

**New River Valley Emergency Communications Regional Authority**

**NRVECRA Board Meeting**

**June 23<sup>rd</sup>, 2020 4:00pm**

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

**Minutes**

**Attendees:**

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

**Staff:** Jason Milburn, *Executive Director*; Deborah O'Brien, *Operations Manager*; Derek Rogers, *Communications Systems Manager*; Amber Stump, *Executive Assistant*; Rebecca Bopp, *Information Technology Coordinator*

**Guests:** Brad St.Clair, *Chief Deputy, Montgomery County Sheriff's Office*

**Absent:** Kevin Foust, *Associate Vice President for Safety and Security, Virginia Tech*

**Recorder:** NRV 911 Staff

**1. Call to Order**

The Chair called the meeting to order at 4:03pm.

**2. Approval of the Agenda**

The Chair presented the agenda for approval. Mr. Meadows requested a revision be made to the 'New Business' section to discuss employee raises. A motion was made by Mr. Fabian and seconded by Mr. Meadows to approve the revised agenda and passed unanimously.

**3. Welcome of New Executive Director**

The Board officially welcomed Mr. Jason Milburn as new Executive Director and congratulated him on his first full week in the position. The Board also extended their thanks to Mr. Brad St.Clair for filling the position up to this point and the positive impact he made on the center during that time.

**4. Approval of the Minutes**

The Chair presented the minutes (*attachment a, b, c, d*) from the February 25<sup>th</sup>, March 24<sup>th</sup>, and April 28<sup>th</sup> Board Meetings and June 10<sup>th</sup>, 2020 Special Meeting for approval. Mr. Fabian noted a revision to be made to the March 24<sup>th</sup> and April 28<sup>th</sup> minutes concerning the 'Attendees' section. Mr. Fabian is to be removed from the March 24<sup>th</sup> 'Attendees' section and added to the April 28<sup>th</sup> 'Attendees' section. A motion was made by Mr. Fabian and seconded by Mr. Meadows to approve the minutes with those corrections. Motion passed unanimously.

**5. 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 e*). Mr. Meadows reviewed the current expenditures and balance and noted that everything appears to be in order despite a discrepancy in the 'IT Equipment' line totaling \$27,155. Mr. Meadows advised that Angie Hill with Montgomery County Finance will be contacted for that discrepancy. Mr. Meadows stated that the NRVECRA looks to end the fiscal year approximately 200-250k in the positive.

**6. Executive Director's Report**

Mr. Milburn presented the Executive Directors report (*attachment f*).

**7. Review of NRV 911 Monthly Performance Statistics for February, March, April, and May 2020**

Mrs. O'Brien presented the stats to the board (*attachments g, h, i, j*). Mrs. O'Brien noted the drop in call volume during the height of the COVID-19 pandemic and advised that those numbers were starting to come back up, however the occurrence of more serious call types were elevated.

Mr. St.Clair noted events that are foreseen to produce more call volume over the summer months. The Mountain Valley Pipeline project is starting back up and more calls from/due to protesting are expected. The enforcement of firearm removal for those issued with Emergency Custody Orders is also expected to increase call volume and disturbances.

**8. Old Business**

**a. San Server Upgrade Update**

Mrs. Bopp advised the Disaster Recovery Site (DRS) is fully operational as of March from an I.T. perspective. The DRS can be used in Multi-Purpose Room 1 or 2 at the Montgomery County Government Center and small-scale tests have been very successful. All equipment is staged at the Government Center, meaning no equipment will need to be removed from the 911 Center in the case of an emergency evacuation.

Mr. Verniel inquired if the DRS was on Montgomery County's network or on the 911 Authority's. Ms. Bopp advised that the DRS network is an extension of the 911 Authority's network.

Mr. Fabian inquired if incoming lines were split, and Ms. Bopp advised that they are split between the 911 Authority's location and the DRS. If the 911 location was to fail, the DRS could operate at half capacity, but that would be worst case scenario.

Mr. Milburn noted of plans to implement a full-scale drill of the DRS this summer.

## **9. New Business**

### **a. NRVECRA Compensation Plan Revision (*Attachment k*)**

At the suggestion of Montgomery County Finance, revisions were made to the current (FY 19/20) compensation plan. The main revision was the removal of ‘Communications Officer 1, 2, and 3’ job titles and replacing them with ‘Communications Officer-Trainee, Communications Officer, and Communications Training Officer’. The job description of ‘Communications Officer – Trainee (formerly Communications Officer 1)’ was also altered to remove the probationary period requirement for the position upgrade, however, the 12-month probation period will still remain standard for new employees.

Mr. Meadows made motion to approve the revised FY 20/21 compensatory plan and Mr. Wingfield seconded. Motion passed unanimously.

### **b. Employee Raises**

In light of the effects of the COVID-19 pandemic on contributing agency economies – employee raises have been postponed until the financial effects of the pandemic are better known. This decision is to be re-examined after the first fiscal quarter – in line with Montgomery County Finance.

Mr. Meadows made motion to not expend FY 21 budget for salary increase until later in the fiscal year – with the intention to review quarterly until the raise can be implemented. Mr. Fabian seconded the motion and all were in favor.

## **10. Comments from Public**

None

## **11. Board Member Comments**

Mr. Verniel thanked the staff for their patience with the transition throughout the past year. Mr. Fabian reiterated thanks to Brad for helping move the center forward and thanked Sheriff Hank Partin for allowing Brad to be the NRVECRA Interim Director.

## **Adjourn**

The Chair adjourned the public meeting at 4:32pm.