

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**June 27, 2017 4:00 PM**

**Montgomery County Public Safety Building – 4th 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*; Alan Fabian, *Joint Member*

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

**Guests:** Sheriff Hank Partin, *Montgomery County Sheriff's Department*; Captain Kris Weaver, *Montgomery County Sheriff's Department*; Chief Kevin Foust, *Virginia Tech Police Department*; Randy Wingfield, *Christiansburg Town Manager*

**Absent:** Billy Hanks, *Chief Town of Christiansburg Fire Department*

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

**1. Call to Order**

The Chair called the meeting to order at 4:05 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 May 23, 2017 Board meeting for approval. Mr. Meadows moved to approve the minutes as presented. The motion was seconded by Mr. Verniel 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.

**i. FY 2016-2017 Carryover Discussion**

Ms. Brown made recommendations for certain FY 2017 line items to be carried over into the FY 2018 Budget. The line items recommendations to be carried over are:

\$350,000 from Personnel Salaries into Capital Reserve

Uniforms / Clothing – Available balance of \$9,078 for future uniforms

Capital Reserve – Carry over \$30,000

Capital Outlay – Carry over \$96,139

Contingency – Carry over \$35,000

#### **4. Executive Director's Report**

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

**a. Regional Consolidated Emergency Communications Center**

Ms. Brown advised the installation of the airFiber equipment on each roof was delayed due to storms. It has been rescheduled for the week of June 26, 2017. Once installed the functionality will be tested to insure the backup between the two sites.

**b. Meetings/Discussions**

Ms. Brown advised two GIS meetings were held May 25<sup>th</sup> and June 20<sup>th</sup> at the regional center. In those meetings the project contracts were discussed as well as quality reports were reviewed.

Ms. Brown met with Attorney Sam Darby on June 7, 2017 to discuss the funding formula as well as the language changes in the current legislation of the Authority. Mr. Darby attended the Work Session on June 15, 2017 to discuss his recommendations for amending the Act and drafting resolutions.

A conference call was held with West Safety Solutions Corp. to discuss the next steps for the text-to-911 project. Based on the implementation timeline of EMD text-to-911 will take place after EMD.

Ms. Brown advised several meeting were held with staff to discuss work process and projects for the transition of the new Director who will begin on July 17, 2017.

The Communications Systems Manager and Operations Manager attended a fire and rescue operations meeting held on June 14, 2017 to discuss dispatch tone procedures. After meeting with the agencies a new policy has been drafted for review and approval.

Ms. Brown stated that she and Ms. Stump attended the Fire and Rescue meeting held on June 22, 2017. An update on the EMD project and implementation was provided. Two agencies (Elliston Fire Department and Shawsville Rescue) discussed their radio needs and the status of other projects in the County.

The Communications Systems Manager and Technology Coordinator worked with Tyler Technologies on the latency issues. With the latest fix that was applied, the issues seem to have improved. There is another upgrade scheduled for the end of July 2017.

**c. New Hires**

Ms. Brown advised that two new communications officers had been hired and will start on July 05, 2017. The Authority will be fully staffed after these two new communications officers begin employment.

**d. Consolidated Center-Monthly Statistics May 2017)**

An updated statistics report was attached for review.

## 5. Old Business

### a. Funding Formula Update

Ms. Brown provided the Board three documents that attorney Sam Darby. The Board requested that attorney Sam Darby send to the four entities the draft language to take to the general assembly and resolutions.

## 6. New Business

### a. Emergency Medical Dispatch (EMD) Program Procurement

Ms. Brown stated that the EMD Committee has selected Priority Dispatch for the EMD implementation and feels this is one of the best EMD programs available. Since waiting until the next Board meeting may delay process, Ms. Brown is requesting for the Board to approve the Chair to move forward with signing the EMD Contract once all language is approved by legal counsel.

Mr. Meadows made a motion to allow the Chair to sign the EMD contract with Priority Dispatch with legal counsel approval. The motion was seconded by Mr. Verniel and passed unanimously.

## 7. Public Comments

Ms. Stump shared with the Board that the Western Virginia EMS Council had awarded Ms. Brown with the Outstanding EMS Telecommunications Dispatcher award and Mr. Rogers was awarded with the Outstanding Partner Award. These awards are based on nominations by their fellow peers.

### **Outstanding EMS Telecommunications Dispatcher:**

This year's winner is the founding Executive Director of the New River Valley Emergency Communications Regional Authority. She approaches her role as more than simply a job; she consistently goes above and beyond to ensure the needs of the center and the EMS agencies in Montgomery County are met. She accomplishes this in a variety of ways such as regularly attending meeting after normal business hours, pushing to integrate CAD with EMS EPCR programs, moving toward implementing EMD and Text-to-911 (both of which are on track to be introduced with 18 months of consolidation of the new 911 center), and constantly adjusting her schedule to meet the needs of the many volunteers who serve in Montgomery County.

This year's winner of the EMS Telecommunications Dispatcher Award is: **Donna Brown**

### **Outstanding Partner Award**

Derek Rogers is nominated for this award for his ongoing commitment and support of the regional amateur radio linked repeater system operated by the Near Southwest Preparedness Alliance. Derek began his relationship with NSPA (through Mike Knight) while he lived in North Carolina. He ensured that the linked repeater system in the western portion of North Carolina was connected to the NSW region's linked repeater system. Since moving to Virginia (and following the sudden death of Mike Knight), Derek has taken leadership for operation and maintenance of the region's linked repeater system. This is done through the Regional Healthcare Coordination Center. This effort has included testing and maintaining the link repeaters across the NSW region. He leads a team of people to visit tower sites and amateur radio installation locations. He makes himself available to assist with amateur radio tests and drills. He has worked to place into service a new repeater site at Farmville, VA that connects the repeater system based in the NSW region to Richmond. This provides radio connectivity to the ESF-8 in the event of a disaster event. Derek provides all of his services at no cost to the region.

## 8. Closed Session for Discuss: Personnel Matters pursuant to VA Code 2.2-3711 A.1.

### **Motion to begin closed session**

Mr. Meadows moved that the Board convene in a closed meeting, pursuant to §2.2-3711 (A)(1), Code of Virginia, as amended, for the purpose of discussing:

1. Personnel Matters

The motion was seconded by Mr. Fabian and passed unanimously.

**Motion to return to Open Session**

Following the Closed Session, members of the public were invited to return to the meeting. The Chair called the meeting to order and asked Mr. Meadows to make the motion to return to open session.

Mr. Meadows made the following motion:

**WHEREAS**, The New River Valley Emergency Communications Regional Authority Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3711, *Code of Virginia 1950*, as amended, requires a certification by the new River Valley Emergency Communications Regional Authority Board that such closed meeting was conducted in conformity with Virginia Law;

**NOW, THEREFORE, BE IT RESOLVED**, that the New River Valley Emergency Communications Regional Authority Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion conveying the closed meeting were heard, discussed, or considered by the New River Valley Emergency Communications Regional Authority Board.

The motion was seconded by Mr. Verniel and passed unanimously.

During the closed meeting two items were discussed and are as follows:

It was decided by the Board to appoint Ms. Stump as interim Director with an appropriate compensation package from July 1- July 17, 2017 until the new Director begins on July 17, 2017. Mr. Meadows made the motion, and it was seconded by Mr. Fabian and passed unanimously.

The Board asked Ms. Brown to remain in a transition consultant role with an appropriate compensation package for a minimum of five days to provide transition assistance for the new Director.

Mr. Meadows made the motion, and it was seconded by Mr. Verniel and passed unanimously.

The Board requested that the Authority's fiscal agent Montgomery County to process all compensation packages for Ms. Stump and Ms. Brown.

Ms. Brown stated it has been a true pleasure to work with the Board. They have been so supportive from the beginning of the consolidation. Also, the administrative staff and dispatchers have done a wonderful job as well. She also stated she could not think of a better way to retire, this position has been the most challenging but most rewarding. Thank you.

**9. Board Member Comments**

No Board comments were received

**10. Adjourn**

The Vice Chair adjourned the meeting at 5:37 PM