

New River Valley Emergency Communications Regional Authority

Board Meeting

December 11, 2018 4:00 PM

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Craig Meadows, *Montgomery County Administrator*; Alan Fabian, *Joint Member*; Randy Wingfield; *Town Manager, Town of Christiansburg*

Staff: Matt Hobson, *Executive Director*; Derek Rogers, *Communications System Manager*, Valerie D’Intino, *Trainer*; Tiffany Cunningham, *Executive Assistant*

Guest: Sheriff Hank Partin, *Montgomery County Sheriff’s Department*

Absent: Sherwood Wilson, *Chair, Vice President for Administrations, Virginia Tech*; Marc Verneil, *Town Manager, Town of Blacksburg*

Recorder: NRV 911 Staff

1. Call to Order

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

2. Approval of the Agenda

The Chair requested changes to the agenda, and upon receiving none, Mr. Meadows requested a motion to approve as presented. The motion made by Mr. Fabian and was seconded by Mr. Wingfield and passed unanimously.

3. Approval of the Minutes

The chair presented the minutes from the October 23, 2018 Board Meeting for approval (Attachment A). Mr. Meadows requested a motion to approve the minutes as presented. The motion was made by Mr. Fabian, seconded by Mr. Wingfield and passed unanimously.

4. Secretary/Treasurer’s Report Budget Report

An updated summary of the revenues and expenditures (Attachment B) was provided to the members at the start of the meeting. Mr. Meadows reviewed the current expenditures and balance. Mr. Meadows advised all four localities have paid first quarter of funding for the year. Mr. Meadows asked about the travel and software fees. Mr. Hobson explained travel

expenditures are high due to sending trainees to classes for required certifications. Software fees were anticipated maintenance costs.

5. Executive Director's Report

Mr. Hobson presented the Executive Director's Report (Attachment C). There was additional discussion on the following topics:

a. Regional Consolidated Emergency Communications Center

Mr. Hobson gave additional information for the Text to 911. Testing was completed November 29, 2018. Internal testing will begin/begin training by first of the year.

Mr. Hobson explained that the VHF to UHF project (all of the equipment and tower installation work) has been completed. The tower equipment is being configured and radios are being programmed and readied for installation.

b. Meetings/Discussions

Mr. Hobson discussed the radio programming template and operational changes to calls for dispatch. Several agencies expressed reservations towards moving to a single, common dispatch channel with multiple operations channels that would be assigned by the 9-1-1 center.

c. Personnel Report

Mr. Hobson stated we have completed testing and interviews and are in the process of background investigations for three new communications officers. If all are successful, this will put us with 8 new hires in training at one time.

Mr. Hobson explained that the department has implemented job shadowing before the interview so the applicant is aware of the job.

Mr. Fabian asked questions about turn over and if we could look at becoming an "employee choice facility" and giving specific requirements for workers within the first 90 days.

Sheriff Hank Partin suggested that the ride-along should be part of the new hire process and something that continues through-out the year so the connection between the two departments continue.

6. Review of NRV 911 Monthly Performance Statistics for October 2018 & November 2018 (Attachment D)

Mr. Hobson presented the stats to the board.

7. Old Business

None was reported

8. New Business

Mr. Hobson and Derek Rogers discussed the labor cost at the Poor Mountain tower site. This is a critical tower site for the county, both now and in the future. The only departments that will not be utilizing the tower is Blacksburg Police Department and Virginia Tech Police Department.

Virginia State Police is allowing us access to the tower with no rent and no fees. Virginia State Police have asked us to contribute \$20,000 of the \$47,019 in labor fees to reinforce the tower to support the additional equipment we are putting there. This expense was not covered by the funds provided by the Sheriff's Office in their carry forward budget supplement request. Since not all board members were present this will be addressed at the next board meeting January 22, 2019.

9. Public Comments

No public comments

10. Board Member Comments

No board member comments received.

11. Adjourn

The Chair adjourned the meeting at 4:42PM