

New River Valley Emergency Communications Regional Authority
Board Meeting
August 28, 2018 4:00 PM
Montgomery County Public Safety Building – Fourth Floor

Minutes

Attendees:

Members: Sherwood Wilson, Chair, *Vice President for Operations, Virginia Tech*; Marc Verniel, *Vice Chair, Blacksburg Town Manager*; Craig Meadows, *Montgomery County Administrator*; Randy Wingfield, *Christiansburg Town Manager*

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

Guests: Kevin Foust, *Chief of Police, Virginia Tech*; Billy Hanks, *Fire Chief, Town of Christiansburg*; Clay McCoy, *Director of Human Resources, Montgomery County*; Michael Mulhare, *Director of Emergency Management, Virginia Tech*; Hank Partin, *Sheriff, Montgomery County*; Mark Sisson, *Police Chief, Town of Christiansburg*

Absent: Alan Fabian, *Joint Member*

Recorder: Sonia Ramsey, *Executive Assistant*

1. Call to Order

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

2. Approval of the Agenda

The Chair presented the agenda for approval. A motion to approve the agenda was made by Mr. Verniel and seconded by Mr. Wingfield. All were in favor.

3. Approval of Minutes

The Chair presented the minutes from July 24, 2018 for approval. A motion to approve the minutes was made by Mr. Meadows and seconded by Mr. Wingfield. All were in favor.

4. Secretary / Treasurer's Budget Report

An updated summary of the revenues and expenditures was provided to members. Mr. Meadows advised that the first month of the fiscal year 2019 budget was represented. All municipal contributions have been made except for Christiansburg and it is being processed. The line item for Equipment Lease is almost completely spent because most maintenance contract fees are due in July. Mr. Hobson explained the large expenditure of the Professional Development/Training line as the dues that are paid yearly to Cardinal Criminal Justice Academy for Dispatcher certification and training. In response to the question brought up in the July 24, 2018 Board Meeting, Mr. Meadows advised that at this time, the reserve funds are not in an account that draws interest. The Financial personnel are looking into other accounts that would be interest bearing.

5. Director's Report

Mr. Hobson presented the Executive Director's Report.

a. Regional Consolidated Emergency Communications Center

Mr. Meadows advised that it was the panels on the outside of the building that was the issue with the leaks in the Communication Center. At this time, it is believed all leaks have been fixed.

b. Meetings/Discussions

Per the request of the Chair and members, Mr. Hobson will send a copy of the NG-911 GIS Data Report Cards to the members for review. The Authority was "graded" on two criteria:

- Road Centerline – 95%
- Address Points – 89%

The goal is to have 98% in each criteria. Mr. Hobson explained that the data is sent to us by each of the entities for entry into our system. Mr. Hobson will also inquire as to whether the report can be broken down by entity and forward those if they are available.

Mr. Meadows expressed his appreciation for the Memo to the Montgomery County Board of Supervisors addressing the Public Safety Radio Upgrade Project.

The Chair asked about issues that were discussed at the Safety Committee meeting. Ms. Stump advised that the issues were county wide and not specific to the Authority.

c. Personnel Report – New Hires/Promotions

No further discussion.

6. Review of NRV 911 Monthly Performance Statistics for May 2018

No further discussion.

7. Old Business

a. Provide an update on the Radio System Consultant Proposals

Mr. Rogers advised that early in August the Radio System Consultant Committee met to review the nine (9) proposals received for the purpose of a Radio System Consultant. The Committee narrowed this down to three (3) consultants who would be interviewed. After the interviews, the Committee felt that Federal Engineering would be the company who could provide the best service for the project. Mr. Mulhare and Mr. Rogers both advised the Committee was unanimous on this decision and was making a recommendation to the board.

Mr. Meadows made a motion to move forward with Federal Engineering and Mr. Wingfield seconded the motion. A question/answer session followed in which the following information was provided:

- There are five (5) phases to the project:
 1. Project Management
 2. Needs Assessment
 3. Request for Proposal Development
 4. Evaluation and Selection of Vendor
 5. Contract Negotiation - optional

- The Chair questioned why the Committee felt that Federal Engineering was the best company for the project. Mr. Mulhare advised that they had a much better understanding of the needs of the project and their level of detail was much greater than the other companies. Mr. Rogers also said that they were more experienced with our needs and had dealt with many projects from small jurisdictions to large ones and were a Virginia company. Mr. Hanks reiterated that the level of technical ability by Federal Engineering was much higher than the other companies presented.
- The Chair questioned references and was advised by Mr. Rogers that the Committee would begin that part of the process now.

The motion to move forward with Federal Engineering to a stage of negotiation came to a vote with all board members in favor.

b. Discussion of a Funding Formula for NRVECRA

The Chair reminded everyone that the recommendation from the Joint Advisory Committee was a 25% split of contributions from the four (4) entities. Looking at the calls for service data provided, any way you split it Christiansburg owned approximately 30% of the calls for service. Dr. Wilson, Mr. Verniel, and Mr. Meadows, as well as Mr. Wingfield advised they felt they could get each of their entities to agree to a 25% split as long as the option to revisit this should the calls for service statistics provided monthly have a drastic change over a period of time. The Chair advised that as a Board, action needed to be taken to settle this issue. It has been tabled until next month when the Members will report back with a final decision on the 25% split from their respective entities.

8. New Business

a. Scheduling of November and December 2018 Board Meetings

It was decided that these meetings would be combined into one (1) meeting to be held on December 11, 2018 at 4:00 pm at the NRVECRA Training Room.

9. Public Comments

None

10. Closed Meeting

a. Personnel and Legal Issues

i. Motion for Closed Meeting

Motion by Mr. Meadows, seconded by Mr. Wingfield, all were in favor:

“I move that the New River Valley Emergency Communications Regional Authority Board convene in Closed Meeting, pursuant to §2.2-3711, Code of Virginia, as amended, for the purpose of discussing:

1. Personnel and legal issues

Pursuant to the subpart of §2.2-3711, Code of Virginia, as amended, A.1.

ii. Resolution to Reconvene in Open Session

Motion by Mr. Meadows

Seconded by Mr. Wingfield

Chairman Wilson -Aye

Mr. Verniel – Aye

“**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 convening the closed meeting were heard, discussed, or considered by the New River Valley Emergency Communications Regional Authority Board.”

iii. Ratification of Personnel Evaluation

Mr. Meadows made a motion to accept the evaluation of Director Hobson’s job performance and to retroactively pass his 3% Cost of Living pay increase. The motion was seconded by Mr. Wingfield and passed unanimously.

iv. Scheduling of Closed Session Meeting

With further personnel issues and legal issues to discuss, Mr. Meadows made a motion to hold a special closed meeting on August 31, 2018 at the Montgomery County Government Center in the Administrative Conference Room. Mr. Wingfield seconded and all were in favor.

11. Board Member Comments

None

12. Adjourn

The Chair adjourned the meeting at 6:07 PM.