

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**June 25, 2019 4:00pm**

**Montgomery County Public Safety Building – 4<sup>th</sup> Floor Training Room**

**Minutes**

**Attendees:**

**Members:** Sherwood Wilson, Chair, *Vice President of Operations*; Craig Meadows, *Montgomery County Administrator*; Marc Verneil, *Town Manager, Town of Blacksburg*

**Staff:** Brad St. Clair, *Interim Director*; Derek Rogers, *Communications Systems Manager*

**Guests:** Mac Babb, *Deputy Chief, Virginia Tech Police Department*; Hank Partin, *Montgomery County Sheriff*.

**Absent:** Randy Wingfield, *Town Manager, Town of Christiansburg*; Alan Fabian, *Joint Member*

**Recorder:** NRV 911 Staff

**1. Call to Order**

The Secretary Treasurer called the meeting to order at 4:06PM.

**2. Approval of the Agenda**

The Secretary Treasurer presented the agenda for approval. A motion was made by Mr. Verneil and seconded by Mr. Meadows and passed unanimously. .

**3. Approval of the Minutes**

The Secretary Treasurer presented the minutes from the May 28, 2019 Board Meeting (attachment a) for approval. A motion was made by Mr. Verneil and seconded by Mr. Meadows and passed unanimously.

**4. Secretary/Treasurer's Report Budget Report**

An updated summary of the revenues and expenditures for May was provided at the start of the meeting (attachment b). Mr. Meadows reviewed the current expenditures and balance.

**5. Interim Executive Director's Report**

Mr. St.Clair presented the Executive Directors report (attachment c). There was additional discussion on the following topics:

**A. Regional Consolidated Emergency Communications Center**

Mr. St.Clair announced a relatively successful and smooth restart of EMD which occurred on June 18, 2019.

## **B. Personnel Report-New Hires**

Mr. St.Clair discussed current staffing levels which includes three (3) vacant positions along with seven (7) trainees. Mr. Wilson inquired as to the length of time involved in fully training a new employee. Mr. St.Clair explained this can vary significantly depending on the trainee's progression through the various protocols. Mr. St.Clair noted it typically requires between four to six months to successfully train a new employee.

Mr. St.Clair advised he will be announcing an internal promotion later this week with respect to the vacant executive assistant position. In addition, a process is currently underway to fill a vacant CTO position.

## **6. Review of NRV 911 Monthly Performance Statistics for February 2019 (Attachment d)**

Mr. St.Clair presented the stats to the board. Mr. Rogers noted improvement with respect to ring times during high volume hours.

## **7. Old Business**

### **a. Federal Engineering Consultants Report**

As a first step in addressing infrastructure governance Mr. St.Clair suggested the board consider conducting a review of current MOU's related to communication infrastructure sites utilized by NRV911 stakeholders. Mr. St.Clair discussed his conversations with various stakeholders wherein it was suggested the management of communication system projects be undertaken by the Regional Authority. Mr. Rogers provided an overview of potential infrastructure and technical upgrade projects that could potentially be managed through the authority. Additional discussion was undertaken with respect to ownership of current infrastructure. Mr. Wilson requested that Mr. St.Clair schedule a work session in August for further discussion related to communication systems enhancement and management.

## **8. New Business**

## **9. Comments from Public**

None

## **10. Board Member Comments**

None

## **Adjourn**

The Chair adjourned the public meeting at 5:11 PM