

New River Valley Emergency Communications Regional Authority

NRVECRA Board Meeting

September 24th, 2019

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Sherwood Wilson, Chair, *Vice President of Operations*; Craig Meadows, *Montgomery County Administrator*; Marc Verniel, *Town Manager, Town of Blacksburg*; Randy Wingfield, *Town Manager, Town of Christiansburg*

Staff: Brad St. Clair, *Interim Director*; Deborah O'Brien, *Operations Manager*; Rebecca Bopp, *Information Technology Coordinator*; Derek Rogers, *Communications Systems Manager*; Valerie D'Intino, *Trainer*; Amber Stump, *Executive Assistant*

Guests: Mark Sisson, *Chief, Christiansburg Police Department*; Kevin Foust, *Chief, Virginia Tech Police Department*; Kern 'Lee' Watson, *Health and Safety Trainer, Virginia Tech*; Jim Guynn Jr., *Attorney*

Absent: Alan Fabian, *Joint Member*

Recorder: NRV 911 Staff

1. Call to Order

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

2. Approval of the Agenda

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

3. Approval of the Minutes

The Chair presented the minutes from the August 27, 2019 Board Meeting (attachment a) for approval. A motion was made by Mr. Verniel and seconded by Mr. Wingfield and passed unanimously.

4. Secretary/Treasurer's Report Budget Report

An updated summary of the revenues and expenditures for August was provided at the start of the meeting (attachment b). Mr. Meadows reviewed the current expenditures and balance. It was noted that the equipment lease was made.

5. Interim Executive Director's Report

Mr. St. Clair presented the Executive Director's report (attachment c). No further topics were discussed.

6. Review of NRV 911 Monthly Performance Statistics for August 2019 (Attachment d)

Mrs. O'Brien presented the stats to the board. No additional commentary was made.

7. Old Business

a. Employee Bonuses

Mr. St.Clair provided a further update on employee bonuses pertaining to EMD compliance improvements. The staff has researched accreditation standards and further discussion is being had on the steps needed to be taken in order to assist employees in reaching those standards individually and as a whole.

b. San Server Replacement Update

Ms. Bopp provided an update on the San Server project. All hardware has been received along with the majority of the licensing needed. Mid-to-late October is the projected timeframe for having all the software and equipment in place and operational. Current equipment warranty has been extended to cover the lapse in coverage. Ms. Bopp advised everything is going as planned and there are no foreseen concerns.

8. New Business

None

9. Comments from Public

None

10. Board Member Comments

11. Closed Session

i. Motion for Closed Meeting 4:24pm

Motion by Mr. Meadows, seconded by Mr. Verniel, 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

Roll Call:

Mr. Wilson

Mr. Meadows

Mr. Verniel

Mr. Wingfield

i. Board came out of Closed Session 5:17pm.

Mr. Meadows made the motion to convene the closed session and Mr. Wingfield provided the 2nd. The motion was approved unanimously.

In open session the Mr. Meadows made the following motion:

“I submit a motion to authorize the Interim Executive Director, Mr. St.Clair to proceed forward with a contract between the Authority and The Virginia Association of Chiefs of Police (VACP) for the purpose of beginning the Executive Director search. Prior to signing, the contract documents will be submitted to members of the board and legal counsel for review. The terms of the contract cannot exceed \$5000.00 plus any associated advertising costs.”

This motion received a 2nd by Mr. Verniel.

The motion passed unanimously.

12. Adjourn

The Chair adjourned the public meeting at 5:20pm.