



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Meeting Minutes - Final Emergency Communications Center Administrative Board

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Thursday, January 22, 2026

9:00 AM

Public Safety Building 5th floor

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### 1. Call To Order

### 2. Approval of Minutes

#### **Administrative Board Meeting, January 22, 2026 - FINAL**

##### **Call to Order:**

The meeting was called to order by Ande Banks at 0923 hours.

##### **Attendance:**

- Ande Banks
- Ben Zimmerman
- Chad Siever
- Casey Armstrong
- Joseph Mullens

##### **Approval of Minutes:**

- Motion to approve the minutes from the October 1, 2025 meeting was made by Casey Armstrong.
- Seconded by Ande Banks.
- Vote: All in favor. Motion carried.

##### **Reports:**

- **Financial Report:**
  - Presented by Ben Zimmerman.
  - Audit report showed no issues, though regular meetings were advised to ensure financial oversight.
  - Budget projection appears positive
  - Potential consideration of purchasing vehicles and Mt. Clinton Pike property with projected current FY budget surplus
- **Contracts and Staffing:**
  - Motion to extend contracts for two positions with Get Rescue 911 made by Casey Armstrong.
  - Seconded by Ande Banks.
  - Vote: All in favor.
  - Recruitment for additional contractors discussed to ensure coverage

**Old Business:**

- **ECC and Backup Site Renovations:**
  - Projects are on track; transitioning to construction phases as permits are secured.
  - Radio console purchase and installation progressing
- **JMU Phone Upgrades**
  - Occurring during spring break 3/16-21
- **Radio Site Road Repairs**
  - Completed on Little North Mountain and Bergton Sites
- **DSS App**
  - No concerns from HRECC for implementation
- **Training Program Update**
  - New training program being piloted and will roll out to all personnel in February
- **Hiring /Recruitment**
  - Briefing by Chad Siever on current recruitments, hirings, and resignations
- **Jail BDA**
  - Proceeding with project
- **Microwave Project**
  - Need to move quickly through procurement
- **CAD Migration**
  - Successfully completed

**New Business:**

- **Emergency Alert Notifications:**
  - Discussion on standardizing templates for alerts, involving the advisory board
- **RFP and approval for continued contractor staffing**
  - Motion to approve 6 contractors for 6 months under the contract that comes from the ongoing RFP made by Casey Armstrong
  - Seconded by Ande Banks
  - Vote: All in favor

**Closed Session:**

- Motion to enter a closed session for performance reviews by Ande Banks.
- Seconded by Casey Armstrong.
- Vote: All in favor
- Motion to exit closed session followed with a certification of legal compliance

**Announcements:**

- Upcoming MOU proposals with local and regional partners

**Adjournment:**

The meeting was adjourned at 1026 hours by Ande Banks.

**2.a. September 2025 Draft Minutes**

January 22, 2026 final minutes

**3. Financial Report**

**4. Unfinished Business**

**5. New Business**

**6. Announcements**

**7. Closed Session (if needed)**

**8. Adjournment**

**Notice to Public**

**Residents/Media will be able to attend the meeting.**

**There is no public comment during this meeting.**