

New River Valley Emergency Communications Regional Authority

Board Meeting

May 23, 2017 4:00 PM

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Billy Hanks, Chief *Town of Christiansburg Fire Department*; Craig Meadows, *Montgomery County Administrator*; Alan Fabian, *Joint Member*

Staff: Donna Brown, *Executive Director*; Karri Cridlin, *Executive Assistant*; Derek Rogers, *Communications Systems Manager*

Guests: Captain Chris Tomlin, *Montgomery County Sheriff's Department*; Captain Kris Weaver, *Montgomery County Sheriff's Department*

Absent: Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*

Recorder: Karri Cridlin, *Executive Assistant*

1. Call to Order

The Vice Chair called the meeting to order at 4:08 PM.

2. Approval of the Agenda

Mr. Meadows made a motion to amend the agenda and add approval of the work session minutes under Approval of Minutes. The motion was seconded by Mr. Hanks and passed unanimously.

3. Secretary/Treasurer's Report

a. Approval of the Minutes

The Vice Chair presented the minutes from the April 25, 2017 board meeting along with minutes from the March 9, and March 23, 2017 work session meetings for approval. Mr. Meadows moved to approve the minutes as presented. The motion was seconded by Mr. Hanks and passed unanimously.

b. Budget Report

An updated summary of the revenues and expenditures was provided to members at the start of the meeting (Attachment A). Mr. Meadows reviewed the current expenditures and balance.

4. Executive Director's Report

Ms. Brown presented the Executive Director's Report (Attachment B). There was additional discussion on the following topics:

a. Regional Consolidated Emergency Communications Center

Ms. Brown discussed the installation of the additional conduit and cable required for the airFiber point-to-point wireless technology.

b. Meetings/Discussions

Ms. Brown advised the promotional interviews were held for the vacant Communication Supervisor position. Ms. Frazier was promoted to a shift supervisor and Ms. Brown feels she will do a wonderful job since she has been an outstanding training officer. Interviews for a new communications training officer will be held next week.

Mr. Rogers, Communications System Manager, provided an update on the sporadic noise heard over the administrative lines in the communications center. He worked with Verizon and Wireless Communications and they believe the issue has been resolved.

Ms. Brown elaborated on the status of an EMD program implementation. The EMD Committee met on May 9, 2017 to review presentations from the vendors that responded to the RFP. She is in the process of contacting references and will begin negotiations with the appropriate provider after the committee finalizes their selection. Implementation of EMD is still on schedule for the end of 2017. Authority staff are working on potential dates in the coming months to certify dispatch personnel in CPR since this is a requirement for most EMD programs.

The Communications Systems Manager and Technology Coordinator have been working with Tyler Technologies regarding intermittent issues with CAD latency. Daily log sheets were provided to Tyler and they have been investigating. Two potential issues were discovered related to the SQL database performance and the post data conversion sync. Mr. Rogers advised he is optimistic that rebuilding the database will correct the problems and he is coordinating the fix with Tyler.

The Communications Systems Manager and Technology Coordinator continue to work with Teleira and Wireless Communications on the backup satellite system.

Ms. Brown discussed the status of the text-to-911 project and service procured through the regional PSAP Grant with West Safety Solutions Corp. A purchase order was also issued to Wireless Communications for the required 911 phone system components.

Ms. Brown has been working on a transition document for the new Executive Director which outlines projects and organizational processes. Administrative staff are also working on individual work processes as well.

c. New Hires

Ms. Brown advised that two new communications officers were hired and will begin employment on June 16, 2017.

Two additional vacant positions are still pending background investigations.

d. Consolidated Center-Monthly Statistics (April 2017)

The updated monthly statistics were included in the report for review.

5. Old Business

a. Funding Formula- Legal Counsel Update

Ms. Brown advised she contacted Attorney Sam Darby in Roanoke regarding a new MOU and reviewing the legislation to address any required amendments in order to implement a new funding formula. She has scheduled a meeting with Mr. Darby on June 7, 2017 and provided him with several documents to review.

After discussion, the members decided the June 1st work session would be cancelled and the next work session would be on June 15, 2017 at 2:30pm, after Ms. Brown's meeting with the attorney.

6. Public Comments

No public comments were received.

7. Board Member Comments

No Board comments were received.

8. Adjourn

The Vice Chair adjourned the meeting at 4:38 PM.