

New River Valley Emergency Communications Regional Authority

Board Meeting

December 14th, 2021

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Marc Verniel, Chair, *Town Manager, Town of Blacksburg*; Randy Wingfield, Vice Chair, *Town Manager, Town of Christiansburg*; Alan Fabian, *Joint Member*; Lynsay Belshe, *Vice President for Enterprise Administrative & Business Service, Virginia Tech*; Craig Meadows, *County Administrator, Montgomery County*

Staff: Jason Milburn, *Executive Director*; Valerie D’Intino, *Training Coordinator*; Amber Pratt, *Executive Assistant*

Guests: William ‘Mac’ Babb, *Chief, Virginia Tech Police Department*; Mark Sisson, *Chief, Christiansburg Police Department*; Hank Partin, *Sheriff, Montgomery County Sheriff’s Office*; Kris Weaver, *Chief Deputy, Montgomery County Sheriff’s Office*

Recorder: Amber Pratt, *Executive Assistant*

1. Call to Order

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

2. Approval of the Agenda

The Chair presented the agenda for approval. Mr. Milburn requested to add End-of-Year Bonus discussion under New Business. A motion was made by Mr. Wingfield to approve the agenda as amended and seconded by Mr. Fabian. All were in favor.

3. Approval of the Minutes

The Chair presented the minutes from the September 28th, 2021 Board Meeting (*attachment a*) for approval. A motion to approve the minutes was made by Mr. Fabian and was seconded by Mr. Wingfield and passed unanimously.

4. Service Recognition

Mr. Milburn recognized Anthony Harmon for his 5 years of service to the NRV 911 Authority. Mr. Harmon began employment at NRV 911 on 11/16/2016 and has over 15 cumulative years of experience serving as a 911 dispatcher.

5. Secretary/Treasurer’s Report Budget Report

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

6. Executive Director's Report

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

7. Review of NRV 911 Monthly Performance Statistics for September, October, and December 2021 (*attachment d*)

Mrs. D'Intino presented the stats to the Board.

8. Old Business

None

9. New Business

a. End of Year Bonus

Mr. Milburn proposed a retention/End of Year bonus of \$3,000 for full time employees, excluding himself, \$1,800 for part time classified employees, and \$750 for part time unclassified employees.

The total cost to provide this pay supplement would be \$113,850 and would be funded by year-end carryover costs, most of which was from position vacancies last year. Mr. Milburn advised having position vacancies meant the employees had to work harder to make up for the staffing shortages, so it made sense to pull funding for a pay supplement from that funding source.

Mr. Meadows and Mr. Verniel stated Mr. Milburn needed to be included in the pay supplement and that amount added to the total.

Mr. Meadows made a motion to take \$116,850 from prior year carryover funds to allow NRV 911 to provide its employees a one-time pay supplement. Ms. Belshe seconded. All were in favor.

10. Comments from Public

None

11. Board Member Comments

None.

12. Adjourn

The Chair adjourned the public meeting at 4:26pm.