



Minutes of the Eastern Shore of Virginia 9-1-1
March 2024 Commission Meeting
Thursday, March 28th, 2024 @ 1730 hours
Northampton County Board Chambers – Eastville

- COMMISSIONERS PRESENT:** Donnie Kellam, *Chairman, Community Fire Company*
Jeff Parks, *Accomack County Board of Supervisors*
Donald Hart, *Accomack County Board of Supervisors*
Greg DeYoung, *Northampton County Dept. of EMS*
Charles Kolakowski, *Northampton County Administrator*
Mike Mason, *Accomack County Administrator*
Bill McCready, *Vice-Chairman, 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*
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*
- OTHERS PRESENT:** Jeff Flournoy, *ESVA 9-1-1 Director*
Katie Brewster, *ESVA 9-1-1 Supervisor/ Recording Secretary*
- COMMISSIONERS ABSENT:** None
- REMOTE PARTICIPATION:** Ben Byrd, *Wachapreague Volunteer Fire Company*, participated remotely due to medical matters from the Wachapreague, VA area.
- OTHERS ABSENT:** Scott Chandler, *ESVA 9-1-1 Consultant*
Krista Kilmon, *ESVA 9-1-1 Deputy Director*
- CALL TO ORDER:** Chairman Donnie Kellam called the meeting to order at 17:34.
- INVOCATION:** Commissioner Vice-Chairman Bill McCready delivered the opening invocation.
- PLEDGE OF ALLEGIANCE:** Chairman Donnie Kellam led the reciting of 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 2024 meeting was made by Commissioner Donald Hart with a second from Commissioner AJ Ferebee. There were no oppositions and the motion was carried.

CONSENT AGENDA:

- A. VDEM PSAP GIS Data Maintenance Grant Submission – FY25 – ESVA 9-1-1 Center GIS Needs – Data Maintenance - \$5,000
- B. VDEM PSAP GIS Data Maintenance Grant Submission – FY25 – Accomack County GIS Needs – Enterprise GIS Software - \$3,000
- C. VDEM PSAP GIS Data Maintenance Grant Submission – FY25 – Northampton County GIS Needs – Enterprise GIS Software - \$3,000

A motion to approve the consent agenda items was made by Commissioner Donald Hart with a second from Commissioner AJ Ferebee. There were no oppositions and the motion was carried.

BUDGET REPORT:

FY24: Director Flournoy reported that there were no real changes to the revenue coming in. The 9-1-1 wireless surcharge is projected to come in above by about \$6,000. The Accomack Communications Tax is projected to come in about \$8,000-\$12,000 over and the Northampton Communications Tax is projected to come in about \$2,000-\$4,000 over. Accomack's fourth quarter will be requested in April. Of the 3104 budget, 99% has been spent and of the 3105 budget, 63% has been spent through the end of February.

FY25: A spreadsheet was included that showed what Accomack County is recommending, items that are considering approval in the budget, potential use of the Commission fund balance, and potential needs related to the ESVARRS project. Director Flournoy continues work with the Northampton County Finance Department on benefit costs. There is no real change from last month's update on FY25 due to awaiting on the adoption of Accomack and Northampton's budget as well as the state's actions.

A motion to approve the budget report was made by Commissioner Vice-Chairman Bill McCreedy with a second from Commissioner AJ Ferebee. There were no oppositions and the motion was carried.



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DIRECTOR'S REPORT:

Meetings: On March 25th, we were able to send three dispatchers to the Lifestyle Resiliency Class for Dispatch using a VDEM grant. Director Flournoy stated he was invited to Station 8 (Tasley) on March 26th to instruct on radio communications. **Staffing/Personnel:** From the most recent hiring process, we hired one additional F/T and one additional P/T, both of whom are still in training. A resignation was received by Sarah Wenzel (F/T) who is relocating to Lynchburg to continue her education as well as dispatch for Liberty University. Shannon Wyatt, who is currently P/T, will transition into the full-time vacancy, leaving all eleven F/T positions filled (nine released and two in training) and three P/T personnel (all released). Greg Lewis began employment as the Regional Radio System Manager (P/T) on March 8th, 2024.

Information Technology: We have transitioned to working with other Northampton IT staff after the resignation of the Northampton IT Director a few weeks ago. Heavy IT assistance involvement is expected during the new dispatch console installation the first week of April. **Facility Related:** We are still awaiting completion of the exhaust fan in the new ADA bathroom. Accomack County Public works is assisting with several facility items and provided great assistance with the 9-1-1 Center carpet projected that happened in March. **Bi-County Dispatch/Communications Committee Activity:** There will be a procedure change for the appropriate fire apparatus response to structure fires. Example: currently a brush truck or utility could count going to a house fire; the new procedure will be an engine or tanker will need to respond. The fire recall nature code will not be used nearly as much, rather the incident be alerted as what the incident is. There will be changes to how the fire public service nature code is used; reaching out to an officer on non-emergency calls and asking how they want to handle it. A new policy addressing multiple fire incidents in the same geographic area will be implemented. Some of these topics will be pushed by ACFRC and all will be implemented as soon as it can. **ESVA 9-1-1 Procurement Policy:** Revisions have been completed and hoping to have an action item next month where we are adopting procurement policy for our 9-1-1 Center. **Other:** With the concurrence of Station 10 (Melfa) leadership we have enacted some additional CAD changes to add an additional fire-station on all fire incidents in their district due to staffing issues.

RADIO INFRASTRUCTURE:

There was a power amplifier fail at the Accomack Sheriff site, we had a spare that was put in and are now awaiting the return of the failed amplifier from repair. We assisted NCSO with an issue where their SIRS radio was not connecting to their console due to a failed card at the Eastville site and functionality has been restored. Tangier has had several radio communications issues. Verizon continues to work on the receiver that had failed, which has caused us to keep losing connectivity. On the paging side there were instances when it would not work very well when it was raining heavily, but worked the next day when it was sunny. All equipment worked for testing but it was ultimately decided to increase the power for resolution. The Annual ANEC Critical Tower/Dispatch Site verification that they have the



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needed sites and dispatch center on their critical site list so that they do not disconnect and have priority restoration was completed in early March.

OTHER:

Director Flournoy covered Deputy Director Kilmon's report in her absence. **Active Shooter Drills w/ Law Enforcement/ALICE Training:** We have a drill scheduled with Chincoteague Police Department for April 4th, 2024 and with Northampton County Sheriff's Office for April 16th, 2024 but do not have a drill scheduled with Accomack County Sheriff's Office. **MJA Grant:** Three staff members were able to attend a Resiliency class. An Active Assailant class will be held on April 25th 2024 and a Leadership class on June 6th, 2024 that we will send staff to. **ESVA 9-1-1 Carpeting/Console Project:** Carpeting was installed at the 9-1-1 Center the first week of March. The installation went well and everything was back to order by Friday. The next phase will happen April 1st-4th: Monday we will be going to James City County for the break-down of the new consoles, Tuesday our consoles will be disassembled, Wednesday the new carpet will be installed and Thursday the new consoles will be installed.

An update of the ESVARRS Project was then given by Director Flournoy. **Funding Related:** We have had a total of four drawdown requests from the COPS program, totaling \$1.3 million taken out.

Microwave/Connectivity System: The DDR for Williams Communications was approved in early March. In mid-April, there will be initial testing of the microwave system near Austin, TX that Director Flournoy plans on attending with some CTA Consultant staff. There are additional discussions occurring on how to best use fiber for the connectivity needed and there is ongoing work on the expected ESVA future costs for bandwidth. **Sites-Work/Plans:** The Notice to Proceed for the Chincoteague Public Works, Mappsville, and Craddockville sites was executed the morning of the 27th. L3 Harris has been updated and it is expected that work will begin in mid-April. There are no big changes to report for the Eastville or Accomack VSP sites. The Northampton County Attorney is working on the lease for the Northampton County Water Tower. With the Accomack County Sheriff Office Tower L3 Harris still has one additional county permit to get straight and the ANEC work is planned to occur over the next two weekends.

Interoperability: A control station will be installed at the ESVA 9-1-1 Center, ACSO, and NCSO in April to allow an immediate degree of interoperability between state personnel and local personnel. The long-term plan for interoperability is using one of the L3 Harris gateways and direct programming. **Fleet-Mapping:** There is an encryption request letter that has been received from Northampton but not yet from Accomack or Chincoteague. **Staging/CFAT:** The CFAT occurred on March 13th-14th and the intent was to be able to see our equipment and assure it works the way it should. Director Flournoy stated that in addition to L3 Harris and CTA Consultants staff, Bill McCready, Scott Chandler, Krista Kilmon, Greg Lewis, John Greer, and himself attended the CFAT. There were approximately 40-50 tests conducted, successfully, related to infrastructure, back-up operations, and the handheld radio performance and a lot will need to be re-tested once the equipment is here. **Governance:** Efforts are being devoted to



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governance items. The following are several recently shared with Fire/EMS leadership: A. No radio will be transmitting or used on our new system without authorization. B. No one can use our system unless they are part of an agency that has agreed to be part of it. C. No subscriber can use the system unless it has been approved to. D. Any ancillary equipment needs to be approved. E. All equipment will be tracked and documented F. Equipment stays where it is supposed to stay (apparatus/individual assigned). G/H. The 9-1-1 Commissions' overall management responsibility of infrastructure and subscriber radios. **Upcoming System Planning Meetings:** A. Paging Plans – how we will be paging/alerting. B. Personalities – how subscriber radios will be configured. C. Bypass – back-up/system failure procedures. **Other:** The project timeline has not changed; it is still planned to begin system use by February 2025. **Change Order Information:** There are no change orders, however there was a slight increase of about \$2,300 from a previous change order approval for equipment improvements. We are still within our budget and have about \$37,000 remaining in our unobligated contingency funds.

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

ACTION ITEMS:

A. ESVA 9-1-1 Commission Annual Report - 2023

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

B. National Telecommunicator Week Proclamation - 2024

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

C. Use of 9-1-1 Commission Fund Balance – FY24

A request for authorization to use up to \$54,000 of non-appropriated 9-1-1 Commission fund balance for the purchase of a vehicle. The need is presenting itself more and more each day; especially in the first week of having the new radio manager position. It would greatly reduce the need for personal vehicle use and reimbursements. It was a FY25 budget request in both counties and it not funded in Accomack's budget. This request would be to purchase a vehicle, not lease, with ongoing costs planned for fuel, maintenance, and other vehicle needs. With the current fund balance amounts, accounting for the use in FY24, potential planned use in FY25, the need to maintain 8% of operational costs, one-time ESVARRS costs for FY25, and funds for potential additional ESVARRS needs; it is felt that this request can be absorbed. In the Fund 730 and Fund 731 the potential remaining available fund balance, after the potential use for a vehicle, projects outside of ESVARRS, and antenna work is about \$244,000 remaining



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for likely use for ESVARRS. There was then discussion amongst Director Flournoy and the commissioners on different vehicle types, costs, console and radio equipment installation, etc.

A motion to approve this action item was made by Commissioner Greg DeYoung with a second from Commissioner Jeff Parks. Commissioner Donald Hart made a motion to increase the funds to \$60,000 for the purchase of a vehicle and related equipment needs with a second from Commissioner Greg DeYoung. There were no oppositions and the motion was carried.

CONSULTANT'S REPORT:

Director Flournoy reported that Consultant Scott Chandler is still greatly involved in the ESVARRS project.

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

CHAIRMAN'S REPORT:

Chairman Donnie Kellam had nothing to report.

OTHER BUSINESS:

There were no other business items at this meeting.

PAYABLES:

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

ADJOURNMENT:

Commissioner Vice-Chairman Bill McCready made a motion to adjourn the meeting with a second from Commissioner Greg DeYoung. There were no oppositions and the meeting was adjourned by Chairman Kellam at 18:31.

Respectfully Submitted,

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