

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**January 26, 2016 4:00 PM**

**Montgomery County Public Safety Building- 2<sup>nd</sup> Floor Training Room**

**Minutes**

**Attendees:**

**Members:** Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*; Marc Verniel, Vice Chair, *Blacksburg 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 Mark Sisson; *Christiansburg Police Department*; Chief Kevin Foust, *Virginia Tech Police Department*; Captain Mike Albert; *Blacksburg Police Department*; Sheriff Hank Partin, *Montgomery County Sheriff's Department*; Chief Deputy Robert Hall, *Montgomery County Sheriff's Department*

**Absent:** Barry Helms, *Christiansburg Town Manager*; Alan Fabian, *Joint Member*

**Recorder:** Karri Cridlin, Executive Assistant

**1. Call to Order**

The Chair called the meeting to order at 4:03 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 December 4, and December 22, 2015 meetings for approval. Mr. Verniel moved to approve the minutes as presented. The motion was seconded by Mr. Meadows 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. Audit Reports**

Ms. Brown provided the combined audit letter from Brown, Edwards & Company along with a copy of each report for 2013-2015 to the Board members. The reports indicate there were no findings or discrepancies for the Authority. Ms. Brown also indicated that going forward audits would be done annually.

Mr. Meadows made a motion to accept the 2013, 2014 and 2015 audits. The motion was seconded by Mr. Verniel and passed unanimously.

**b. 2017 Budget**

Ms. Brown distributed work sheets of the 2017 Budget. She stated the salary and benefits could potentially change slightly depending on the final approval of positions retained at each agency, but the budget will include personnel who have submitted commitment letters. A meeting is scheduled for February 11, 2016 with the Finance Committee to discuss the budget and make final recommendations to the Board. Ms. Brown stated the 2017 budget will still be slightly lower than previous projections and she would like to have the budget approved at the next Board meeting scheduled for February 23, 2016.

**c. Joint Advisory Committee Report**

Chief Sisson gave a report of the Joint Advisory Committee meeting held on January 20, 2016. He provided a summary of the New World CAD/RMS project which was the main topic during the meeting. The committee discussed several outstanding issues, in particular, the Civil Module issues affecting Montgomery County Sheriff's Office. Sheriff Partin elaborated on the civil issues and additional concerns with the software. It was noted that computers may be a partial issue and he is working with the County to obtain new computers. The other agencies advised bugs and issues exist within the system that need to be addressed, but they are not experiencing the same issues like the Sheriff's Office since they do not process civil papers. Ms. Brown stated she wants to work together with the agencies and is committed to fixing and finding a solution to the issues. She also stated, while New World has been responsive to the issues, she is holding milestone payments until the crucial issues are resolved. Chief Sisson advised the committee agreed representatives from each agency will meet and discuss everyone's concerns so they can be properly addressed. Ms. Stump advised she is scheduling the meetings to document the problems and she also discussed the upcoming CAD refresher training for all dispatch staff in February.

**5. Old Business**

**a. 911 CPE Lease Purchase Agreement**

Ms. Brown discussed the decision to utilize VML/VACo Finance to solicit bids for a lease purchase agreement for the 911 phone system due to concerns with the previous lease option. VML/VACo solicited bids from several banks, including local, regional, and national financial institutions with the closing date of February 2, 2016. Branch Banking and Trust (BB&T) submitted the winning bid with an interest rate of 1.78% fixed for 5 years.

**b. Dispatch Furniture**

Ms. Brown stated she received the final proposal for the dispatch furniture for \$196,000. During the previous meeting she advised \$180,000 was currently budgeted for this as part of the overall capital expenditures. A portion of the proposal was for the supervisor's office furniture, but Ms. Brown feels it would be more cost effective to procure this particular furniture from another source due to the amount. She is requesting to procure the dispatch room furniture excluding the supervisor's office once a revised quote is provided.

Mr. Meadows made a motion for the Chair to sign the dispatch furniture purchase contract as discussed in the New River Valley Emergency Communications Regional Authority Board Meeting, January 26, 2016 and presented by the Director. The motion was seconded by Mr. Verniel 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 representatives with Train and Southern Air have been onsite to address HVAC issues with the building to include the fourth floor equipment room overheating. Several issues were discovered and Montgomery County staff is working with the contractors to resolve the issues.

### **b. Regional CAD/RMS System Status**

The status of the CAD/RMS project was previously discussed during the Joint Advisory Committee meeting report, but Ms. Brown did advise the CAD system is functioning well with a few bugs that have been reported to New World. She discussed the CAD support email that was created allowing dispatch personnel to submit questions or issues to all Authority Staff, which appears to be working well.

### **c. Meetings/Discussions**

Ms. Brown provided a summary of various meetings and discussions during the month as indicated in her report. She elaborated on the Verizon conference calls over the last several weeks to discuss the 911 network design. One issue moving forward is the dramatic increase in the cost to utilize the diverse fiber path into the Public Safety Building. Ms. Brown has requested a line item breakdown, along with any tariff information, to verify the increased costs for the electronics.

### **d. Job Postings**

Ms. Brown advised one round of testing and interviews have been conducted for the Communications Officer positions and five applicants have advanced to the next phase in the hiring process. Applications are still being accepted until all required new hires have been selected. Ms. Stump is working with Cardinal Academy and they have agreed to push back training for the Communications Officer until April 2016.

## **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 4:55 PM