

## **HRECC Administrative Board Meeting Minutes – February 2026**

**Meeting Date:** February 23, 2026

**Time:** Called to order at 1530 hours; adjourned at 1602 hours

**Location:** HRECC Director's Office

### **1. Call to Order**

Chair Ande Banks called the February 23 HRECC Administrative Board meeting to order.

### **2. Roll Call / Establishment of Quorum**

Members present:

- Ande Banks
- Casey Armstrong
- Ben Zimmerman
- Paul Helmuth

A quorum was present.

### **3. Approval of Minutes**

The Chair indicated the minutes were prepared but not available at the start of the meeting; approval was postponed until later in the agenda.

Later in the meeting, the Board took up approval of the minutes:

Motion: Casey Armstrong moved to approve the minutes as presented.

Second: Ande Banks.

Vote: Motion carried by voice vote.

### **4. Reports**

#### **A. Financial Report**

Ben Zimmerman reported finances were still looking good through year-end, with a smaller projected surplus than the prior month due to timing (figures based on month 7 while operations were closer to 7.5–8). Service contracts were expected to be over budget, but salary/wage underspend was offsetting a substantial portion.

Contract staffing timeline (summary):

- Initial contractor group expiring Sunday; most renewing ~6 months (to approximately September).
- Fully staffed with contractors (approx. 10–14) through May.
- Contractor staffing expected to decline May through October/November as contracts end and positions are not replaced.
- Most contractors expected to be concluded around October; last renewals anticipated in April (six months from April ≈ October).

#### B. Staffing / Training Program (CTO) Discussion

The Board discussed the constraint that recruitment cannot outpace training, and whether incentives exist to encourage additional Certified Training Officers (CTOs). Zimmerman described the new training program rollout, early positive feedback, and incentive pay structure for CTOs and specialty trainers.

#### C. Advisory Board Update / Interagency Coordination

Zimmerman summarized advisory board items including:

- Execution of an MOU with Augusta County to share a radio system.
- Request to determine whether a similar formal agreement exists with Shenandoah County (uncertain; investigation ongoing).
- Operational change effective March 2 to implement a shared incident numbering set across agencies to address mutual aid complications.
- Coordination underway on requested call type changes for fire/rescue agencies.

### **5. Old Business**

#### A. ECC and Backup Site Renovations

Renovations were in the plans development phase with the architect via Public Works contact Tom Hartman. Once plans are returned, Paul Helmuth will determine whether to proceed with all or some projects.

#### B. JMU Phone Upgrade / Redundancy

The phone upgrade was planned for the week of spring break to support redundancy between Tower Street and JMU dispatch.

#### C. Training Program Rollout

Zimmerman noted the first trainee began fully under the new program, with initial training for all remaining personnel planned for the following week.

## **6. New Business**

### A. Hiring / Recruitment Updates (Technology and ECC Staffing)

- Decision made not to hire Deputy Director of Technology at this time.
- Helmuth indicated the position may be reposted later after assessing technology unit needs.
- HR coordination underway to fill a Radio Administrator vacancy first; job specifications under review with posting anticipated in the coming weeks.
- ECC full-time positions advertised; applications received; interviews anticipated late week/next week depending on availability.

### B. Procurement / Projects

- Jail equipment project: in procurement via sole source process to have vendor repair/replace equipment at the jail.
- Microwave tower remediation: in procurement; hope to finalize within ~week; goal completion by May; potential change order risk if delayed beyond May (vendor goal is to avoid additional charges if forward progress continues).

### C. Everbridge / Emergency Alert Notifications

Templates remained needed; effort paused briefly so Helmuth could provide direction on intended Everbridge use.

### D. Contractor RFP / On-Demand Contract Structure

Zimmerman reported the RFP was completed and the contract signed for 12 months of on-demand contractor support; immediate demand set at six personnel, with renewal options up to four additional times (up to five years total). Zimmerman recommended annual renewal to preserve surge capability without re-procurement.

### E. Verizon Roof Lease / Revenue Note

Zimmerman reported Verizon contacted HRECC regarding moving cell equipment to the roof; lease documentation appeared to be the remaining unresolved item and, once finalized, would generate additional revenue.

### F. Additional Radio MOUs (Mutual Aid / WV Connectivity)

Zimmerman reported interest in MOUs with Hardy County and Pendleton County (WV) to address mutual aid connectivity issues; draft language based on existing agreement language had been sent to both counties to enable reciprocal frequency programming.

## **7. Announcements / Other Business**

None

## **8. Adjournment**

The meeting was adjourned at 1602 hours.