

New River Valley Emergency Communications Regional Authority

Joint Advisory Committee Meeting

March 16, 2016 1:00 PM

Montgomery County Public Safety Building – NRV 911

Training Room- 4th Floor

Attendees:

Members: Mark Sisson, Chair, *Chief of Police, Town of Christiansburg*; Kevin Foust, *Chief of Police, Virginia Tech*; David English, *Chief Blacksburg Rescue*; Patrick Lloyd, *Christiansburg Rescue Squad*; Michael Mulhare, *Director of Emergency Management, Virginia Tech*

Alternate Members: J.D. Robinson, *Captain, Blacksburg Police Department*

Guests: Deana Jones, *Blacksburg Police Department*

Absent:; Anthony Wilson, *Chief of Police, Town of Blacksburg*; Neal Turner, *Emergency Services Coordinator*; Billy Hanks, *Vice Chair, Fire Chief, Town of Christiansburg*; Hank Partin, *Sheriff Montgomery County*

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

Recorder: Karri Cridlin, *Executive Assistant*

1. Call to Order

The Chair called the meeting to order at 1:06 PM

2. Roll Call of Members

The recorder performed a roll call of members.

3. Approval of Agenda

Chief Foust moved to accept the agenda as presented. Mr. Lloyd seconded the motion and it was passed unanimously.

4. Approval of the Minutes

The minutes of the January 20, 2016 Joint Advisory Committee meeting were sent to all members via electronic mail for review prior to the meeting with a request that corrections be sent to the Recorder. No corrections were sent to the Recorder. Mr. English moved to approve the minutes. The motion was seconded by Mr. Lloyd and passed unanimously.

5. Public Comment

No public comments were received.

6. New Business

a. Telex IP Consoles-Paging Discussion

Mr. Rogers met with ProComm to discuss the new radio consoles and equipment. ProComm advised that any departments utilizing paging tones below 500 Hz may experience issues. He will be working with any agencies that will be affected while working out a plan with ProComm to be proactive. Mr. Rogers believes it will be a simple resolution. He is working with Mr. Haislip from the Town of Christiansburg to make sure no information is missing while also working with ProComm to make sure there will be no interference issues.

7. Old Business

a. FY 2017 Budget Approval

Ms. Brown advised the Board of Directors approved the FY 2017 Budget during the February board meeting. Eighty-five percent of the budget's operating expenses were for personnel costs since the dispatchers will transition to the regional center. This also will include temporary salaries and overtime for training needs and coverage during the transition period.

b. Regional CAD/RMS Update

Ms. Brown stated that we are continuing to work with New World on issues with the software. She advised that Blacksburg Police Department and Montgomery County Sheriff's Office were going back to Southern Software records management system. She also stated that it is not up to Authority Staff to tell law enforcement agencies which software they should or should not utilize. While the Authority was the procurement vehicle for a regional system, she respects their decision to go back to what works best for them. Ms. Brown stated communication will be a key moving forward since there will need to be discussions on data sharing and the interface to Southern Software.

The members discussed the email New World Systems sent regarding the next steps moving forward to try and resolve some issues. Chief Sisson advised the email discussed the field based reporting and validation settings for the mobile clients that may help. New World Systems advised if changes can be made to make the mobile process better they will work with each agency to do so. Further discussion was held about the annual maintenance, users and the costs to Christiansburg and Virginia Tech moving forward. Ms. Brown advised she will be working with New World and the agencies on a revised maintenance cost.

c. Dispatch Personnel-Hiring/Training/Transition

Ms. Brown advised she is working on offer letters for the potential employees. She stated she will still be short three positions if the County gains approval to keep three current dispatch personnel. She will not know for sure how many positions she will need to fill until Montgomery County approves their FY17 Budget. Ms. Brown and Ms. Stump would also like to place the new Communications Officers in the agencies after several weeks of in-house training, but prior to the transition to the regional center.

Authority staff has been conducting monthly joint dispatch meetings with obtain feedback from the dispatchers, provide CAD refresher training, and readiness training for the regional center. The dispatchers who submitted their letter of commitment will also be informed of their schedule and salary when they transition to the Authority. Ms. Stump sent the meeting information via email to the captains and supervisors of each agency for the upcoming training scheduled for March 23rd and 24th. She asked that dispatchers attend one of these meetings. It is important for everyone to participate in the training and refresher sessions, even those that are staying with their agencies after the consolidation. This is a good way to keep everyone informed and their skills up to date.

Ms. Brown advised that the June/July timeline is still on schedule to begin the phased transition into the consolidated center. The plan is still to bring over one agency at a time, as long as all vendors stay on schedule and there are no problems with the 911 network being switched over.

8. Committee Member Comments

None

9. Adjourn

Mr. Lloyd moved to adjourn the meeting; the motion was seconded by Mr. English and passed unanimously. Chief Sisson adjourned the meeting at 1:47pm.

Next meeting: **May 18, 2016** 1:00 - 2:30 PM at the Montgomery County Safety Building, 4th Floor Training Room.