



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting  
Thursday, March 30<sup>th</sup>, 2023 @ 1730 hours  
Northampton Board Chambers

- COMMISSIONERS PRESENT:** Donnie Kellam, *Chairman, Community Fire Company*  
Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*  
Ben Byrd, *Wachapreague Volunteer Fire Company*  
Donald Hart, *Accomack County Board of Supervisors*  
Charles Kolakowski, *Northampton County Administrator*  
Bill McCready, *Atlantic Volunteer Fire Company*  
Jeff Renas, *Area 31 1<sup>st</sup> Sergeant, Virginia State Police*  
AJ Ferebee, *Captain, Northampton County Sheriff's Office*  
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*
- OTHERS PRESENT:** Jeff Flournoy, *9-1-1 Director*  
Krista Kilmon, *9-1-1 Deputy Director*  
Katie Brewster, *9-1-1 Supervisor/ Recording Secretary*
- COMMISSIONERS ABSENT:** Terri Christman, *Northampton County Dept. of EMS*  
Ernest Smith, *Northampton County Board of Supervisors*  
Mike Mason, *Accomack County Administrator*
- REMOTE PARTICIPATION:** None
- OTHERS ABSENT:** Scott Chandler, *9-1-1 Consultant*  
Greg Lewis, *Accomack County DPS*
- CALL TO ORDER:** Chairman Kellam called the meeting to order at 17:34
- INVOCATION:** Commissioner Bill McCready delivered the opening invocation, and then Chairman Kellam initiated the Pledge of Allegiance.
- PUBLIC PARTICIPATION:** There was no public participation at this meeting.



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**MINUTES:**

*A motion to accept the minutes from the February 23rd, 2023 meeting was made by Commissioner Vice-Chairman Ron Wolff with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.*

**CONSENT AGENDA:**

- A. RSAF Grant Submission – CPR Training Material/Equipment
- B. PSAP Grant Award Acceptance – FY24 Funds – Educational/Training Use
- C. Resolution of Appreciation – National Telecommunicator’s Week

*A motion to approve the consent agenda items was made by Commissioner Vice-Chairman Ron Wolff with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.*

**BUDGET REPORT:**

For FY23, Director Flournoy stated that there was nothing new with the wireless surcharge coming in under about \$22,000, based on revenue recovery that the State is doing. The Communications taxes are not coming in as low under budget as other years. Accomack is about \$5,000 under, Northampton is about \$6,000 under, and Chincoteague is on track, being less than \$1,000 under. Through the last four months, the professional services engineering is the CTA consultants for Phase 2 for the connectivity microwave. The other operational supplies is the two big projects for the center: The CAD system and our console furniture. Next Generation 911 is a state grant and the continuity planning is something that Deputy Director Krista Kilmon is working on with Assura. With the normal operational items, it shows 57% spent on personnel costs and 66% spent on other operational costs, making the total around 60% spent. We did receive an \$8,000 reimbursement from CTA consultants for a previous legal bill.

For FY24, Director Flournoy reported that the following items have been included in Accomack budget and appear will be included in Northampton budget: Communications tax reduction, salary increase, potential employee benefit/holiday related increases, and the Regional Public Safety Radio System Manager position. The Accomack County only items that have been included in the Accomack budget are parking lot improvements on the extension agency side and entrance improvements on the Health Department side. The ESVARRS will produce funds needed for travel, most likely at the end of this fiscal year. Reinstating the EAP for Northampton



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County part-time employees is being considered. Although 5% was presented for the salary increase, any further approach will be on hold until the final county FY24 budget decisions are made for the budget salary. Last week, there was a change on how VRS calculations will occur. Law Enforcement and EMS will be receiving an enhanced retirement package, impacting all other departments with employer contribution increasing approximately \$8,000 and will be an ongoing cost. There was also an increase to the Northampton County Health Insurance expenses of an additional \$11,856 needed, however, as long as both counties include the additional request, we would have about \$10,672 to help mitigate the impact. In total, it may be between a \$20,000-\$24,000 increase in funds needed. Discussions with VDEM leadership about if the state would spread the recovery funds throughout the fiscal year ended with a “no” due to the process having already started. Director Flournoy advised that the State shows that we are #34 in funding distributions, which uses a formula based on population and the number of 9-1-1 calls. Compared to surrounding centers on the list, with the exception of Petersburg, our population does not fit in. It was mentioned that it could be due to us testing our phone lines extensively (multiple times a day), and they could potentially be counting those calls as 9-1-1 calls that we are receiving. It has been asked for VDEM to explore this further to assure we are receiving appropriate funding. Commissioners questioned how the data was received, to which it was answered that the state pulls the data themselves, and if there was concern of an audit if the state realized an error, to which it was advised that it would be worst-case scenario, however, there is a recalculation coming up in July.

*A motion to approve the budget report was made by Commissioner Vice-Chairman Ron Wolff with a second from Commissioner Bill McCready. There were no oppositions and the motion was carried.*

**DIRECTOR'S REPORT:**

Director Flournoy reported that the APCO Winter Summit in Chester was attended by several staff members on February 28<sup>th</sup>. A lot of the meetings are attended by different members of the supervisory staff since the radio project has begun. He then discussed the several notable staffing changes that occurred since last month. There is a resignation included from a full-time employee that wishes to remain part-time effective in April. Another resignation from another full-time employee, and then a resignation from a part-time employee is also included along with an exit interview. Once everything is completed, the 9-1-1 Center will have two full-time vacancies and have four part-time employees.



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Deputy Director Kilmon is continuing to work with Assura on a better plan for our continuity of operations. All that did interviews with them, it was very appreciated. The project is planned to wrap up around early fall. Director Flournoy stated that he still waiting to work with Accomack County Standards Committee, who've been discussing initiatives changing the way they do business that would impact dispatch. He then advised that Station 12's dispatch procedures have returned back to normal and Station 2 will become another staffed station about 1/3 of the time. It was announced that National Telecommunicators Week is April 9<sup>th</sup>-15<sup>th</sup> 2023 and the annual meeting will be held on April 12<sup>th</sup> where we do a lot of recognition and announce the Dispatcher of the Year. Director Flournoy then reported that On March 22<sup>nd</sup>, there was a lengthy meeting with GeoDecisions, 9-1-1 personnel, a representative of VDEM, Accomack and Northampton County staff to discuss the problems we've had with their performance. Solutions were discussed and put into motion.

**RADIO INFRASTRUCTURE:**

Director Flournoy reported that the Channel 11 receiver failed again at the Cheriton site, but is now fixed. There was also a failure of a Net-Clock hardware and it is noted that a spare is needed here. He then stated that the annual confirmation to ANEC listing all of our tower sites and advising them not to cut them off was sent out and verified. Documents that were included were the Radio Log and the Data Report that Deputy Director Kilmon put together.

**OTHER:**

Director Flournoy then provided the status/updates on the Regional Radio System Project. There have been a lot of meetings and time devoted to this project. The DOJ funded about \$8.2 million. Last week, the CTA consultants, working with L3 Harris, submitted documents to the COPS program to meet the environmental studies expectations needed to approve the funds being released. A representative from the DOJ/COPS came and performed site visits on March 21<sup>st</sup> and discussed financial tracking expectations, community policing, environmental studies, and budget modifications. The site visits took place primarily in Northampton County.

Local funding was then discussed. Accomack County has approved their funding and it is understood that Northampton County will approve their funds at an upcoming board meeting. The only funds that have been spent on implementation are for CAI. The proposals for the Connectivity System, which are significantly higher than CTA's budget, came in on February 24<sup>th</sup>, and the Best and Final Offers were due by March 31<sup>st</sup>. The evaluation process is in motion and will soon be an action item for approval. There are several plans to discuss work authorizations



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at several sites. For the Chincoteague site, it is expected to meeting with Town of Chincoteague leaderships. For the Mappsville and Craddockville Sites, it is expected to meeting with Accomack County leaderships. For Eastville and Accomac VSP sites, CTA consultants engaged with VSP. Director Flournoy stated that it was requested for all agencies to turn in their data worksheets by March 31<sup>st</sup> on who exactly needs pagers, what officers will need radios, etc. It's important to keep track of where everything is at because when it comes time for the Detailed Design Review in May/June, we need to know exactly how many of what are being ordered.

On March 6<sup>th</sup> and 7<sup>th</sup>, L3 Harris provided four opportunities for all stations/agencies to see demos, presentations, and consoles as well as ask any questions they have had. The Pre-Detailed Design Meeting was on March 7<sup>th</sup> where the site drawings came from. There have been ongoing questions on whether to receive all of the pagers now or not, and it has been decided that it is not recommended for now but future discussions are being planned. A formal status report from L3 Harris is attached along with a slide from one of CTA's PowerPoints showing the anticipated revue and expenses.

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

**ACTION ITEMS:**                      **A. ESVA 9-1-1 Center – Annual Report**

Director Flournoy stated that for the last few years, Supervisor Lisa Gibbons has been tasked with this report. To do so, she pulls CAD data to generate a report for Fire, EMS, and transfers. Once approved, it will be posted onto the website.

*A motion to approve this action item was made by Commissioner Bill McCready with a second from Commissioner Vice-Chairman Ron Wolff. There were no oppositions and the motion was carried.*

**B. ESVARRS – Action Items**

Director Flournoy reports that in January, change orders would be reviewed. The first one is Tower Analysis Work that was about \$3,000. The VSP has a certain vendor that they want to do the analysis on their towers to assure it can hold the future additional antennas. The other has to do with the generators. A decision was made, after recommendation from L3 Harris, to use diesel generators at the Craddockville, Mappsville, and Chincoteague sites. This saves about \$12,000.



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*A motion to approve this action item was made by Commissioner Bill McCready with a second from Commissioner Vice-Chairman Ron Wolff. There were no oppositions and the motion was carried.*

**CONSULTANT'S REPORT:**

Director Flournoy briefed on the Consultant's Report due to Consultant Scott Chandler being unable to attend the March 2023 Meeting. He advised that his report showed he is devoting a lot of time to the radio project with meetings, emails, phone calls, etc.

*A motion to accept the 9-1-1 Consultant's report was made by Commissioner Vice-Chairman Ron Wolff with a second from Commissioner Jeff Renas. There were no oppositions and the motion was carried.*

**CHAIRMAN'S REPORT:**

Chairman Donnie Kellam reports that he is having a heart catheterization on 4/3/23 to assure he is okay to have future surgeries. He advised that he would update Director Flournoy and Commissioner Vice-Chairman Ron Wolff as needed.

**OTHER BUSINESS:**

Deputy Director Krista Kilmon

**PAYABLES:**

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

**ADJOURNMENT:**

*Commissioner Vice-Chairman Ron Wolff made a motion to adjourn the meeting with a second from Commissioner Bobby Taylor. There were no oppositions and the meeting was adjourned by Chairman Kellam at 18:37.*

Respectfully Submitted,

Katie Brewster, *Recording Secretary*