

New River Valley Emergency Communications Regional Authority

Board Meeting

March 28th, 2023

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*; Craig Meadows, *County Administrator, Montgomery County*; Lynsay Belshe, *Vice President for Enterprise Administrative & Business Services, Virginia Tech*

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

Guests: Mark Sisson, *Chief, Christiansburg Police Department*; Todd Brewster, *Chief, Blacksburg Police Department*; Michael Geary, *Director of Fire and EMS, Montgomery County*; Tyler Hall, *Deputy Director of Emergency Management, Montgomery County*

Absent: Kevin Foust, *Joint Member*

Recorder: Amber Pratt, *Executive Assistant*

1. Call to Order

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

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 Ms. Belshe. All were in favor.

3. Approval of the Minutes

The Chair presented the minutes from the February 10th, 2023 Board Meeting (*attachment a*) for approval. A motion to approve the minutes was made by Mr. Meadows and was seconded by Ms. Belshe and passed unanimously.

4. Secretary/Treasurer's Report Budget Report

Updated summaries of the revenues and expenditures for February 2023 were provided at the start of the meeting (*attachment b*). Mr. Meadows reviewed the reports, 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 Performance Statistics for February 2023 (*attachment d*)

Mrs. O'Brien presented the stats to the Board, noting no items of concern.

7. Old Business

a. Radio Needs Assessment

As a follow-up to the Work Session held on March 24th, Mr. Verniel advised himself and Mr. Meadows will be working with Mr. Milburn to discuss potential funding formula options to bring back to the Board for consensus. A financial advisor will also be contacted for further input on funding options. After options are obtained, further work sessions will be scheduled to develop a plan for proposing the regional radio system to respective stakeholders.

8. New Business

a. FY 23/24 Budget Proposal

Mr. Milburn presented the proposed FY 23/24 budget to the Board, summarizing any changes to categories and line items. Mr. Milburn advised that the primary requested increases are in the salaries and benefits categories in order to raise starting salaries to be more competitive with surrounding agencies. The proposed increase would allow for a 7% increase for all employees along with additional market adjustments for communications staff and an increase to current shift differential rates. Mr. Milburn also requested approval for early implementation of the stated salary adjustments to assist with both recruitment and retention. Early implementation would be funded by the excess fund balance in the salaries and benefits budget caused by understaffing.

Mr. Meadows made a motion to approve the FY 23/24 budget as presented and Mr. Wingfield seconded the motion. All were in favor.

The Board voiced their approval for Mr. Milburn to proceed with an early implementation of salary increases on April 1st by use of the budget currently allocated to salaries and benefits.

9. Comments from Public

None

10. Board Member Comments

None

11. Adjourn

The Chair adjourned the public meeting at 4:41pm.