

New River Valley Emergency Communications Regional Authority

Board Meeting

February 28, 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*; Billy Hanks, *Chief of Christiansburg Fire Department*; 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: Captain Brad St. Clair, *Montgomery County Sheriff's Department*; Lieutenant Mike Albert, *Blacksburg Police Department*

Absent:

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 January 24, 2017 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.

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 stated the Technology Coordinator continues to work with Citizens Telephone Cooperative for other options on the administrative phone lines, along with outbound lines for the 911 phone system. This option may be more cost effective, but staff will test the functionality prior to making any final decisions. The Director also explained that the Authority is

still waiting to see who the County will select as a provider, since the administrative office lines are still integrated with the County's current provider and plan.

b. Meetings/Discussions

The Director discussed the GIS meeting with staff, Montgomery County GIS and Virginia Tech GIS representatives regarding the unique qualifiers required for Virginia Tech addresses that share the same physical address. She advised this process is necessary to provide accurate location identification and response areas.

Ms. Brown advised members of the EMD committee met on February 7, 2017 to review and discuss the request for proposal that is due March 6, 2017. They also discussed grant opportunities that are available through the Rescue Squad Assistance Fund (RSAF) Grant Program and plan to submit a grant to assist with the program. Implementation of EMD was discussed and how essential it is to be fully staffed before moving forward since this will require additional training and protocol.

Ms. Brown stated the Authority was pleased to host the I81 Response meeting on February 8, 2017 regarding the New River Bridge replacement at mile marker 105. Chief Hanks provided additional details and advised the project will take years to complete and the meeting was the first step to begin discussing any emergency response impacts in the future.

Ms. Brown advised the Fire and Rescue Commission meeting on February 16, 2017 was held in the training room of the Public Safety Building. The meeting provided an opportunity for members to tour the communications center and learn more about operations and call processing.

Authority staff participated in the Emergency Call Tracking System (ECaTS) training webinar on February 22, 2017. This system was implemented with funding provided by the Virginia E-911 Services Board and will allow the Authority to collect valuable call data. She explained the significance of this data for evaluating performance measures.

c. New Hires

Ms. Brown stated one new Communications Officer was hired and will begin employment on February 17, 2017 and four additional candidates are in the final stages of the background process. If all four prospective candidates complete the background process successfully, the Authority will still have two Communications Officer positions to fill based on current staff levels.

d. Consolidated Center-Monthly Statistics (January 2017)

The monthly statistics were included for Board review.

5. Old Business

a. Funding Formula Discussion Meetings

Ms. Brown advised the first Board Work Session to discuss the funding formula is scheduled for March 9, 2017 at 2:30pm at the Public Safety Building. These meetings have been scheduled every two weeks over the next several months so members can review various options to consider prior to final formula approval.

b. Compensation Scale Adjustment

Ms. Brown advised she met with the Finance Director to discuss the proper terminology and action from the Board regarding the requested 3% increase for the compensation scale. This was originally discussed during the FY 2018 Budget discussions and the Director advised this adjustment would allow the Authority to remain competitive with recruiting new hires.

On a motion by Mr. Fabian, seconded by Mr. Verniel, and passed unanimously, the Board authorizes the 3% Compensation Scale Adjustment increase for the entire salary scale.

6. New Business

a. Election of Officers

On a motion by Mr. Fabian, seconded by Mr. Verniel, the Board re-elected the same officers; Chair, Sherwood Wilson, Vice Chair, Mark Verniel, Secretary/Treasurer Mr. Craig Meadows.

b. 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. Verniel 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.

Chair Wilson stated the Board received Ms. Brown, the Executive Director's resignation letter dated February 28, 2017 informing the Board of her retirement effective July 1, 2017. Chair Wilson, on behalf of the Board, reluctantly accepted her letter under unanimous accolade of the work Ms. Brown has done over the last six years. Chair Wilson also stated on behalf of the Board that if not for Ms. Brown the Regional 911 Center would not be operational or exist for Montgomery County. He advised her contribution is truly unsurpassed.

Ms. Brown stated that she wanted to thank the Board members and staff for their support over the years. She advised it has been a pleasure and privilege to work with them and this has definitely been one of her most rewarding accomplishments during her career.

7. Public Comments

Ms. Stump, Operations Manager, stated Ms. Brown will be missed and the Authority would not be where it is today without her and she has done an outstanding job.

Mr. Rogers, Communications Systems Manager, stated that he has enjoyed working with Ms. Brown and he moved from Charlotte to accept this position and feels he made the right decision.

8. Board Member Comments

No Board comments were received.

9. Adjourn

The Chair adjourned the meeting at 5:08 PM.