

New River Valley Emergency Communications Regional Authority

Board Meeting

March 23rd, 2021

Montgomery County Public Safety Building – 2nd 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*; Deborah O'Brien, *Operations Manager*; Valerie D'Intino, *Training Coordinator*; Amber Pratt, *Executive Assistant*

Guests: 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 4:02pm.

2. Approval of the Agenda

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

3. Approval of the Minutes

The Chair presented the minutes from the February 23rd, 2021 (*attachment a*) Board Meeting for approval. Mr. Meadows requested changes be made under Phone System Procurement – in the first paragraph, change 'motion to set' to 'motion to accept' and in the second paragraph, change 'moved approve' to 'moved approval'. A motion was made by Mr. Meadows to approve the minutes with these changes and was seconded by Mr. Foust and passed unanimously.

4. Secretary/Treasurer's Report Budget Report

Updated summaries of the revenues and expenditures for February 2021 were provided at the start of the meeting (*attachment b*). Mr. Meadows reviewed the current expenditures and balances, noting no items of concern.

5. Executive Director's Report

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

- 6. Review of NRV 911 Monthly Performance Statistics for March 2021 (attachment d)**
Mrs. O'Brien presented the stats to the Board. Referencing the question for the answer-time outliers during the February 23rd, 2021 Board Meeting, Mrs. O'Brien stated that the common occurrence during those times were traffic accidents and delayed answering was most likely due to an increase in call volume.

7. Old Business

a. Budget Approval

Mr. Milburn reviewed the Budget Change Summary for the Board. Mr. Meadows made a motion to approve the budget as proposed for the upcoming fiscal year and Mr. Wingfield seconded the motion. All were in favor.

8. New Business

Mr. Verniel stated the need to perform the Executive Director's yearly evaluation. It was determined that Mr. Milburn's evaluation would be performed during the April 27th, 2021 Board Meeting in closed session.

Mr. Foust advised the Board of Visitors for Virginia Tech University took action over the weekend on the appointment to the NRVECRA Board from Virginia Tech in preparation for his retirement. Dr. Dwayne Pinkney will be replacing Mr. Foust as an interim with the intent that the new Vice President for Safety and Security will eventually be appointed to the position.

9. Comments from Public

None

10. Board Member Comments

None

11. Adjourn

The Chair adjourned the public meeting at 4:20pm.