

# Emergency Communications Center Management Board

## Regular Meeting Minutes – May 14, 2024 – 9:00am

**Location:** ECC Conference Room, 2306 Ivy Rd., Charlottesville, VA 22903

### Members Present

<u>Chair</u> Ms. Ashley Marshall	<u>Vice Chair</u> Mr. Trevor Henry	<u>Secretary</u> Chief Tim Longo
Chief Sean Reeves	Mr. John DeSilva	Chief Michael Kochis

### Members Absent

Chief Michael Thomas	Dr. Bill Brady	Chief Dan Eggleston
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### Members of the Public and Others Present

Ms. Lily Gregg	Mr. Josh Powell	Ms. Lauren Bohden
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#### (1) Call to Order

Mr. Henry advised that Chair Marshall had informed him that she was on her way and would be arriving momentarily. Vice Chair Henry called the meeting to order at 9:01am.

#### (2) Roll Call

Mr. Powell completed roll and confirmed that a quorum of members was present.

#### (3) Matters from the Public

There were no matters from the public received.

#### (4) Consent Agenda

With no items removed from the consent agenda for further discussion, **Chief Longo made motion, seconded by Mr. DeSilva, to approve the consent agenda as presented (“Productivity Report,” “Finance and Budget Reports” “Technology and Building Reports,” “Personnel Reports,” “Training Program Reports,” “Emergency Management Liaison Reports,” “Commendations, Awards, and Press,” “Previous Meeting Minutes,” and “CUA911.gov Internet Privacy Policy”). The motion carried on a voice vote.**

#### (5) FY2026 ECC Management Board Officer Election

Mr. Powell provided an overview of the Board bylaws as it related to Board Officer elections and rotations, advising that the Board would ordinarily elect a new slate of officers, with the County representative being Board Chair, UVA being Vice Chair, and City being Secretary. Alternatively, the Board could opt to pause the rotation and maintain the current slate of officers for one additional fiscal year, if so desired.

After some discussion from the members, a slate of officers was presented as follows:

- Chair: Mr. Trevor Henry; Vice Chair: Chief Tim Longo; Secretary: Ms. Ashley Marshall

**Mr. Henry made motion, seconded by chief Kochis, to adopt the slate of officers as presented for the FY2026 period, beginning July 1, 2025. The motion carried on a voice vote.**

## **(6) Directors' Reports**

Ms. Gregg provided updates on staffing, highlighting that the vacancy rate for Public Safety Communications Officers had been reduced from approximately 30 percent to 16 percent quarter-over-quarter. She advised that the current recruit class was expected to graduate in June, and that another recruitment cycle and training academy was planned for the end of the summer.

Ms. Gregg provided an update on the status of the P25 radio project and indicated that requests had been received from the public safety partners for additional programming updates. Chief Kochis commented that his team had requested additional radio channels to be encrypted, as a matter of officer safety. Chief Longo and Chief Reeves concurred with Chief Kochis and indicated their support for encryption. Members asked Ms. Gregg to work with the vendor to establish a cost and timeline for implementation, to be voted on by the ECC Board at a later date.

Ms. Gregg provided an update on the status of the ECC's Behavioral Health Liaison pilot program, advising that 54 applications had been received, of which 34 met the minimum requirements for the role. Ms. Gregg advised that ECC staff were working with taskforce members at the City and County to complete the resume review and invite finalists to virtual and in-person interviews.

## **(7) ECC FY2026 Budget**

Ms. Gregg provided a recap of the ECC's FY2026 Budget Request, as initially presented in the Board's February meeting, and advised that, since that date, the County and City budgets had been adopted with no change to the ECC's budget request, and that UVA was expected to pass their budget in June, similarly with no changes anticipated for the ECC's funding. Ms. Gregg also advised that a preliminary review of the ECC's fund balance indicated that all requested FY2026 capital outlay expenditures could be funded via fund balance appropriation, without additional funding required from the Participants. Ms. Marshall advised that, for the City budget offices, having preliminary FY2027 budget numbers by November would be helpful.

After some discussion by the Board, **Chief Kochis made motion, seconded by Mr. Henry, that the ECC Management Board approve the FY2026 Budget as written or otherwise described by the Interim Director for submission to the Participant agencies and for appropriation by the Albemarle County Board of Supervisors. The motion carried on a voice vote.**

## **(8) Executive Director Recruitment Update**

Mr. Powell provided an overview of the schedule and logistics for Executive Director interviews, to be held by the Board on May 15<sup>th</sup>. Ms. Bohden advised on the proper procedural steps for selecting the ECC's next director, with discussion occurring in closed session followed by a formal appointment in open session.

## **(9) Other Matters Not Listed on the Agenda from the Board**

Mr. DeSilva advised that, as a member of the ECC Board's Emergency Management Steering Committee, he spoke with his counterparts at the City and County and his understanding was that, due to the maturation of programs and relationships, they did not need further assistance from The Olson Group to define the roll of the ECC Emergency Management Liaison. Instead, the preference would be to first perform that work at the Emergency Management level with the regional partners. He advised that Chief Eggleston would be connecting with Ms. Gregg to discuss the Olson Group engagement.

Mr. Henry noted that the Albemarle County Attorney's Office, in collaboration with counterparts from UVA and the City, had been working on proposed updates to an old MOU from 1993 or 1994. A draft was provided to Participant offices in January, but no feedback or follow-up had been received since. Mr. Henry asked the

Chiefs to follow up with their respective counsel. Chief Longo and Ms. Marshall advised they would check on the status.

**(10) Adjourn**

With no further business to come before the Board, the meeting was adjourned at 9:53am.

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