

New River Valley Emergency Communications Regional Authority

Board Meeting

February 23, 2016 4:00 PM

Montgomery County Public Safety Building- 2nd Floor Training Room

Minutes

Attendees:

Members: Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*; Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Barry Helms, *Christiansburg Town Manager*; Craig Meadows, *Montgomery County Administrator*

Staff: Donna Brown, *Executive Director*; Deborah Stump, *Operations Manager*; Karri Cridlin, *Executive Assistant*; Derek Rogers, *Communications Systems Manager*

Guests: Chief Kevin Foust, *Virginia Tech Police Department*; Mark Hollandsworth, *Montgomery County Sheriff's Department*

Absent: Alan Fabian, *Joint Member*

Recorder: Karri Cridlin, *Executive Assistant*

1. Call to Order

The Chair called the meeting to order at 4:07 PM.

2. Approval of the Agenda

The Chair requested changes to the agenda, and upon receiving none, assumed approval as presented.

3. Secretary/Treasurer's Report

a. Approval of the Minutes

The Chair presented the minutes from the January 26, 2015 meeting for approval. Mr. Meadows moved to approve the minutes as presented. The motion was seconded by Mr. Helms and passed unanimously.

b. Budget Report

An updated summary of the revenues and expenditures was provided to members at the start of the meeting (Attachment A). Mr. Meadows reviewed the current expenditures and balance.

4. New Business

a. Radio Equipment Procurement

Ms. Brown stated she has negotiated with ProComm to receive additional discounts for the radio consoles and antennas needed for the regional center. She advised she has been working with Heather Hall and the radio components will be added to the existing ProComm contract with legal counsel's approval. She stated she would like to receive a motion from the Board to move forward with the procurement. Mr. Helms stated he would like for Ms. Brown to check with VML to make sure the equipment stored at other locations will be covered by insurance.

Mr. Meadows made a motion to approve the procurement of the necessary radio equipment from ProComm. The motion was seconded by Mr. Verniel and passed unanimously.

5. Old Business

a. 2017 Budget

Ms. Brown provided an overview of the Proposed FY 2017 Budget. She advised personnel costs account for 85% of the operating expenses, but this could change slightly depending on the final dispatch staff that transition to the Authority. The budget includes all dispatch personnel who submitted commitment letters, but some may not transition over once budgets and additional positions are approved at each locality. The budget includes 42 full-time employees and 2 part-time employees for adequate coverage during the year. She is also requesting to include temporary wages and overtime for training needs and coverage during the transition period. She discussed the scenario of utilizing 911 dispatchers that may stay at respective agencies to assist with coverage for the first crucial year since their experience and expertise could be beneficial. Ms. Brown advised there are still certain unknowns such as the employer rate with VRS and estimates were calculated into the budget with assistance from the Finance Committee. An actuarial study must be completed by VRS once we provide them with the demographic information on our employees.

Ms. Brown also elaborated on her request in the 2017 budget for a 2% performance increase for the five administrative staff that have been hired in previous fiscal years. She advised the percentage increase is based on other local budgets and staff is very deserving due to their commitment and dedication to this project.

Mr. Meadows made a motion to approve the FY 2017 Budget as presented by the Executive Director. The motion was seconded by Mr. Verniel and passed unanimously.

b. Proposed Personnel Benefits

Ms. Brown provided a copy of the proposed personnel benefits for the dispatch personnel transitioning to the Authority. Ms. Brown requested a motion to approve the proposed personnel benefits so they could meet with dispatch personnel and provide details. She advised she has also had discussions with legal counsel regarding the personnel handbook and these personnel benefits would be included in the personnel handbook.

Mr. Meadows made a motion to approve the proposed personnel benefits with the following change of the statement to read: The following benefits have been agreed upon by the Finance and Human Resource Committee Members unless otherwise specified will mirror those outlined in Montgomery County's benefits until outlined otherwise with Authority. The motion was seconded by Mr. Helms and passed unanimously.

6. Executive Director's Report

Ms. Brown presented the Executive Director's Report (Attachment B). There was additional discussion on the following topics:

a. Public Safety Building

Ms. Brown stated she is working with Harris Furniture for the dispatch supervisors office and the 24/7 chairs. She also stated that we continue to have issues with the server room overheating. Representatives with Trane and Southern Air have been on site replacing actuators that are defective, which is causing the uneven temperature.

b. Regional CAD/RMS System Status

Deborah Stump and Rebecca Bopp facilitated the LERMS and Mobile meetings with staff from each agency to discuss issues with the New World system. Ms. Stump held CAD refresher training with dispatch personnel February 3-4, 2016. Four separate meetings were held to accommodate schedules for each center. A meeting has been scheduled for tomorrow with New World regional Vice President of Sales and Territory manager to discuss concerns. An email was sent to all Chiefs and Sheriff, reference attending the meeting. New World has found the issue with the Civil Module out of memory errors and has developed a fix. We are waiting a time line to put the fix on the test side before it is applied to the live side to ensure it will operate as expected. Ms. Brown also stated there may be some network issues and not software issues. She also stated she would like to work as a team on these issues and communicate the issues for proper resolution.

c. Meetings/Discussions

Ms. Brown provided a summary of various meetings and discussions during the month as indicated in her report.

d. Job Postings

Ms. Brown reviewed the status of the new employees as indicated in her report.

e. Virginia E-911 PSAP Grant Program

Ms. Brown stated the Authority was awarded funds for three different FY 2017 E-911 PSAP Grant Program submissions totaling \$72,000.

7. Public Comments

No public comments were received.

8. Board Member Comments

No Board Member comments were received.

9. Adjourn

The Chair adjourned the meeting at 5:07 PM