussed the proposed Amendment No. 3, an amendment that would allow the adoption of the annual budget in a single meeting, and directed it be placed on their next agenda, expected to be in May or June, 2008.

M/S/P/ Tiburon FPD / Larkspur – As the new Executive Officer, Ms. Cassingham will place Amendment No. 3 on the next Board of Directors agenda.

AYES: ALL

NOES: NONE -Motion carried

F. Approval of contract with Maher Accountancy to conduct FY 2006-07 audit. (Garvey)

M/S/P/ San Anselmo / Twin Cities – To approve contract with Maher Accountancy to conduct FY 2006-07 audit.

AYES: ALL

NOES: NONE -Motion carried

- G. Report on monthly work statistics. Farhad Mansourian reported on work statistics and on plans for submitting grants to replace equipment. There is no commitment to fund equipment by submitting these applications.
- H. Report on Technical Support.
- 1) Evaluation of Motorola Contract performance. Mr. Mansourian reported.
 - 2) Supplemental Appropriation for Dictaphone Logging Recorder System Replacement. A consultant is completing a report that will provide recommendations. The equipment is past its useful life and an appropriation is requested in case it breaks down before the next Board meeting, which will be in approximately six months. The Board will face a policy decision about whether to replace equipment as it now is used, or whether to centralize the system, a question that will be addressed in the report. That question is not before the Board at this point. The only issue is staff's recommendation that additional funds be appropriated.
 - 3) Supplemental Appropriation for MERA's Training and Technological Services Budget. MERA has been conducting an accelerated training program to make up for the year's delay in initiating the program; an additional \$60,000 would be needed to complete the accelerated program during the current fiscal year. Staff also is addressing some deferred maintenance issues and wishes to save funds by prepaying for parts routinely replaced; an additional \$25,000 would be needed for these purposes.

Executive Director Garvey recommends approval of both requests:

M/S/P/ Southern Marin FPD / Ross - Approve supplemental appropriation of an amount not to exceed \$150,000 to replace the Dictaphone Logging System, \$60,000 for an accelerated Training program and \$25,000 for Technological Services, funds to come from the Fund Balance.

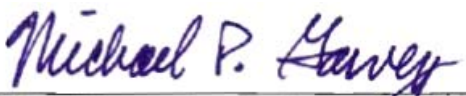
AYES: ALL

NOES: NONE -Motion carried

Inverness P.U.D. abstained.

I. Open time for items not on agenda. No comments received.

J. Adjourned at 4:41 p.m.


Michael Garvey, Interim Executive Officer