



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
Thursday, June 29th, 2023
Northampton County Board Chambers - Eastville

COMMISSIONERS PRESENT: Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*

Ben Byrd, *Wachapreague Volunteer Fire Company*

Greg DeYoung, *Northampton County Dept. of EMS*

Charles Kolakowski, *Northampton County Administrator*

Mike Mason, *Accomack County Administrator*

Bill McCready, *Atlantic Volunteer Fire Company*

Jeff Renas, *Area 31 1st Sergeant, Virginia State Police*

AJ Ferebee, *Captain, Northampton County Sheriff's Office*

Ernest Smith, *Northampton County Board of Supervisors*

Kenny Reese, *Sergeant, Accomack County Sheriff's Office*

OTHERS PRESENT: Scott Chandler, *9-1-1 Consultant*

Jeff Flournoy, *9-1-1 Director*

Katie Brewster, *9-1-1 Supervisor / Recording Secretary*

Curtis Johnson, *CTA Consultants*

COMMISSIONERS ABSENT: None

REMOTE PARTICIPATION: Donnie Kellam, *Chairman, Community Fire Company*, participated remotely due to medical matters from the Exmore, VA area.

Donald Hart, *Accomack County Board of Supervisors* participated remotely due to medical matters from the Keller, VA area

Cheryl Giggetts, *CTA Consultants*, participated remotely.

OTHERS ABSENT: Krista Kilmon, *9-1-1 Deputy Director*

Greg Lewis, *Accomack County DPS*



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With Chairman Donnie Kellam participating remotely, Commissioner Vice-Chairman Ron Wolff presided over the Commission Meeting.

CALL TO ORDER: Commissioner Vice-Chairman Ron Wolff called the meeting to order at 17:31.

INVOCATION: Commissioner Bill McCready delivered the opening invocation, and then Commissioner Vice-Chairman Ron Wolff initiated the Pledge of Allegiance.

PUBLIC PARTICIPATION: There was no public participation at this meeting.

MINUTES:

A motion to accept the minutes from the May 25th, 2023 meeting was made by Commissioner Donald Hart with a second from Commissioner Mike Mason. There were no oppositions and the motion was carried.

CONSENT AGENDA:

There were no consent agenda items at this meeting.

Director Flournoy introduced the remote participants and then presented former Commissioner Terri Christman with a Resolution of Appreciation that was approved by the Commission at the last meeting.

BUDGET REPORT:

Director Flournoy advised that all of the money for the wireless surcharge is in and is about \$24,000 under what was budgeted. For the Accomack Communications Tax, we have ten months in and are projecting about \$6,000 under what was budgeted. For the Northampton Communications Tax, we have nine months in and are projecting about \$4,000 under what was budgeted. Chincoteague remains on track. The CAD project and NG9-1-1 will go into next fiscal year. We have used 27% of what was budgeted for the Assura project. For personnel costs, we have used 81% of the budget through May 31st.

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

DIRECTOR'S REPORT:

Director Flournoy advised that on June 14th he attended the ES EMS Council Meeting, where there was a vote made to dissolve the council. On June 20th, Supervisor Hodgson and himself attended and participated in a Public Education Event at the Cape Charles Rotary. On June 23rd, Supervisor Brewster and himself attended a meeting with Station 21 and DPS leadership about Medivac requests for Tangier. He then reported that there are two current F/T position vacancies, with the reminder that Kirstin



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Estelle is currently filling one of these positions but will transition back to P/T in August. Both vacant positions are being filled from the recent hiring/recruitment campaign. P/T 9-1-1 Communications Officer, Tony Montross, resigned from his position after being on a leave of absence for the last few months after rescinding a resignation submitted in March. No written resignation has been received, just a verbal notification on June 19th. The recent hiring process that started on May 10th and concluded on June 20th resulted in two individuals hired as F/T Communications Officers and one hired as a P/T Communications Officer.

The General Assembly tasked JLARC to do a study on dispatch retirement and should they be included in enhanced retirement benefits. We were one of the few 9-1-1 Centers they elected to meet with and in October, they are scheduled to provide their report. It is hoped that this will get reintroduced as a bill. There was a follow up meeting with GeoDecisions on June 16th, overall continue to see performance deficiencies and some documents showing work-flow processes were presented. They recently advised they would be subcontracting with another GIS firm because they recognize that they are behind and not meeting our needs. The CAD server was scheduled to be replaced in August, but was moved up to June 7th due to issues related to CAD performance that impacted critical aspects of operations. Deputy Director Kilmon is coordinating efforts with Accomack GIS and Director Pruitt for expected future mapping changes between Station 2 and Station 20 EMS boundaries. The 9-1-1 Center continues to attempt to manage requests from the field for different apps to integrate with our CAD and overall, they each take time, effort, and I.T. assistance. Director Flournoy advised he was asked to be involved in DCJS committee reviewing the dispatch curriculum for the Basic Dispatch Academy. VDEM, the 9-1-1 State Board, approved several new grant opportunities related to dispatch, GIS, and staffing recognition funding program.

RADIO INFRASTRUCTURE:

The Amateur Radio Club had their antenna at the 9-1-1 Center fixed and their equipment is now working again. Director Flournoy stated he has been working with NCEMS Director DeYoung with implementing a new tone for their leadership. Station 11 and Station 16 were able to get the needed portable radio batteries. On June 9th, at around 0200 hours, a critical event happened where we lost connectivity to the Eastville Tower Site. Back-up operations were used and the issue was resolved by using spare equipment.

OTHER:

Deputy Director Kilmon prepared a report and Director Flournoy reported on several things from it in her absence. He stated that she has reached out to all three law enforcement agencies to plan an Active Shooter drill so that we can practice the dispatch procedures part of it. We have received response from NCSO whom stated that they would reach out to us in the future, however, we have not heard anything back from ACSO or CPD. There was communication from ACSO when they had an active shooter drill happening at Nandua High School and advising there would be another drill this summer that would



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involve EMS, fire, and dispatch. Deputy Director Kilmon also had in her report that Supervisors Lisa Gibbons and Caroline Hodgson had successfully completed APCO's RPL course. As a part of this course, each had to complete a regional service project. Supervisor Gibbons created a Regional Emergency Response Team and Supervisor Hodgson created a Regional Public Education Program.

Director Flournoy then provided updates on ESVARRS project. The Connectivity System was a separate procurement from the radio system being implemented by L3 Harris. The Notice of Intent to Award was issued on May 1st to Williams Communications, Inc. On May 5th, Tactical Public Safety LLC issued a letter of protest, to which we worked with CTA Consultants and attorney Turner and Wiggins and responded on May 15th. The protest period ended on May 26th. It was hoped that by this meeting there would be a final contract with Williams Communications Inc. ready for 9-1-1 approval, however, it remains a work in progress and may result in a special meeting later in July 2023. Williams Communications, Inc. will be here the week of June 10th doing some business and gathering their information. Whenever the contract is approved, it will also need to go before the Northampton County Board of Supervisors for approval, since are using the COPS/DOJ funds. We continue our relationship with CTA Consultants as we go through the last phase of our project, as well as continuing use of the immediate fund balance. Another purchase order was issued to CAI for July-December services. CTA Consultant's offered the potential use of a contract vehicle through North Carolina Sheriff's Association; however, it was determined that we could not use them and meet the state procurement. We continue work with the Town of Chincoteague on a future tower lease. Last month it was requested to use Morris and Richie for tower work at the Mappsville and Craddockville sites and that work is ongoing. CTA Consultant's continue to work with VSP leadership on the Eastville and Accomac VSP sites agreements. There are ongoing discussions on HVAC needs and additional cable ports that will be needed at the Eastville site.

There were several meetings in late May to look at expected subscriber quantities to be ordered for each station/agency, and the Virginia DOF advised they will fund their needed radios. Commissioner Bill McCready did ask if there was any discussion with Wallops about them getting radios with the project to which Director Flournoy advised there was some discussion but it was still unresolved. Efforts continue related to interoperability needs. Both Worcester County and the City of Chesapeake are interested and ready to begin moving on with using ISSI connection and this was included in our contract. The DDR was on June 21st-22nd at the Accomack County EOC where system/site designs were finalized. L3 Harris conducted site visits June 26th-29th, with Consultant Scott Chandler assisting and Commissioners Bill McCready, Ben Byrd, and Donnie Kellam attending. It was decided that pagers will not be purchased early, unless for immediate station needs. There are ongoing discussions on transitioning from the use of G5 pagers to G4 pagers, which would open up some additional funds for use. The current project timeline is still projected to be completed December 2024. We obtained a cache of portable radios from Page County and Cape Charles PD were provided two for an immediate need. The L3 Harris monthly report was included. There was a change order for \$2,000 more towards the Chincoteague Public Works Tower analysis.



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In late 2022, DOJ/COPS advised that environmental assessments needed to be completed before the funds could be released. L3 Harris agreed that they would do this work at the sites. We provided some documents to them several months back, to which they replied they needed more detailed EA's submitted for review. Other options to meet the requirements were looked at but determined not to be an option. The last few months, there has been a big focus on getting these submitted, including a draft review to a contractor. The goal is to submit the finalized ones soon and after a quick review, it comes back to us for 30 days and if no issues present, an official FONSI can be released. We have four additional sites that are being used: Northampton County Water Tower, ESVA 9-1-1 Tower, ACSO Tower, and Chincoteague PD Tower and recent discussions with DOJ/COPS representatives is that these other sites need to be included in the EA's now. Every effort related to this project has continued to move forward; the delayed have not impacted work. The federal funds remain available for use once the EA work is complete. CTA Consultant Cheryl Giggetts advised that it is hoped to submit the second EA draft to the DOJ/COPS within the next two weeks to 30 days. Commissioner Mike Mason questioned if the agreement with L3 Harris that they do not get paid until the EA is completed affects ordering equipment when it's needed, to which Director Flournoy and Cheryl Giggetts stated that it will not impact that, and that equipment is already being ordered.

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

ACTION ITEMS: A. FY24 – ESVA 9-1-1 Commission – Budget Approval

Accomack County and Northampton County budgets were approved for FY24. The ESVA 9-1-1 budget is balanced, and some work remains in progress, continuing into FY24 from FY23. There was nothing new to report on revenue coming in from local and outside sources or on grants and other fundings. Accomack County approved the Public Works requests. There was a slight increase to the Deputy Director position, ESVA Fiber costs, and mileage reimbursements. Funds for an executive position review was included in June 2023. Our budget currently includes a 5% salary increase. It is understood that Northampton's budget includes a 7% increase, and Accomack's includes a 6.5% increase, so a 6.5% salary increase is being requested for our personnel.

A motion to approve this action item was made by Commissioner Ben Byrd with a second from Commissioner Greg DeYoung. There were no oppositions and the motion was carried.

B. FY24 – Additional County Funding Requests – Personnel Expenses

\$20,624 of additional funds would be needed for the following personnel costs: salary increase from 5% to 6.5%, increases to VRS expenses, and increases to health insurance. Director Flournoy requested authorization to request additional funds at the net Board of Supervisors meeting for Accomack and Northampton County in July.



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A motion to approve this action item was made by Commissioner Ben Byrd with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.

C. Position Description – Regional Radio System Manager

The proposed position description for the new Regional Radio System Manager was provided, with hopes to begin advertising for recruitment later this summer.

A motion to approve this action item was made by Commissioner Mike Mason with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.

CONSULTANT'S REPORT:

Consultant Scott Chandler reported he had continued with his normal activities, and a majority of the work he has been involved in this past month have been with the meetings for the ESVARRS project.

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

CHAIRMAN'S REPORT:

Commissioner Vice-Chairman Ron Wolff had nothing to report.

Chairman Donnie Kellam expressed his appreciation to Commissioner Vice-Chairman Ron Wolff for presiding over the meeting in his absence.

OTHER BUSINESS:

There were no other business items at this meeting.

PAYABLES:

A motion to pay the bills was made by Chairman Donnie Kellam with a second from Commissioner Greg DeYoung. There were no oppositions and the motion was carried.

ADJOURNMENT:

Commissioner Bill McCready made a motion to adjourn the meeting with a second from Chairman Donnie Kellam. There were no oppositions and the meeting was adjourned by Commissioner Vice-Chairman Ron Wolff at 1834.

Respectfully Submitted,

Katie Brewster, *Recording Secretary*