New River Valley Emergency Communications Regional Authority
Board Meeting
May 22, 2018 4:00 PM
Montgomery County Public Safety Building – Fourth Floor

Minutes

Attendees:

Members: Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*; Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Craig Meadows, *Montgomery County Administrator;* Alan Fabian, *Joint Member*; Randy Wingfield, *Christiansburg Town Manager*

Staff: Matt Hobson, *Executive Director;* Deborah Stump, *Operations Manager;* Derek Rogers, *Communications Systems Manager*

Guests*:* Mac Babb, *Deputy Chief of Police, Virginia Tech;* Michael Mulhare, *Director of Emergency Management, Virginia Tech;* Neal Turner, *Emergency Services Coordinator, Montgomery County*

Recorder: Sonia Ramsey, *Executive Assistant*

1. **Call to Order**
The Chair called the meeting to order at 4:05 PM.

2. **Approval of the Agenda**
The Chair presented the agenda for approval. All were in favor of approving the Agenda.

3. **Approval of Minutes**
The Chair presented the minutes from the April 24, 2018 Board meeting for approval. Mr. Verniel moved to approve the minutes as presented. The motion was seconded by Mr. Meadows and passed unanimously.

4. **Secretary / Treasurer's Budget Report**
An updated summary of the revenues and expenditures was provided to members (Attachment A). Mr. Meadows reviewed April's expenditures and balance. No discrepancies were noted in these items. However, Mr. Meadow's advised that it appears as though the revenue line items show that Montgomery County and Blacksburg both have overpaid. He will speak with Finance and review these line items.

5. **Director's Report**
Mr. Hobson presented the Executive Director's Report (Attachment B).
   a. **Regional Consolidated Emergency Communications Center**
   Chairman Wilson spoke in favor of the public service media release referencing the EMD process.

   Mr. Meadows advised that the leak situation is possibly an issue with the seals rather than a roof leak. The Chair questioned whether or not the seals (materials) were still under warranty. Mr. Meadows responded that once the problem was solved, all of these type matters would be looked into.

b. Meetings/Discussions

Mr. Hobson reiterated that the AT&T-FirstNet usage would be up to each individual agency, not the Authority.

When questioned about who paid for the new relay, Mr. Hobson advised that Christiansburg paid for this and about one-third (1/3) of the channels are now updated. Mr. Rogers advised that at the finish of the project to bring all agencies to UHF, approximately two-thirds (2/3) of the channels will have been updated.

c. Personnel Report – New Hires/Promotions

Mr. Hobson updated that six (6) new employees will begin on June 1st.

6. Review of NRV 911 Monthly Performance Statistics for March 2018

Mr. Hobson presented the March 2018 Performance statistics (Attachment C). There was no further discussion needed.

7. Old Business

None

8. New Business

a. Presentation from Radio RFP Sub-Committee

Mr. Mulhare and Mr. Turner presented a proposed RFP (Attachment D) that had been previously emailed to Board members. All Board Members agreed the RFP was very well written and should be forwarded to legal counsel of the Authority for review and finalization. Upon legal finalization, the RFP should then be made public. The Board thanked and commended the RFP Sub-Committee on a job well done and advised they would remain on the project until finalization. Mr. Turner stated that the Sub-Committee would in turn like to thank Bobbie Myers, VT Emergency Management Office, and Heather Hall, Montgomery County Finance, for their assistance.

9. Public Comments

None

10. Closed Meeting

a. Motion for Closed Meeting

Motion by Mr. Meadows, all were in favor:

"I move that the New River Valley Emergency Communications Regional Authority Board convene in Closed Meeting, pursuant to §2.2-3711, Code of Virginia, as amended, for the purpose of discussing:

1. Personnel issues

Pursuant to the subpart of §2.2-3711, Code of Virginia, as amended, A.1.

b. Resolution to Reconvene in Open Session

Motion by Mr. Meadows
Seconded by Mr. Verniel
Chairman Wilson -Aye
Mr. Fabian- Aye
Mr. Wingfield – Aye

“**WHEREAS,** the New River Valley Emergency Communications Regional Authority Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711, *Code of Virginia 1950, as amended*, requires a certification by the New River Valley Emergency Communications Regional Authority Board that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Emergency Communications Regional Authority Board hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the New River Valley Emergency Communications Regional Authority Board.”

11. Board Member Comments

None

12. Adjourn

The Chair adjourned the meeting at 5:21 PM.