

New River Valley Emergency Communications Regional Authority
Board Meeting
February 27, 2018 4:00 PM
Montgomery County Public Safety Building – Fourth Floor

Minutes

Attendees:

Members; Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Craig Meadows, *Montgomery County Administrator*; Billy Hanks, *Chief Town of Christiansburg Fire Department*; Alan Fabian, *Joint Member*

Staff: Matt Hobson, *Executive Director*; Deborah Stump, *Operations Manager*; Derek Rogers, *Communications Systems Manager*

Absent: Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*

Guests: Angie Hill, *Financial Management Director, Montgomery County*; Michael Mulhare, *Director of Emergency Management, Virginia Tech*; Chief Mark Sisson, *Christiansburg Police*; Neal Turner, *Emergency Services Coordinator, Montgomery County*

Recorder: Sonia Ramsey, *Executive Assistant*

1. Call to Order

The Vice Chair called the meeting to order at 4:01 PM.

2. Approval of the Agenda

The Vice Chair presented the agenda for approval. A motion was made by Mr. Hanks and seconded by Mr. Meadows to approve the agenda as presented. All were in favor.

3. Approval of Minutes

The Vice Chair presented the minutes from the January 23, 2018 Board meeting and February 6, 2018 Special Meeting for approval. Mr. Hanks moved to approve the minutes as presented. The motion was seconded by Mr. Meadows and passed unanimously.

4. Secretary / Treasurer's 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 (through January 31, 2018) expenditures and balance and advised that there appeared to be nothing out of the ordinary. Mrs. Hill reviewed the new format of the report to better represent the expenditures and reserve of the Authority.

5. Presentation of FY 2018-2019 Budget Proposal

Mr. Hobson presented the proposed budget to the Board (Attachment B). In reviewing the Budget Message from the Proposal, Mr. Hobson highlighted the changes to the budget from last year and advised the Board that the proposed budget had been reviewed by the Financial Committee and approved by them. Mr. Meadows stated that Mr. Hobson had done a good job on the message and it thoroughly answered most questions the he would have. Mr. Verniel questioned the purpose of the capital outlay requests and Mr. Rogers advised that it was to increase the capacity and coverage of the radio system. Mr. Fabian questioned

whether or not the 3% Cost of Living increase was consistent with the contributing municipalities. After discussion, it was decided that the 3% increase was consistent and therefore it was agreed upon. With nothing further to discuss about the budget proposal, Mr. Meadows made a motion to approve the budget as presented for the Board members to bring it back to their municipalities. Mr. Hanks seconded the motion and all were in favor.

6. Discussion/Adoption of Finance Committee Budgeting Policy Proposal

The Resolution for the New River Valley Emergency Communications Regional Authority to Establish a Fund Balance/Reserve Accounting Policy (Attachment C) was presented. Mrs. Hill advised that this resolution is common practice among municipalities and the purpose is to establish policy for the reserve fund. Each part was presented:

1. Purchased Leave Accrual Reserve – This has always been in existence but the resolution puts it in writing.
2. Capital Reserve – The resolution sets a maximum amount for the reserve and explains what to do with an excess amount.
3. Unassigned Fund Balance – The resolution allows for monies to be put aside in a reserve to be used for balancing the budget line items and for unforeseen situations.

Mr. Hanks made a motion to accept the resolution as presented. This motion was seconded by Mr. Meadows and all voted in favor.

7. Director's Report

Mr. Hobson presented the Executive Director's Report (Attachment D). No additional discussion was required following the presentation.

8. Review of NRV 911 Monthly Performance Statistics for January 2018

Mr. Hobson presented the January 2018 Performance statistics (Attachment E). Mr. Verniel questioned as to whether or not calls with long answer times are reviewed and Mr. Hobson advised that they were.

9. Old Business

a. Update from the Joint Advisory Committee

Mr. Sisson advised the Board that a JAC meeting was held on February 14, 2018. During this meeting, a Radio Sub-Committee update was given. Also Mr. Sisson gave the JAC members an update on the possibility that the Board will hire a consultant for the strategic planning of a unified radio system. The funding formula for the contributing entity responsibilities was presented to the JAC members for discussion. The members decided that since the funding formula had been a function of the Operations Committee, it would be placed back on them for discussion and resolution. Ms. Stump has scheduled a meeting with them for next week.

b. Update from the JAC Radio Sub-Committee

Mr. Rogers advised that he and Pete Heslip are working with ProComm and have received quotes for a joint project that are much lower than the original quotes presented to the three agencies independently. Site visits have been made which led to other technical issues that need to be addressed. Montgomery County Sheriff's Office has also come forward with some radio issues they are having and are working with Mr. Rogers and Mr. Heslip to assist with a remedy to fix their issues as well as the original project. They would assist with the cost of the project if their issues are fixed also.

10. New Business

a. Discussion Regarding the Hiring of a Radio System Consultant

Mr. Verniel spoke to guests Mr. Turner and Mr. Mulhare advising them that the Board had discussed appointing a subcommittee to research and create a RFP for a consultant for the purpose of the strategic planning of a unified radio system throughout the County. The strategic planning should incorporate governance and funding specifically. The Board would like for Mr. Turner and Mr. Mulhare to co-chair this subcommittee and for Mr. Rogers and Mr. Hanks to be members. An initial meeting should be held to:

1. Develop a charter for the subcommittee stating its purpose and tasks
2. Fill the subcommittee with a total of 6-8 members who would contribute to the purpose
3. Name the subcommittee

The subcommittee should report back to the board after this is complete. Mr. Hobson stated that he feels that the consultant should be able to follow the project through until the end, knowing both the strategic and technical aspects of the entire project. He also advised that he and Mr. Rogers met with the Emergency Managers for Bedford and Amherst last week and they have offered their knowledge having had experience with this type of project. Mr. Turner advised that he and Mr. Mulhare would be attending a conference March 20, 2018 for Emergency Managers and he would ask for input from others who also have done this type of project. With nothing further on this topic, Mr. Meadows made a motion to appoint the subcommittee to research and create a RFP for a consultant for the strategic planning of a county-wide unified radio system. The motion was seconded by Mr. Fabian and all were in favor.

11. Public Comments

None

12. Board Member Comments

None

13. Adjourn

The Vice Chair adjourned the meeting at 4:59 PM.