



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
June 2022 Meeting
Thursday, June 30th, 2022 @ 1730 hours
Northampton County Board Chambers - Eastville

It is noted that Chairman Donnie Kellam attended this meeting remotely from Exmore due to medical reasons. Commissioner Vice-Chairman Ron Wolff conducted this meeting in person on Chairman Kellam's behalf. This meeting was recorded using FreeConferenceCall.com.

COMMISSIONERS PRESENT: AJ Ferebee, *Captain, Northampton County Sheriff's Office*
Donald Hart, *Accomack County Board of Supervisors*
Charles Kolakowski, *Northampton County Administrator*
Mike Mason, *Accomack County Administrator*
Bill McCready, *Atlantic Volunteer Fire Company*
Ernest Smith, *Northampton County Board of Supervisors*
Todd Wessells, *Sheriff, Accomack County Sheriff's Office*
Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*

OTHERS PRESENT: Scott Chandler, *ESVA 9-1-1 Consultant*
Jeff Flournoy, *9-1-1 Director*
Caroline Hodgson, *9-1-1 Supervisor/Recording Secretary*
Krista Kilmon, *Deputy 9-1-1 Director*
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*

COMMISSIONERS PRESENT REMOTELY: Donnie Kellam, *Chairman*

OTHERS PRESENT REMOTELY: Brenda Turner, *Baker-Tilly*

COMMISSIONERS ABSENT: Ben Byrd, *Wachapreague Volunteer Fire Company*
Terri Christman, *Northampton County Dept. of EMS*
Dane Lawson, *(acting) Area 31 1st Sergeant, Virginia State Police*



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OTHERS ABSENT: Scott Chandler, *9-1-1 Consultant*
Krista Kilmon, *Deputy 9-1-1 Director*
Greg Lewis, *Accomack County DPS*

CALL TO ORDER: Vice-Chairman Wolff called the meeting to order at 17:33.

INVOCATION: Commissioner Donald Hart delivered the opening invocation.

PUBLIC PARTICIPATION: There was no public participation at this meeting. There was, however, a representative from Baker-Tilly in remote attendance for the salary study analysis. A resolution presentation was given to past-Commissioner Hollye Carpenter due to her recent retirement from Northampton County EMS after 30 years of service to the ESVA 9-1-1 Commission.

MINUTES: *A motion to accept the minutes from the May 2022 meeting was made by Commissioner Donald Hart with a second from Commissioner Bill McCready. There was one (1) abstention from Commissioner Vice-Chairman Ron Wolff due to his absence from the May 2022 meeting. There were no other oppositions and the motion was carried.*

CONSENT AGENDA: *A motion to accept the consent agenda items **A)** State VDEM PSAP Grant Use - FY23 – Educational/Training Use – Local (\$3,000)- No Local Match and **B)** State VDEM PSAP Grant Continued Use – FY23 – NG911 Deployment – (264,400 total)- No local match, was made by Commissioner Mike Mason with a second from Commissioner Donald Hart. There were no oppositions and the motion was carried.*

Director Flournoy asked Vice-Chairman Wolff if the meeting order could be altered so that the Baker-Tilly representative could present the analysis report prior to the other meeting items. This was approved by the Commissioners present and Vice-Chairman Wolff.

Brenda Turner, Manger from Baker-Tilly Public Sector Advisory, remotely presented and reviewed the salary study analysis. A copy of the analysis was provided in the Commission meeting packet. There was some discussion amongst Ms. Turner and some Commissioners regarding the salary study process and results. Further action on this is listed below in the Action Items.

BUDGET REPORT: Director Flournoy reported that the wireless surcharge is done; all 12 months have come in and the tax increase has shown its benefits of over \$47,000 that was not initially budgeted. We are still waiting on one more month of the Communications Tax from Accomack but will come in under budget, as expected. Northampton County Communications Tax has two more months and will come in under budget by \$7,300. Chincoteague is right on track. On the Expenditures side,



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there were no real changes. Many of the capital projects include amounts for CTA Consultants and the radio consoles. There were no major changes on the operational side.

A motion to approve the budget report was made by Commissioner Donald Hart with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.

DIRECTOR'S REPORT: Director Flournoy reported that we had a full-time resignation from CO John Thornton who will remain a part-time CO. Katie Brewster transitioned from full-time CO to Supervisor on June 12th, which leaves two full-time vacancies in addition to an expected third full-time position in the FY23 budget. After the recent transitions, we currently have six part-time COs. There is a hiring process that was initiated with little applications received. We will be deferring the hiring process until our recruitment video is complete, potentially tweaking our application requirements, and having an "open house." We expect to pick back up on the hiring process in August. Some improvements have started on the STARS tower behind the 9-1-1 Center including the removal of several antenna systems. The Motorola CHE refresh is still unfinished with some functionalities that need to be resolved by Motorola. Based on Director Flournoy's understanding from conversations with NHC Finance Department, the General Assembly is allowing localities to continue the option of issuing compensatory time for overtime hours. The IRS mileage reimbursement rate has increased from .0585 to .0625 as of July 1st.

RADIO INFRASTRUCTURE: The ORION system is being tested monthly and was recently used between us and Virginia Beach for a vehicle accident and was successful. Atlantic Communications is almost finished with the preventative maintenance work.

COVID-19 REPORT: Since the last meeting, one staff member became ill with Covid-19. We continue to monitor and follow the CDC guidelines.

OTHER: Director Flournoy stated that he needs to find a way to offer the EAP program to part-time staff. It is no longer offered by Northampton County for part-time staff. Director Flournoy then discussed the radio system project regarding the Community Funding Project. There were two applications to fill out. One was easy and the other was fairly complicated due to law enforcement questions and other questions that were complex. All paperwork was submitted prior to the June 28th deadline. This is not a competitive process but there are steps that have to be followed. Director Flournoy then mentioned a few grants and their status with the FY23 budget. Commissioner Mike Mason asked if the USDA Grant is the only other one that we have secured for the radio system project and Director Flournoy said yes. Director Flournoy mentioned the status of the recent childcare initiatives. Our relationship with Children's Harbor will be ending since it has only been used seven times. There isn't enough staff interest to continue the relationship. All parents interested in using the childcare room at the 9-1-1 Center completed a First Aid class that was recommended by VaCo. The



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childcare room at the 9-1-1 Center is frequently used and will continue to be an option for childcare on a limited basis. Director Flournoy has been in discussions with NHC Finance Department on options to provide additional employee benefits through the existing FSA.

A motion to accept the Director's report was made by Commissioner Bill McCready with a second from Commissioner Donald Hart. There were no oppositions and the motion was carried.

ACTION ITEMS: A. Reception of Baker-Tilly Compensation/Market Analysis -

Due to questions and concerns from the Baker-Tilly representative presentation that occurred earlier in the meeting, a motion to defer this action item to the next meeting was made by Commissioner Charlie Kolakowski due to concerns over additional salary information that should be included with this study with a second from Commissioner Mike Mason. There were no oppositions and the motion was carried.

B. Revised – Compensation Plan/Immediate Compensation Action –

Due to questions and concerns from the Baker-Tilly representative presentation that occurred earlier in the meeting, a motion to defer this action item to the next meeting was made by Commissioner Charlie Kolakowski due to concerns over additional salary information that should be included with this study with a second from Commissioner Mike Mason. There were no oppositions and the motion was carried.

C. FY2023- ESVA 9-1-1 Commission Budget-

A motion to adopt the FY23 budget with stipulations on any salary money be held until further decisions can be made regarding the above two items was made by Commissioner Mike Mason with a second by Commissioner Todd Wessells. There were no oppositions and the motion was carried.

D. Secretary/Treasurer Position – 9-1-1 Commission- requesting direction on the need to fill this position since Hollye Carpenter's retirement.

Commissioner Donald Hard made a motion to appoint Commissioner Terri Christman to this position since she has replaced Hollye Carpenter (whom previously held this position). Commissioner Charlie Kolakowski objected and said he didn't think it was fair to appoint Commissioner Christman in her absence from the meeting. He made a motion to table the nomination and Commissioner Todd Wessells made a second motion. There was one opposition from Commissioner Donald Hart; however, the motion was carried.



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CONSULTANT'S REPORT: Scott Chandler presented his report and advised that he had met with Director Flournoy and a retired engineer who is interested in a future volunteer/contractual role with radio communications. He also stated that he attended the RPSRSC evaluation subcommittee meeting on June 20th.

A motion to accept the 9-1-1 Consultant's report was made by Commissioner Donald Hart with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.

CHAIRMAN'S REPORT: Chairman Kellam asked who the volunteer is that Director Flournoy and Scott Chandler met with. He also apologized for not being at the meeting due to recovering from Covid-19. He received a negative test result and was on the mend. Chairman Kellam also advised that since Hollye Carpenter retired, there was a vacancy on the Personnel Committee and he has appointed Commissioner Bill McCready to the position.

OTHER BUSINESS: Regarding the salary study, Commissioner Mike Mason asked if any positions were not included. Director Flournoy replied that all non-exempt employees were included in the study, meaning himself and Deputy Director Kilmon were not included. Commissioner Mike Mason stated that the study needs to reflect all employees and all positions.

PAYABLES: *A motion to pay the bills was made by Commissioner Bill McCready with a second from Commissioner AJ Ferebee. There were no oppositions and the motion was carried.*

ADJOURNMENT: *Vice-Chairman Ron Wolff asked for a motion to adjourn the meeting. Chairman Donnie Kellam made the motion and no other motion was needed. was adjourned at 18:59.*

Respectfully Submitted,

Caroline Hodgson, *Recording Secretary*