

**New River Valley Emergency Communications Regional Authority**

**NRVECRA Board Meeting**

**August 25<sup>th</sup>, 2020**

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

**Staff:** Jason Milburn, *Executive Director*; Deborah O'Brien, *Operations Manager*; Derek Rogers, *Communications Systems Manager*; Valerie D'Intino, *Training Coordinator*; Amber Pratt, *Executive Assistant*

**Guests:** Jim Guynn, *Attorney*; Hank Partin, *Sheriff, Montgomery County Sheriff's Office*; Mark Sisson, *Chief, Christiansburg Police Department*; William Babb, *Chief, Virginia Tech Police Department*

**Recorder:** Amber Pratt, *Executive Assistant*

**1. Call to Order**

The Chair called the meeting to order at 4:02pm.

**2. Approval of the Agenda**

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

**3. Approval of the Minutes**

The Chair presented the minutes from the June 23<sup>rd</sup>, 2020 Board Meeting (attachment a) for approval. 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 July was provided at the start of the meeting (attachment b). Mr. Meadows reviewed the current expenditures and balance and advised NRV 911 ended FY 2020 in the black, with the remaining funds available to use as capital as needed.

**5. Executive Director's Report**

Mr. Milburn presented the Executive Directors report (attachment c).

**6. Review of NRV 911 Monthly Performance Statistics for July 2020 (Attachment d)**

Mrs. O'Brien presented the stats to the board. Additional commentary was made by Board members about the increase in call volume with the return of Virginia Tech students and how it is expected to continue to increase.

**7. Old Business**

None

**8. New Business**

**a. NG911 Participation Agreement (Attachment e)**

The Board reviewed the participation agreement and Mr. Verniel inquired what the next steps would be after the agreement was signed. Mr. Milburn explained that the signed agreement allows AT&T to start the background steps for Next Generation 911 (NG 911) implementation. Mr. Meadows made a motion to authorize the signing of the agreement and the motion was seconded by Mr. Wingfield. The motion passed unanimously.

**b. Part-Time Unclassified Employees**

Mr. Milburn brought to The Board's attention an increase in employees requesting to step down to Part-Time Unclassified status as an alternative to leaving the agency entirely. This status allows for trained employees to fill in vacancies as needed without NRV 911 needing to pay as many Full-Time personnel overtime salary to cover the vacancies instead. The Board conceded that this was a good route and had no issues providing it as an option to employees who requested it.

**c. Holiday Gift Funding**

Mr. Milburn requested funding for a new uniform sweatshirt to serve as a gift to the staff around the holiday season. Mr. Milburn advised \$5,000 would more than cover embroidered sweatshirts for all personnel. Mr. Meadows made a motion to move \$5,000 from NRV 911's contingency fund to the uniform fund. Mr. Wingfield seconded the motion and all were in favor.

**9. Comments from Public**

Mr. Partin inquired if NRV 911 was still moving forward with the amplifier project. Mr. Milburn advised that NRV 911 was moving forward with the project and funding for it was included in the CARES grant. Mr. Partin expressed his appreciation for the project and stated that it was going to help immensely with radio communications within the building.

**10. Board Member Comments**

Mr. Foust announced his intention to make this his last academic year at Virginia Tech. He expressed his desire to give The NRV 911 Board and staff advanced notice to facilitate finding a replacement member for his departure.

## **11. Closed Session (*Dismissed*)**

The Board and Mr. Milburn determined a closed session was not needed to discuss the intended subject and discussion was held on the following topic:

### **a. Disciplinary Matters**

Mr. Milburn inquired of The Board how involved they preferred to be in disciplinary matters involving staff. The Board conceded to notify them of any serious matters for informational purposes, but day-to-day matters can be handled at the Executive Director's own discretion and posed no need for reporting to The Board.

## **12. Adjourn**

The Chair adjourned the public meeting at 4:23pm.