

New River Valley Emergency Communications Regional Authority

Board Meeting

December 18th, 2019

Montgomery County Public Safety Building – 4th Floor Training Room

Minutes

Attendees:

Members: Craig Meadows, *Montgomery County Administrator*; Marc Verniel, *Town Manager, Town of Blacksburg*; Randy Wingfield, *Town Manager, Town of Christiansburg*; Alan Fabian, *Joint Member*; Kevin Foust, *Associate Vice President for Safety and Security, Virginia Tech*

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

Guests: Anthony Wilson, *Chief, Blacksburg Police Department*; William Babb, *Chief, Virginia Tech Police Department*; Hank Partin, *Sheriff, Montgomery County Sheriff's Office*; Jamie Lau, *Assistant to Associate VP for Safety and Security, Virginia Tech*

Absent:

Recorder: NRV 911 Staff

1. Call to Order

The Vice Chair (Mr. Verniel) called the meeting to order at 12:05.

a. Election

Mr. Meadows made motion for Mr. Verniel to be elected as new Chair for NRVECRA seconded by Mr. Fabian and passed unanimously. Mr. Verniel made a motion to elect a new Vice Chair for the NRVECRA and was seconded by Mr. Meadows. Mr. Meadows made motion to elect Mr. Wingfield as Vice Chair and was seconded by Mr. Foust and passed unanimously.

2. Approval of the Agenda

The Vice Chair (Mr. Verniel) presented the agenda for approval. Mr. Meadows made a motion to amend the agenda to include the election of the new chair in the first order of business (1b) and to add a closed session to the agenda to discuss personnel matters after public comments. Mr. Fabian seconded the motion.

3. Approval of the Minutes

The Chair (Mr. Verniel) presented the minutes from the October 29th, 2019 Board Meeting (attachment a) for approval. A motion was made by Mr. Meadows and seconded by Mr. Wingfield and passed unanimously.

4. Secretary/Treasurer's Report Budget Report

An updated summary of the revenues and expenditures for October and November was provided at the start of the meeting (attachment b & c). Mr. Meadows reviewed the current expenditures and balance, commenting that the software maintenance line for October was showing over budget due to credits still pending from Virginia Tech and

Christiansburg Police Department. It was noted that an amendment to this line will be made in the next meeting.

5. Interim Executive Director's Report

Mr. St. Clair presented the Executive Directors report (attachment d). There was additional discussion on the following topics:

a. Capital Reserve Amendment

Mr. St.Clair discussed his meeting with the finance committee, stating that the recommendation was made to move \$180,000 to the capital reserve fund in order to ensure adequate funds to cover server replacements, CPE equipment, etc. Topic to be discussed further under New Business.

6. Review of NRV 911 Monthly Performance Statistics for October and November 2019 (Attachment e)

Mrs. O'Brien presented the stats to the board.

7. Old Business

None

8. New Business

Mr. Meadows made a motion to transfer \$180,000 of unassigned fund balance to capital reserve fund and was seconded by Mr. Foust. Motion passed unanimously.

9. Comments from Public

None

10. Board Member Comments

Mr. Verniel, on behalf of the entirety of the NRVECRA Board, expressed the sincerest appreciation for Dr. Sherwood Wilson and his dedication and service to NRV 911 from the very beginning. His commitment and leadership to this agency have been exemplified in its progressive success and prosperity.

11. Closed Session

i. Motion for Closed Meeting 4:24pm

Motion by Mr. Verniel, 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

Roll Call:

Mr. Foust

Mr. Wingfield
Mr. Verniel
Mr. Meadows
Mr. Fabian

i. **Board came out of Closed Session 1:01pm.**

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

12. Adjourn

The Chair adjourned the public meeting at 1:03pm.