

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**February 23<sup>rd</sup>, 2021**

**Montgomery County Public Safety Building – 2<sup>nd</sup> Floor Training Room**

**Minutes**

**Attendees:**

**Members:** Marc Verniel, Chair, *Town Manager, Town of Blacksburg*; Kevin Foust, *Associate Vice President for Safety and Security, Virginia Tech*; Randy Wingfield, *Vice Chair, Town Manager, Town of Christiansburg*; Craig Meadows, *Montgomery County Administrator*

**Staff:** Jason Milburn, *Executive Director*; Derek Rogers, *Communications Systems Manager*; Rebecca Bopp, *Information Technology Coordinator*; Valerie D’Intino, *Training Coordinator*; Amber Pratt, *Executive Assistant*

**Guests:** Mark Sisson, *Chief, Town of Christiansburg*; Hank Partin, *Sheriff, Montgomery County*; William Babb, *Chief, Virginia Tech Police Department*

**Absent:** Alan Fabian, *Joint Member*

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

**1. Call to Order**

The Chair called the meeting to order at 4:01pm.

**2. Approval of the Agenda**

The Chair presented the agenda for approval. A motion was made by Mr. Foust to approve the agenda and seconded by Mr. Meadows. All were in favor.

**3. Approval of the Minutes**

The Chair presented the minutes from the January 26<sup>th</sup>, 2021 (*attachment a*) Board Meeting for approval. A motion was made by Mr. Foust and seconded by Mr. Meadows and passed unanimously.

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

Updated summaries of the revenues and expenditures for January 2021 were provided at the start of the meeting (*attachment b*). Mr. Meadows reviewed the current expenditures and balances, noting the operating supply line was slightly over budget, but overall the budget was in good shape.

**5. Executive Director’s Report**

Mr. Milburn presented the Executive Director’s report (*attachment c*).

Mr. Meadows asked about an estimated turnaround time to have an RFP from the consultants for the Price Mountain Radio Tower repairs. Mr. Rogers stated that he hopes to have an RFP completed within 60 days of their site evaluation and is hoping to have the majority of the project completed by the end of the summer.

**6. Review of NRV 911 Monthly Performance Statistics for August 2020 (*attachment d*)**

Mrs. D’Intino presented the stats to the Board. The Board inquired about the few outlier phone calls that took longer than standard to answer, and Mrs. D’Intino advised that

outliers are most likely do to a large incident or the increase in call volume resulting from a large incident during that timeframe.

## **7. Old Business**

### **a. Phone System Procurement**

Mr. Verniel stated he had questions regarding the vendor's contract that would need an attorney's review, however, he saw no issue moving forward with securing the lease. Mr. Meadows made a motion to accept a proposal for the sales and service agreement subject to the Chair and director receiving what they consider satisfactory answers from a legal counsel before executing the sales contract. Mr. Foust seconded the motion. All in favor.

Mr. Meadows moved approval of the financing resolution authorizing the Executive Director and/or Chair to sign the financing agreement subject to satisfactory responses from the attorney on the items previously discussed. Mr. Wingfield seconded motion. All in favor.

## **8. New Business**

None

## **9. Comments from Public**

Mr. Partin stated that is was brought to his attention that Mr. Fabian accepted a new job opportunity and would therefore be resigning from the NRVECRA Board. Mr. Partin wanted to thank Mr. Fabian for his service to the NRVECRA and community.

## **10. Board Member Comments**

None

## **11. Adjourn**

The Chair adjourned the public meeting at 4:21pm.