

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**June 14, 2016    10:00 AM**

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

**Minutes**

**Attendees:**

**Members:** Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Barry Helms, *Christiansburg Town Manager*; Craig Meadows, *Montgomery County Administrator*; Alan Fabian, *Joint Member*;

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

**Guests:** Chief Mark Sisson, *Christiansburg Police Department*; Robbie Hall, *Montgomery County Sheriff's Department*; Captain Steve Taylor, *Blacksburg Police Department*

**Absent:** Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*

**Recorder:** Karri Cridlin, *Executive Assistant*

**1. Call to Order**

The Chair called the meeting to order at 10:29 AM.

**2. Approval of the Agenda**

The Chair requested changes to the agenda, and Ms. Brown requested to add a MOU with Montgomery County under New Business.

**Secretary/Treasurer's Report**

**a. Approval of the Minutes**

The Chair presented the minutes from the May 23, 2016 meeting for approval. Mr. Fabian asked that he be changed to member for voting to go into closed meeting and out of closed meeting.

Mr. Meadows moved to approve the minutes with the requested changes. 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). Ms. Brown reviewed the current expenditures and balance.

**3. Regional CAD/RMS Project**

a. Ms. Brown stated that the CAD conversion is going to be delayed due to finding more issues with the data migration. Since the data conversion will require taking the system down, we have asked to wait until the first of August, after all the agencies have transitioned over to the center.

Ms. Brown advised that she has spoken with the Vice President of Sales with New World, and has sent emails with the credits we are requesting along with issues that we have had over the last three months. She is expecting to hear back from him within the next two weeks with the number and amounts of credits from New World.

#### **4. New Business**

##### **a. VRS Resolution**

Ms. Brown stated the Authority has all the information needed to become a VRS member. A resolution is required to become a VRS employer, stating that we are eligible and our employees will pay their 5%, and the Authority will pay the employer cost. This resolution contains their required language and cannot be modified.

On a motion by Mr. Helms, seconded by Mr. Meadows and passed unanimously, the Board approves the VRS Resolution as presented.

##### **b. Dispatch personnel-Pay Period/Insurance**

Ms. Brown advised that all agencies transitioning over will be on different pay schedules. Their last pay date will be June 30, 2016 and they will not receive their first check from the Authority until July 15, or 16, 2016. This check will not be a full two week check, and premiums for health insurance and VRS will be taken out for the whole month of July. Ms. Brown also stated she is aware the dispatchers will be getting paid for their leave balances, but is concerned that not all dispatchers transitioning over will have enough leave payout to make up for the difference in their checks.

At this time there are 25 possibly 26 transitioning over. She advised she will be meeting with the Finance Committee this Thursday the 16<sup>th</sup> about the transitions. One of the items for discussion if the Board approves, is for the dispatchers that are transitioning over to receive one week of supplemental pay on their July 15, 2016 paycheck. She feels this would help with all of the premiums that will be taken out and for the one week of pay that most will not receive. This amount for the supplemental pay would be approximately \$25,000 and this is available in Salaries.

On a motion Mr. Helms and seconded by Mr. Meadows the Board authorizes Ms. Brown to discuss this with the Finance Committee and to give one weeks supplemental pay.

##### **c. MOU Agreement**

Ms. Brown advised she has been in discussion with legal counsel regarding the MOU between Montgomery County and the Regional Authority. This MOU would be an agreement for the Authority to use the County's Finance Department and Human Resource Department for services. Legal Counsel asked that a "not to exceed" statement be added under Section 3 #B in the amount of \$3,200 to insure this does not go over the Authority's budget allocation. Ms. Brown is asking the Board approval for Mr. Meadows and herself to sign the MOU assuming legal counsel does not see any other revisions.

On a motion by Mr. Fabian, seconded by Mr. Helms the Board approves Montgomery County's Finance Department and Human Recourses Department to be the Authority's physical agent for salaries and benefits. Mr. Meadows recused himself from voting on this motion.

#### **5. 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 reviewed the status of the Supervisor's Office furniture and chairs for the communications center and outstanding issues with the Public Safety Building as indicated in her report.

**b. REGIONAL CAD/RMS SYSTEM STATUS**

Ms. Brown reviewed the status of the Regional CAD/RMS System Status under Old Business.

**c. MEETINGS/ DISCUSSION**

Ms. Brown stated Dispatch Supervisors have been chosen, and is very excited to have a Supervisor from each agency. Ms. Brown feel their knowledge from their agencies will be very beneficial and they will be a very good team to work with.

Ms. Brown advised she had met with Carolina Recording, and all equipment is in and tested. The only thing we are still waiting on is the Virginia Tech 911 circuits, which Carolina Recording is working on. Since Virginia Tech is not transferring over until the third week in July, this should be completed before their transition.

Ms. Brown stated we are still on schedule with the timeline, unless there is an issue on the day of cut-over. The transition date for Virginia Tech has been moved with the approval of Chief Foust until Thursday July 14, 2016.

**6. Public Comments**

No public comments were received.

**7. Board Member Comments**

Mr. Verniel asked if there has been any additional personnel loss.

Ms. Brown stated that we have not lost any additional personnel. If we did lose three or four more dispatchers she would have a concern if we would be adequately staffed. Once the Authority is fully staffed there will be 9 dispatchers per shift, which will be great for this area and the call volume.

Mr. Verniel asked if there should be a ribbon cutting for the Authority.

This will be discussed again early Fall after all agencies are transitioned over.

Mr. Verniel asked how the Authority would handle FOIA requests for release of 911 calls.

Ms. Brown stated that the Authority acts as the custodian, and our policy states we would contact the member agency to make sure they had received the request. The Authority would then send the information to legal counsel to make sure the Authority is not releasing information or refusing to release information.

**8. Adjourn**

The Chair adjourned the meeting at 11:10 AM