

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**January 24, 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 Town 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:** Chief Mark Sisson, *Christiansburg Police Department*; Chief Deputy Robert Hall, *Montgomery County Sheriff's Department*; Chief Kevin Foust, *Virginia Tech Police Department*; Captain Steve Taylor, *Blacksburg Police Department*

**Absent:**

**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 to amend the agenda and add Funding Formula Discussion under New Business. Mr. Meadows moved to approve the change to the Agenda. The motion was seconded by Mr. Verniel and passed unanimously.

**3. Secretary/Treasurer's Report**

**a. Approval of the Minutes**

The Chair presented the minutes from the December 6, 2016 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**

Mr. Rogers and Ms. Bopp worked with Montgomery County IT to insure all administrative offices and back up phones utilized within the emergency communications system were fully restored.

**b. Meetings/Discussions**

Ms. Brown continued meetings with the Finance Committee to discuss the FY 2018 Budget. Ms. Brown wanted to commend the Finance Committee for their immense help and guidance.

Mr. Rogers and Ms. Bopp have continued working with Teleira for the backup satellite communication system. This system would allow disaster recovery methods for the Authority to publicize an 800 number for citizens to contact the 911 center. In December, the satellite was installed on the Public Safety Building roof and Wireless Communications was able to make successful test calls.

Ms. Brown advised she and Ms. Stump have been attending the Fire and Rescue Commission meetings. Ms. Brown requested the members notify the Operations Manager, Ms. Stump, with concerns as they occur with detailed information of the incident. This would allow immediate review and correction. Mr. Meadows stated Ms. Brown and Ms. Stump do a tremendous job representing the Authority at the fire and rescue meetings.

Ms. Brown advised the Fire and Rescue Commission appointed two new members to the Joint Advisory Committee to replace Chief Hanks who was appointed to the Board of Directors and Patrick Lloyd who resigned from the committee. Bobby Carner, Chief of Blacksburg Fire Department, and John Akers, Chief of Shawsville Rescue Squad, will be the new representatives on the committee. She advised the Commission requested to hold their February meeting at the Authority's facility so members would have an opportunity to tour the communications center and review operations.

Ms. Brown advised the text to 911 project has been delayed due to unforeseen circumstances with the regional grant and procurement of the selected service. The Authority, along with other agencies, received a multijurisdictional grant through the Virginia E-911 PSAP Grant Program with Tazewell County acting as the fiscal agent. Ms. Brown also stated the project timeline will be monitored closely so text to 911 is not implemented the same time Emergency Medical Dispatch (EMD) is to be implemented. She feels the EMD cannot be implemented until the regional center is fully staffed, but must consider the extra work placed on dispatch personnel and proper training periods.

Ms. Stump continues to hold Operations Committee meetings to discuss overall operations to include any concerns and issues. These meetings continue to be productive as protocol is reviewed and adjustments are made.

**c. New Hires**

Ms. Brown stated two new Communications Officers have been hired and will start on February 1, 2017 with another candidate in the final stage of the background process. Additional interviews have been scheduled with candidates on January 26, 2017.

**d. Consolidated Center-Monthly Statistics (December 2016)**

An updated statistics was attached for review.

## 5. Old Business

### a. New World Contract Amendment-ESO Interface and CAD Export

Ms. Brown advised the Tyler contract amendment for the addition of software was sent to legal counsel for review. Ms. Brown requested if legal counsel approved the amendment before the next Board meeting scheduled for February 28<sup>th</sup>, if the Chair could sign the amendment. The amendments are related to the credit allowances to procure the additional EMS ESO Patient Care Reporting interface for \$10,800 and the \$27,000 data conversion swap for the CAD export to Southern Software.

Mr. Meadows made a motion to authorize the Chair to sign the Tyler contract amendment after legal counsel's review and approval if consistent with prior Tyler credit contract amendments approved by the Board. The motion was seconded by Mr. Verniel and passed unanimously.

## 6. New Business

### a. Joint Advisory Committee Report

Chief Sisson gave an overview of the Joint Advisory Committee meeting that was held on January 18, 2017. He stated it was well attended by agency members and several items have already been discussed.

#### i. Appointment of Vice Chair

Chief Sisson stated Mr. Hanks was previously the Vice Chair for the Joint Advisory Committee and with his appointment to the NRV 911 Board, a new Vice Chair is needed. Chief Sisson and Ms. Brown recommended David English, Chief of Blacksburg Rescue, as Vice Chair for the Joint Advisory Committee. Mr. English attends all the meetings and agreed to serve in any capacity.

On motion by Mr. Verniel, seconded by Mr. Hanks and passed unanimously, the Board approves David English as Vice Chair for the Joint Advisory Committee.

### b. FY 2018 Budget Proposal for Consideration and Approval

Ms. Brown reviewed the FY 2018 Budget Proposal (Attachment C) with the Board members. She stated the Authority reached amazing accomplishments during fiscal year 2017 to include the main goal of full consolidation. She feels this was a joint effort with all agencies and is very proud of staff and the partnership with everyone.

Ms. Brown reviewed in detail all line items for the FY 2018 Budget, adding that personnel and salaries actually decreased, but also includes a recommended 3% salary increase adjustment for all personnel. She recommends this increase due to the hard work and commitment from staff to make the consolidation a success, along with the added responsibilities that will be placed on staff in the upcoming year. She explained that the Telecommunications line item increased due to the monthly Verizon fees and the annual fee for the backup satellite communications system. A new line item has been added for the E911 phone system lease payment. Grant funds were leveraged last year to help procure the system, but annual lease payments of \$102,000 will be due yearly for the next four years. The Maintenance Services and Software Fees also increased. Annual maintenance payments will become due after the initial procurement of various systems such as the radio and recording systems. Software fees will also become due for VM software required for

the virtual servers which process all the necessary applications, however this fee covers a three year period. An IT Equipment line item was also added for FY 2018 in the amount of \$5,000 to cover any IT related needs for the year. The Capital Outlay –Reserve line item increased to \$50,000 to continue with plans to set aside funds for the replacement of equipment in the five to seven year plans. She also explained the Dues and Membership line item decreased due to the one-time fee required for accreditation.

On a motion by Mr. Verniel, seconded by Mr. Meadows and passed unanimously the Board approved the FY 2018 Budget as presented.

**c. Funding Formula Discussion**

Ms. Brown presented the Board with preliminary statistics for CAD calls for service (Attachment D) for all agencies since full consolidation in July. She also discussed the call for service percentage trends based on legacy data that was previously provided by the member agencies. The members discussed the preliminary percentages and the Chair asked that Ms. Brown and staff research various methods of funding formulas and the best practices over the next month. He also requested to schedule work sessions for the Board to begin detailed discussions and determine the final funding formula for next fiscal year.

**7. Public Comments**

No public comments were received.

**8. Board Member Comments**

No Board comments were received.

**9. Adjourn**

The Chair adjourned the meeting at 5:16 PM.