



Voice: (540) 434-4436

101 North Main St, 5th floor
Harrisonburg, VA 22802

fax: (540) 434-2512

Administrative Board Meeting May 28, 2026 9 a.m.

Attendees:

Ande Banks
Casey Armstrong
Paul Helmuth
Joseph Mullens

Call to Order

Meeting called to order by Mr. Ande Banks at 08:58 hrs.

Approval of Minutes

A motion by Mr. Armstrong and seconded by Mr. Banks, with unanimous **approval** for the minutes from April 9, 2026.

Reports

- Financial Report
 - Financial report presented by Paul Helmuth. A previously unpaid L3Harris maintenance invoice of approximately \$601,000 was identified and paid. Despite this expense, the ECC is projected to end the fiscal year with a significant surplus. Grant-funded purchases were reviewed, including AI software for training, quality assurance, hiring support, and operational assistance. VDEM is expected to reimburse eligible expenditures. Finance and invoice review processes have been strengthened to improve oversight and reduce late payments.
- Advisory Board Update
 - No Advisory Board Update

Old Business

- ECC and Backup Site Renovations
 - Architectural and structural reviews are ongoing. Insurance coverage for communications infrastructure is being reviewed to ensure equipment values are accurately reflected.
- JMU Phone Upgrades

- JMU phone system upgrade issues remain under review, with an estimated \$6,000 corrective action identified.
- Hiring/Recruitment
 - Recruitment efforts continue for a Radio System Administrator position. Applications are expected following the public posting.
- Jail BDA
 - Equipment procurement is underway and installation is expected following delivery.
- Microwave Project
 - The microwave network upgrade project continues. Engineering reviewed the Massanutten tower foundation to ensure it met structural requirements and the equipment to determine whether replacement was required.
- Emergency Alert Notifications
 - Emergency notification enhancements through Everbridge are being implemented, including event-specific keyword alerts for community events.
- Hardy/Pendleton County MOU
 - HRECC has signed the Hardy County MOU but is waiting for them to return it.
- AI – Gov-Worx
 - Implementation of Gov-Worx AI software is underway. The platform will support candidate screening, dispatcher training, quality assurance, and operational assistance.

New Business

- NextGen 911 Reimbursements
 - ECC received approximately \$136,000 in Next Generation 911 reimbursements after execution of previously unsigned reimbursement documentation.
- JMU MOU
 - Board discussed a proposed memorandum of understanding with James Madison University regarding CAD cost-sharing, budget forecasting, and quarterly coordination meetings.
- DPD CAD RFP Request
 - Board discussed concerns raised by Dayton Police Chief Trout regarding CAD procurement and stakeholder involvement. Staff will prepare a formal response clarifying the current contract and project scope.

Closed Session

- Board entered closed session to discuss a hiring/personnel concern and legal matter involving HRECC.

Announcements

- N/A

Adjournment

A motion by Mr. Armstrong and seconded by Mr. Banks, with unanimous approval for adjournment from the meeting at 09:48 hrs.