

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**October 22<sup>nd</sup>, 2019**

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

**Staff:** Brad St. Clair, *Interim Director*; Deborah O'Brien, *Operations Manager*; Rebecca Bopp, *Information Technology Coordinator*; Derek Rogers, *Communications Systems Manager*; Amber Stump, *Executive Assistant*

**Guests:** Mark Sisson, *Chief, Town of Christiansburg*; Kevin Foust, *Vice President of Safety and Security, Virginia Tech*; William Babb, *Chief, Virginia Tech Police Department*

**Absent:** Marc Verniel, *Town Manager, Town of Blacksburg*

**Recorder:** NRV 911 Staff

**1. Call to Order**

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

**2. Approval of the Agenda**

The Chair presented the agenda for approval. A motion was made by Mr. Fabian and seconded by Mr. Meadows and passed unanimously.

**3. Approval of the Minutes**

The Chair presented the minutes from the September 24<sup>th</sup>, 2019 Board Meeting (attachment a) for approval. Mr. Meadows requested an amendment be made regarding an error in the documentation of the closed session attendance– any mentioning of Mr. Fabian is to be swapped with Mr. Verniel. A motion was made by Mr. Fabian and seconded by Mr. Meadows and passed unanimously.

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

An updated summary of the revenues and expenditures for September was provided at the start of the meeting (attachment b). Mr. Meadows noted an error in the participant funding section for Christiansburg and Virginia Tech with both agencies displaying contribution amounts differing from that of the other participants. Mr. Meadows advised that Angie Hill with Montgomery County Finance was contacted and the discrepancy will be resolved. Mr. Meadows continued to review 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. Correspondence from VT Network Infrastructure Services**

Questions were raised about data ownership. The consensus was that the data was owned by the individual law enforcement agencies that operated through NRV 911, however the Chair requested a second opinion be sought to confirm this.

**B. Holiday Dinner for Staff**

Motion to approve holiday banquet for NRV 911 staff passed unanimously.

**6. Review of NRV 911 Monthly Performance Statistics for September 2019 (attachment d)**

Mrs. O'Brien presented the stats to the board.

**7. Old Business**

None

**8. New Business**

Discussion was raised about moving the date for the next Board Meeting due to it falling on the week of Thanksgiving. Unanimous decision was made to move the meeting forward to Tuesday, December 3<sup>rd</sup>, 2019 at 10:30am.

**9. Comments from Public**

None

**10. Board Member Comments**

None

**Adjourn**

The Chair adjourned the public meeting at 4:57pm.