

**New River Valley Emergency Communications Regional Authority**

**Board Meeting**

**May 28, 2019 4:00pm**

**Montgomery County Public Safety Building – 4<sup>th</sup> Floor Training Room**

**Minutes**

**Attendees:**

**Members:** Sherwood Wilson, Chair, *Vice President of Operations*; Craig Meadows, *Montgomery Country Administrator*; Randy Wingfield, *Town Manager, Town of Christiansburg*; Alan Fabian, *Joint Member*

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

**Guests:** Kevin Foust, *Chief, Virginia Tech Police Department*; Billy Hanks, *Chief, Christiansburg Fire Department*; Pete Haislip, *Town of Christiansburg Radio*, Drew Smith, *Blacksburg Fire Department*; Mark Popovich, *Gynn Waddell*

**Absent:** Marc Verniel, *Town Manager, Town of Blacksburg*

**Recorder:** NRV 911 Staff

**1. Call to Order**

The Secretary Treasurer called the meeting to order at 4:03PM.

**2. Approval of the Agenda**

The Secretary Treasurer presented the agenda for approval. A motion was made by Mr. Fabian and seconded by Mr. Wingfield and passed unanimously.

**3. Approval of the Minutes**

The Secretary Treasurer presented the minutes from the April 23, 2019 Board Meeting (attachment a) for approval. A motion was made by Mr. Wingfield and seconded by Mr. Fabian and passed unanimously.

**4. Secretary/Treasurer's Report Budget Report**

An updated summary of the revenues and expenditures for April was provided at the start of the meeting (attachment b). Mr. Meadows reviewed the current expenditures and balance.

**5. Interim Executive Director's Report**

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

**A. Regional Consolidated Emergency Communications Center**

Mr. St.Clair discussed the restart of the EMD program. Mr. St.Clair advised Derek took the lead on putting the policy in place. Valerie put together training on the new policy's for EMD. Meetings have been had already with shifts to discuss the policy being put into place.

**C. Personnel Report-New Hires**

Mr. St.Clair discussed the staffing is still in a critical state due to the number of employees in training. Hoping by the end of July we will have more employees out of training. We have 6 new hires in backgrounds

Mr. St.Clair advised we had one promotion to CTO. Jamie Luz was promoted and will start on May 1, 2019. There is one more CTO position open for promotion.

- 6. Review of NRV 911 Monthly Performance Statistics for February 2019** (Attachment d)  
Deborah O'Brien presented the stats to the board.

**7. Old Business**

**a. Federal Engineering Consultants Report**

A conference call with Federal Engineering was held to discuss the assessment of needs for the NRV. A power point laid out the suggested needs to move forward. Federal Engineering suggested to the board to approve phase 3. Phase 3 consist of developing an RFP for the criteria of the project. This would allow Federal Engineering to get a better price point for the project.

Dr. Wilson questioned the governance of the new radio system. Discussion was had about the loss of frequencies. Federal Engineering advised that it can be put into MOU the ownership of frequencies.

A list of needs, listed from most to least urgent, has been created. Mr. St.Clair advised there are concerns that need to be addressed. It wouldn't be the whole radio project right away. Mr. Meadows advised at the present time the board is not ready to make a decision. The discussion was tabled until the next meeting.

**8. New Business**

**a. VRS Long Term Care Insurance Program** (attachment e)

Documentation was provided to the board for the group long term insurance. Mr. Meadows made a motion to approve the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program. The motion was seconded by Mr. Wingfield and passed unanimously.

**b. Part Time Classification (attachment f)**

Mr. St. Clair presented a revised Compensation Plan to include part-time classified position. Adding a part-time classified position allows the Authority to provide leave to classified part-time employees. Mr. St.Clair advised the position would not have to be filled unless needed but having the ability to provide leave accruals would help attract and retain part-time employees. Mr. St.Clair explained the authority currently has one employee that would be placed into a part-time classified position.

Mr. Meadows made a motion to adopt the new Compensation plan, the motion was seconded by Mr. Wingfield.

**c. Press Release- Article of Appreciation (attachment g)**

A press release was provided to the board commending the leadership of Mr. St.Clair. Mr. Wilson, chair of the board requested a consensus of fellow members to have the article released. All board members were in agreement to have the article released.

**9. Comments from Public**

None

**10. Board Member Comments**

None

**11. Closed Meeting**

**i. Motion for Closed Meeting 5:27pm**

Motion by Mr. Meadows, seconded by Mr. Fabian, 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

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

**Roll Call:**

Mr. Wilson

Mr. Meadows

Mr. Fabian

Mr. Wingfield

**ii. Board came out of Closed Session 5:43**

**iii.** A motion was made by Mr. Fabian and 2<sup>nd</sup> by Mr. Meadows and passed unanimously for the board to enter into a contract for management services with the Montgomery County Sheriff's Office and Sheriff C. H. Partin with the cost of said services not to exceed \$9500 month.

**Adjourn**

The Chair adjourned the public meeting at 5:45 PM