

New River Valley Emergency Communications Regional Authority

Board Meeting

October 25, 2016 4:00 PM

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Barry Helms, *Town of Christiansburg Representative*; Craig Meadows, *Montgomery County Administrator*

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

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

Absent: Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*; Alan Fabian, *Joint Member*

Recorder: Karri Cridlin, *Executive Assistant*

1. Call to Order

The Vice Chair called the meeting to order at 4:00 PM.

2. Approval of the Agenda

The Vice 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 Vice Chair presented the minutes from the September 23, 2016 meeting for approval. Mr. Helms 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. Old Business

a. Regional CAD/RMS Project

Ms. Brown advised she would be meeting with New World to discuss the contract amendment language during the APCO/NENA Fall Conference in Roanoke this week.

5. New Business

a. November/December Meetings

Ms. Brown advised the next Board meeting is scheduled for November 22, 2016. This is the week of Thanksgiving. The Board decided to cancel this meeting and combine the November-December meetings. Mrs. Cridlin was asked to check availability for a December meeting.

b. Joint Advisory Committee Report

The Joint Advisory Committee meeting was held on October 5, 2016. Chief Sisson stated Emergency Medical Dispatcher (EMD) was discussed with an implementation date of July 2017. He advised that Ms. Brown discussed personnel updates and staff levels, as well as part time employment opportunities with the Authority. Members also discussed plans for text to 911 with an implementation the beginning of 2017.

c. VRS Resolution to Purchase Prior Service

Ms. Brown advised VRS requires a resolution (Attachment B) from the Board allowing employees to purchase prior VRS service and agrees to process the contributions. The resolution contains required language and cannot be modified by employers.

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

6. Executive Director's Report

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

a. Regional Consolidated Emergency Communications Center

Ms. Brown advised the Authority has been fully operational for three months. She is very proud of the dispatchers and feels they are doing a great job learning the regional system and making adjustments.

b. Meetings/Discussions

Mr. Helms inquired about the last meeting minutes regarding plain language and asked if it was required in order to receive reimbursement from FEMA in an emergency situation. Ms. Brown stated based on the last meeting discussions, Dr. Wilson was planning to follow-up with Chief Foust regarding Virginia Tech's mandate to utilize plain language. She and Ms. Stump advised the plain language has also been discussed and decided on by the Operations Committee which includes a member from each agency. The goal was uniformity and plain language was decided based on information received that Virginia Tech was required to utilize in order to receive funding.

c. New Hires

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

d. Consolidated Center-Monthly Statistics (September 2016)

Updated statistics were included in the Director's Report for Board review.

7. Public Comments

No public comments were received.

8. Board Member Comments

No Board comments were received.

9. Adjourn

The Vice Chair adjourned the meeting at 4:38 PM.