

New River Valley Emergency Communications Regional Authority

Board Meeting

October 27th, 2020

Montgomery County Public Safety Building – 2nd Floor Training Room

Minutes

Attendees:

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

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: Hank Partin, *Sheriff, Montgomery County Sheriff's Office*; Tony Haga, *Deputy Chief of Police, Virginia Tech*

Absent: Marc Verniel, *Chair, Town Manager, Town of Blacksburg*; Kevin Foust, *Associate Vice President for Safety and Security, Virginia Tech*

Recorder: Amber Pratt, *Executive Assistant*

1. Call to Order

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

2. Approval of the Agenda

The Vice Chair presented the agenda for approval. Mr. Meadows requested an addition be made to the Agenda to include discussion of employee raises and a one-time pay supplement under 'New Business'. With that addition, a motion was made by Mr. Meadows to approve the agenda and seconded by Mr. Wingfield. All were in favor.

3. Approval of the Minutes

The Vice Chair presented the minutes from the September 22nd, 2020 (*attachment a*) for approval. A motion was made by Mr. Meadows and seconded by Mr. Fabian and passed unanimously.

4. Secretary/Treasurer's Report Budget Report

An updated summary of the revenues and expenditures for September 2020 was provided at the start of the meeting (*attachment b*). Mr. Meadows reviewed the current expenditures and balances, noting no items of concern.

5. Interim Executive Director's Report

Mr. Milburn presented the Executive Director's report (*attachment c*). There was no additional discussion.

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

Mrs. O'Brien presented the stats to the Board and noted the drop in calls received and calls for service was most likely a result of the changes to Virginia Tech football game procedures due to the COVID-19 Pandemic.

7. Old Business

None

8. New Business

a. Part-Time Classified

Mr. Milburn asked the board for approval to add one additional Part Time Classified position to the budget. There is already a PT Classified employee working with one dayshift, and this addition would allow for another to work with the other dayshift 24 hours (2 12-hour shifts) a week. Mr. Milburn stated that this addition would be a large help, especially now with several personnel out on FMLA. Mr. Milburn stated that he does not foresee it creating a large impact financially with there seeming to consistently be 1 or 2 full-time positions open. Mr. Fabian voiced his approval and made a motion to approve the addition. Mr. Meadows seconded the motion. All were in favor.

b. Holiday Meal

Mr. Milburn stated with the current restrictions still in place due to the COVID-19 Pandemic, NRV911 would like to provide catered meals to each shift individually as an alternative to having a large holiday gathering. Costs are estimated to be under \$1,000 for all meals and the funds are already available in budget. The Board was in support of the idea and conceded that no motion needed to be made since the funding was already in the budget.

c. November Board Meeting – Reschedule

With the next two Board Meetings falling on Thanksgiving week and Christmas week respectively, Mr. Milburn inquired of the Board if they wanted to reschedule and combine the November and December Board Meetings. The members present agreed and a new meeting date was set for Tuesday, December 8th at 4:00pm.

d. Employee Raise and One-Time Payout

Mr. Meadows advised that the Montgomery County Board of Supervisors had approved a 3% pay increase for county employees retroactive to July 1, 2020 along with a \$2,000 one-time pay supplement for full-time employees and \$2,500 for full-time sworn law enforcement officers. This decision raises the question of how the NRV911 Board would like to proceed with providing compensation to its employees. Mr. Meadows advised that a 4% pay raise was budgeted for NRV911 employees, and the decision needed to be made when to implement it and whether it would be made retroactive to July 1st as Montgomery County had done.

In regards to the one-time pay supplement, Mr. Meadows stated that, for 46 full-time employees, it would cost approximately \$100,000. Funding from the CARES Grant could possibly be used since dispatchers are considered public safety personnel under the CARES Act, but further discussion would be needed to gain approval for the fund allocation.

Mr. Meadows stated, in conclusion, that the Board is aware of the options and decisions needed to be made, but must wait for the input of the towns (Blacksburg and Christiansburg) after they hold their individual meetings. There is the

possibility of holding a special meeting before the next Board Meeting to further discuss compensation when both towns have a better feel for their respective financial situations.

Mr. Milburn stated to the Board that throughout the COVID-19 Pandemic dispatchers have shown up and consistently provided service to maintain emergency service operations. They are unable to work from home like those in other occupations.

9. Comments from Public

None

10. Board Member Comments

Mr. Meadows voiced his appreciation for the dispatchers and NRV 911 as a whole for continuing to function and adapt throughout the challenges of the COVID-19 pandemic.

Adjourn

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