

MARIN EMERGENCY RADIO AUTHORITY

27 Commercial Blvd., Suite C, Novato, CA 94949

Phone: (415) 883-9100 FAX: (415) 883-9155

MEMORANDUM

DATE: January 12, 2006

TO: MERA Board of Directors

FROM: Martin J. Nichols, Executive Officer

SUBJECT: AGENDA ITEM J: CONTRACT EXTENSION WITH MARTIN NICHOLS
FOR SERVICES A MERA EXECUTIVE OFFICER

Recommended Action: Authorize President of Board of Directors to sign a contract extension with Martin Nichols through June 2006.

Background:

The Executive Committee recommended extension of the current agreement with Martin Nichols through June 2006 at the current terms. They requested that the list of Executive Officer tasks during the period include preparation of a succession plan, a document that captures the history of MERA and preparation of an RFP for the position to be released in March 2006.

The Executive Committee based their recommendations on the following tasks remaining for the Executive Officer:

1. Bolinas Site
 - a. Land Lease
 - b. Motorola Change order
 - c. CEQA Review
 - d. Permits
 - e. Project Management

2. Tiburon Slide Repair
 - a. MMWD Coordination
 - b. Motorola Change Order
 - c. CEQA Review
 - d. Project Management

3. Implement New Project Financing

4. Coverage tests and contract compliance – possible system changes
5. Recording System Replacement
 - a. Servers
 - b. Maintenance Agreement
 - c. Consultant Recruitment
 - d. Replacement RFP
 - e. Selection of Replacement System
6. Fire Dispatch Printing Replacement System
7. Complete and implement new County Maintenance Agreement
8. Paging System Development and Project Management
9. Remaining Mobile and Portable Installations
10. System Documentation and Preservation
11. Motorola Contract Closeout