

# **MARIN EMERGENCY RADIO AUTHORITY**

371 Bel Marin Keys, Suite 100, Novato, CA 94949

PHONE: (415) 883-9100

FAX: (415) 883-9155

## **EXECUTIVE COMMITTEE**

### **MEETING NOTES**

Meeting of December 3, 2007

The meeting was called to order at 4:30 PM. In attendance: Steve Kinsey (Chair), Dan Keen, Ken Nordhoff, Bob Doyle, Richard Pearce, Marc Revere and Denis Walsh. Also staff: Michael Garvey, Greg Stepanicich and Farhad Mansourian.

- A. The notes from the August 16, 2007 meeting were approved.
- B. The Committee went into Closed Session to consider a Personnel Matter and to discuss a Potential Litigation Matter. There was no report when the Committee returned to public session.
- C. The Interview Committee recommended that the Executive Committee recommend to the Board of Directors that the contract for Executive Director services be awarded to Regional Government Services (RGS), a California Joint Powers Authority. RGS would appoint Maureen L Cassingham to this contract. The motion was approved. Ms. Cassingham was present and was introduced to the Executive Committee.
- D. Executive Officer Garvey reported on space and staffing support. The County IST Department is facing a space problem and has asked MERA to relocate, but has not set a firm deadline. Garvey has talked with TAM about sharing space in its new office, at 2<sup>nd</sup> and Lindaro in San Rafael. Marin Transit and SMART already share space and MGSA and MTA also might be interested. The goal is to reduce cost by sharing staff and office space, as now is the case at IST. There also is a possibility of space at the Novato Fire District headquarters, Novato City Hall or in the new Marin Retirement Association building.
- E. Mansourian presented Richard Chuck's work statistics for the period ending November 30.
- F. The Committee recommended the Board of Directors award the contract for the annual audit to Maher Accountancy.
- G. The Committee recommended the Board of Directors approve the JPA Amendment No. 3, allowing the adoption of the annual budget in a single meeting.
- H. The Committee recommended the Board of Directors approve two supplemental appropriations. The first is for \$60,000 to fund an accelerated training schedule and to fund an increased workload for technological consulting and parts replacement.

The second is for a not-to-exceed amount of \$150,000 for a new Logging System Recorder. The actual amount will depend on the findings of a consultant study now underway and on a policy decision about whether the new system should continue in its decentralized state or be converted into a centralized system. The consultant's report will provide information about each option. The appropriation is requested now as the equipment is well past its anticipated lifespan and the Board will not meet again until May or June.

The funds for both, if approved, would come from the Fund Balance. The Auditor's Office advises there are sufficient funds.

- I. There were no comments during Open Time.
- J. The meeting adjourned at 5:50.

  
Michael Garvey, Interim Executive Officer