

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**February 22<sup>nd</sup>, 2022**

**Montgomery County Public Safety Building – 4<sup>th</sup> Floor Training Room**

**Minutes**

**Attendees:**

**Members:** Randy Wingfield, Vice Chair, *Town Manager, Town of Christiansburg*; Lynsay Belshe, *Vice President for Enterprise Administrative & Business Services, Virginia Tech*; Brad St.Clair, *Assistant County Administrator, Montgomery County*; Alan Fabian, *Joint Member*

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

**Guests:** William 'Mac' Babb, *Chief, Virginia Tech Police Department*; Cheryl Giggetts & Jeremiah Knowles, *CTA Consultants*

**Absent:** Marc Verniel, *Chair, Town Manager, Town of Blacksburg*; Craig Meadows, *County Administrator, Montgomery County*

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

**1. Call to Order**

The Vice Chair called the meeting to order at 4:03pm.

**2. Approval of the Agenda**

The Vice Chair presented the agenda for approval. A motion was made by Mr. St.Clair to approve the agenda and seconded by Ms. Belshe. All were in favor.

**3. Approval of the Minutes**

The Vice Chair presented the minutes from the January 25<sup>th</sup>, 2022 Board Meeting (*attachment a*) for approval. A motion to approve the minutes was made by Ms. Belshe and was seconded by Mr. Fabian and passed unanimously.

**4. Service Recognition**

Mr. Milburn recognized Kaitlin Wade for her 5 years of service to the NRV 911 Authority. Ms. Wade has over 8 cumulative years of experience as a 911 dispatcher.

**5. Secretary/Treasurer's Report Budget Report**

Updated summaries of the revenues and expenditures for January 2022 were provided at the start of the meeting (*attachment b*). Mr. St.Clair 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 Performance Statistics for January 2022 (*attachment d*)**

Mrs. O'Brien presented the stats to the Board.

## **8. Old Business**

### **a. Regional Radio System Discussion – CTA Consultants**

Cheryl Giggetts presented to the Board an overview of the services and methodology that could be provided by a public safety communications consultant for planning and implementation of future radio system upgrades and repairs.

Discussion was had by Board Members to determine the appropriate next steps for examining the scope and cost allocation for radio improvements and repairs and how to preserve the existing high degree of interoperability among all agencies. It was decided that the focus should be very specific and include: an inventory and analysis of current equipment and infrastructure especially any immediate concerns of failure, recommendations for governance of infrastructure and equipment, and a detailed risk/benefit analysis examining both current and future needs. These analyses would provide the necessary data to implement goals and the finalize the desired outcome of multi-jurisdictional radio system improvements.

Mr. St.Clair made a motion to move forward with hiring a consultant to conduct a coverage study and alternatives analysis for the current radio system and infrastructure used in the Authority's and participating agencies' operations, Mr. Fabian seconded. All in favor.

## **9. New Business**

None

## **10. Comments from Public**

None

## **11. Board Member Comments**

None

## **12. Adjourn**

The Vice Chair adjourned the public meeting at 5:30pm.