ECC Management Board Meeting  
March 11, 2019  
Special Meeting

Emergency Communications Center Conference Room

Members Present:  
Chief Dan Eggleston, Major Greg Jenkins (for Chief Ron Lantz), Tom Berry, Dayton Haugh, Gloria Graham, Doug Walker, Chief Andrew Baxter, Chief Tommye Sutton and Chief RaShall Brackney.

Others Present:  

Call to Order (0:00 – 1st recording)

Mr. Doug Walker called the meeting to order at 2:00 p.m. He advised that we do have a quorum and there are a couple board members that are wrapping up other things and on their way. He would like to move the CLOSED meeting item to be done after item 2, Matters from the Public. Chief Eggleston made motion, seconded by Ms. Graham, to change the order of the agenda and do the CLOSED meeting after Matters from the Public. The motion passed unanimously.

Matter from the Public (1:07 – 1st recording)

There were no matters from the public.

Closed Meeting (1:07 – 1st recording)

At 2:01 p.m., Chief Baxter made motion, seconded by Ms. Graham, that the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia under subsection 1 to discuss and consider performance and evaluation of ECC director; and subsection 8 to discuss and consider consultation with legal counsel concerning statutory obligations of boards; legal options regarding contract performance. The motion passed unanimously.
Certify Closed Meeting (1:30 – 2nd recording)

At 2:58 p.m. Chief Brackney made motion, seconded by Mr. Haugh, to certify that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters as were identified in the closed meeting motion were heard, discussed or considered in the closed meeting. The motion passed on a roll call vote with all members voting affirmatively.

(2:17 – 2nd recording) Mr. Walker advised that here are three action items that are coming out of closed meeting. The first is a resolution:

RESOLUTION REGARDING THE DIRECTOR OF THE EMERGENCY COMMUNICATIONS CENTER

WHEREAS the Director of the Emergency Communications Center (the “ECC”), Barry Neulen, has offered to resign his position as Director;

BE IT RESOLVED that the Board hereby accepts Mr. Neulen’s resignation, effective immediately;

BE IT FURTHER RESOLVED that the Board hereby directs Mr. Neulen be provided severance pay and benefits through September 30, 2019, and directs the Albemarle County Human Resources Department to take all steps necessary to effectuate this resolution. The Chair is empowered to execute an agreement consistent with this Resolution and Neulen’s employment contract, if necessary; and

BE IT FURTHER RESOLVED that the Board empowers the Chair to constitute a Director Search Committee to pursue recruitment of an ECC Director with all speed.

Chief Brackney made motion, seconded by Ms. Graham, to adopt the resolution. The motion passed on a unanimous vote by roll call.

(3:58 – 2nd recording) Mr. Walker said the second action is a resolution appointing the interim director of the Emergency Communications Center:

RESOLUTION APPOINTING INTERIM DIRECTOR OF THE EMERGENCY COMMUNICATIONS CENTER

BE IT RESOLVED by the Management Board of the Emergency Communications Center that Tom Berry is hereby appointed the interim director of the Emergency Communications Center. Berry’s appointment shall be effective immediately and continue until relieved by further appointment by the Board;

BE IT FURTHER RESOLVED that Berry shall have the powers and duties set forth in the Code of Virginia 1950 as amended, the Joint Powers Agreement and by-laws of the Management Board and any other powers and duties delegated or imposed by standing or duly adopted policy, motion, resolution or other action of the board.

Chief Sutton made motion, seconded by Chief Baxter, to adopt the resolution. The motion passed on a unanimous vote by roll call.
(5:04 – 2nd recording) Mr. Walker said the third action is the appointment of the director search committee. He is appointing Ms. Graham from the University, Chief Baxter from the City and Chief Lantz from the County. He would ask that Gloria Graham serve as chair of that committee.

(5:37 – 2nd recording) Mr. Walker said we will change the Executive Committee meeting that is currently scheduled for April 9, 2019 to a full management board meeting.

(5:57 – 2nd recording) Mr. Walker asked that we defer the ECC Needs Assessment Update and Calls for Service/Cost Share Discussion to a future meeting. Mr. Haugh made motion, seconded by Ms. Graham to defer these items to a future meeting. The motion passed unanimously.

**FY 2020 ECC Budget** (6:43 – 2nd recording)

Mrs. Preddy advised that she provided the board with the materials in January. ECC met with the budget and finance committee on February 8, 2019. Chief Eggleston made motion, seconded by Mr. Haugh, that the board adopt the budget as presented removing the Deputy Director position. The motion passed unanimously.

**FY 2020 Internal CIP Requests** (10:36 – 2nd recording)

Mrs. Preddy advised the board that ECC reduced its Internal CIP by $58,000 from what was presented last year per the direction of the board for items that are continuous and not one time costs. Those were moved to the regular budget to align it appropriately. All CIP items are funded from the ECC Fund Balance. Chief Eggleston made motion, seconded by Mr. Haugh, to approve the Internal CIP as presented. The motion passed unanimously.

**Regional ICS 305 Training Opportunity** (12:17 – 2nd recording)

Chief Baxter gave a brief presentation on the Regional ICS 305 Training Opportunity. This is an interim step to develop our own competencies to the next level beyond our current NIMS/ICS training. This is a type three all hazard incident management team ICS 305 course. This is a five day course, it is the core foundational course that one takes prior to becoming a planning section chief, an operations section chief, or an IMT incident commanders. It is possible for folks to take this course and they would be dramatically improved in terms of their ability to operate as an incident management team member of our current staff for whichever agency participates. Allison has identified LEMPG funding. There is a five day course in May which will take place in Goochland. They are asking the board to find out from your agencies if you have staff you would be willing to send to this training. If the numbers are high enough we will schedule our own class here in June. He recommends the board consider this. Allison will send out correspondence to find out the specific interest from each agency. This is open to anyone that has a role in an EOC can benefit from this training.
Closed Meeting (19:04 – 2nd recording)

At 3:15 p.m., Mr. Haugh made motion, seconded by Ms. Graham, that the Charlottesville-UVA-Albemarle County Emergency Communications Center Management Board go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) subsection 8 to discuss and consider consultation with legal counsel concerning statutory obligations of boards; legal options regarding contract performance. The motion passed unanimously.

Certify Closed Meeting (0:15 – 3rd recording)

At 4:06 p.m., Mr. Haugh made motion, seconded by Ms. Graham, to certify that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters as were identified in the closed meeting motion were heard, discussed or considered in the closed meeting. The motion passed on a roll call vote with all members voting affirmatively.

Other Matters not listed on the agenda from the Board (0:59 – 3rd recording)

There were no matters not listed on the agenda from the board.

Adjourn (1:04 – 3rd recording)

At 4:07 p.m., Chief Haugh made motion, seconded by Chief Brackney that the board adjourn. The motion passed unanimously.