

New River Valley Emergency Communications Regional Authority

Board Meeting

February 26, 2019 4:00PM

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Craig Meadows, *Montgomery Country Administrator*; Alan Fabian, *Join Member*; Randy Wingfield, *Town Manager, Town of Christiansburg*; Marc Verniel, *Town Manager, Town of Blacksburg*

Staff: Brad St. Clair, *Interim Director*; Deborah Stump, *Operations Manager*; Derek Rogers, *Communications Systems Manager*; Valerie D’Intino, *Trainer*; Tiffany Cunningham, *Executive Assistant*

Guests: Sheriff Hank Partin, *Montgomery County Sheriff’s Department*; Chief Mark Sisson, *Christiansburg Police Department*;

Absent: Sherwood Wilson, *Chair, Vice President for Administrations*,

Recorder: NRV 911 Staff

1. Call to Order

The Chair called the meeting to order at 4:02 PM.

2. Approval of the Agenda

The Vice Chair presented the agenda for approval. A motion was made by Mr. Meadows and seconded by Mr. Wingfield.

3. Approval of the Minutes

The Vice Chair presented the minutes from the January 22, 2019 Board Meeting (Attachment A) for approval. Mr. Meadows advised there was one spelling error on #3. Mr. Meadows moved to approve the minutes with the one error fix. The motion was seconded by Mr. Verniel and passed unanimously.

4. Secretary/Treasurer's Report Budget Report

An updated summary of the revenues and expenditures was not available for this month. Mr. Meadows advised we will discuss both months at the next meeting.

5. Interim Executive Director's Report (Attachment B).

Mr. St. Clair presented a letter outline the current issues and concerns for the center He spoke about the huge concerns with staffing with turnover, and FMLA and retirement. March 2019 we will be down to 24 or 36 dispatchers. We currently have an officer from CPD working as coverage. As well as part time from Virginia Tech.

Mr. St.Clair also addressed the salary concerns from how one Director handled vs the other Director. There is a proposal of salary change that will be discussed in the closed session.

Mr. St.Clair addressed the EMD issues with staffing and procedures. The staff has been full trained but policy is lacking for how to handle things. The current process will be rolled back approximately two months. This will allow for everyone to get up to speed for SOP, better training, and better staffing levels. Mr. St.Clair also discussed out sourcing EMD quality assurance. This will relive the load on the supervisors and give an unbiased opinion to the dispatchers.

Mr. St.Clair spoke about CALEA accreditation, the contract was signed in June of 2017. The assessment is due June of 2019. Not much work has been put forth to prepare. There is a fee due for an extension. Mr. Verniel advised the goal will be to eventually be accredited but could we make the extension deadline. Mr. St.Clair advised if we had someone with that knowledge. Mr. St.Clair made a suggestion to have the executive assistant have a dual role and also do Accreditation. Mr. Verniel advised the immediate goal is to get fully staffed, then accreditation.

6. Review of NRV 911 Monthly Performance Statistics for December 2018 (Attachment C)

Deborah O'Brien presented the stats to the board no further discussion was had.

7. Old Business

Derek Rogers discussed the report from Federal Engineering. Derek will go more in-depth on Monday about the radio report. Current proposal is for \$32-40 million, there will be another review of the proposal again to see if something needs to be scaled back. Federal Engineering want to move to Phase II in the project. Derek advised phase II will cost more money. There will need to be a board discussion for approval.

8. New Business

None

9. Comments from Public

Sheriff Partin discussed issues with price mountain radio site. Sheriff Partin advised the propane tank was made in 1967, the gauge is currently not working. They will be dealing with the current issues and will keep a check on the problems.

10. Board Member Comments

None

11. Closed Meeting

i. Motion for Closed Meeting

Motion by Mr. Meadows, seconded by Mr. Wingfield, 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

12. Adjourn

The Chair adjourned the public meeting at 4:32 PM