



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting  
May 2022 Meeting  
Thursday, May 26<sup>th</sup>, 2022 @ 1730 hours  
Accomack County EOC Building - Melfa

- COMMISSIONERS PRESENT:** Ben Byrd, *Wachapreague Volunteer Fire Company*  
Terri Christman, *Northampton County Dept. of EMS*  
AJ Ferebee, *Captain, Northampton County Sheriff's Office*  
Donald Hart, *Accomack County Board of Supervisors*  
Donnie Kellam, *Chairman, Community Fire Company*  
Charles Kolakowski, *Northampton County Administrator*  
Mike Mason, *Accomack County Administrator*  
Bill McCready, *Atlantic Volunteer Fire Company*  
Dane Lawson, *(acting) Area 31 1<sup>st</sup> Sergeant, Virginia State Police*  
Ernest Smith, *Northampton County Board of Supervisors*  
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*
- OTHERS PRESENT:** Jeff Flournoy, *9-1-1 Director*  
Caroline Hodgson, *9-1-1 Supervisor/Recording Secretary*  
Greg Lewis, *Accomack County DPS*
- COMMISSIONERS ABSENT:** Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*
- OTHERS ABSENT:** Scott Chandler, *9-1-1 Consultant*  
Krista Kilmon, *Deputy 9-1-1 Director*
- CALL TO ORDER:** Chairman Kellam called the meeting to order at 17:32.
- INVOCATION:** Commissioner Donald Hart delivered the opening invocation.
- PUBLIC PARTICIPATION:** There was no public participation at this meeting.



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**MINUTES:** *A motion to accept the minutes from the April 2022 meeting was made by Commissioner Donald Hart with a second from Commissioner Ben Byrd. There were no oppositions and the motion was carried.*

**CONSENT AGENDA:** *There were no consent agenda items at this meeting.*

**BUDGET REPORT:** Director Flournoy first mentioned that no one advised of calling in to the meeting for remote participation. Deputy Director Kilmon was not present due to being sick. Director Flournoy introduced Terri Christman as the newest Commissioner, replacing Hollye Carpenter due to her recent retirement.

Director Flournoy reported that the wireless surcharge continues to be in a very good place, with an over projection of \$45,000-\$48,000 due to the recent tax rate increase changes. Both County communications tax continue to come in under budget as they usually do, with Chincoteague being right on track. On the expenditures side, we are still spending money under the professional services/engineering for CTA Consultants that will go into next year. Money for radio consoles (\$249,000) will go into the radio project in the future. There are no anomalies or concerns. We have spent 70% of personnel costs, 64% operational costs, which represents through the end of April. Director Flournoy then presented a spreadsheet/presentation for the proposed FY23 budget (to start on July 1<sup>st</sup>). Accomack County has approved their budget and Northampton County should approve theirs in June. Budget amendments are expected once both County and State budgets are finalized.

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

**DIRECTOR'S REPORT:** Director Flournoy discussed current staffing standings. CO Katie Brewster was promoted to Supervisor, effective June 12<sup>th</sup>, 2022. CO Sierra Rudiger submitted a resignation from full-time to part-time (included in packet). CO Leah Hall will promote from part-time to full-time, effective June 12<sup>th</sup>, 2022. Ultimately, we will end up with at least one, most likely two, vacant full-time CO positions (one coming from the upcoming budget year). A hiring process is expected to begin in the near future to fill these positions. Part-time CO Kwasia Jones submitted a letter of resignation (included in packet). Worcester County, MD has new GIS people who are questioning borders between Worcester and Accomack (thought to be previously resolved). Director Flournoy has not had a lot of time to spend on the Resolution of Charter due to being ill and other projects, including the radio system. The Baker-Tilly salary study results are expected to be presented at the next Commission meeting. Several staff members were able to attend the NENA/APCO 2022 conference in Virginia Beach last week. There are several outstanding items that need to be completed by Motorola for the CHE refresh back in April. The on-going court case involving a 9-1-1 Center employee who was victim to a racial epitaph back in



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November 2021 was finalized on May 26<sup>th</sup>, 2022, and the accused pleaded guilty, was convicted, and was given a fine.

**RADIO INFRASTRUCTURE:** director Flournoy stated that he reported last month that VSP radio technicians and VDEM officials here to test several items (STARS tower) and coverage from an antenna on the Chincoteague water tower (for use during rocket launches). In his opinion, it was not successful. The coverage was okay but was not what it should have been. The goal was to avoid using Channel 15 and options are being explored with Wallops. Last month, Director Flournoy mentioned that we would be working with Virginia Beach and Northampton field personnel to test the ability to test ORION using their radios. The test was ultimately successful on May 8<sup>th</sup> to where a NCEMS unit could talk to Virginia Beach via a patch on ORION. Channel 9 did not perform as well as hoped but other channels did.

**COVID-19 REPORT:** Director Flournoy reported that since the last meeting, one staff member tested positive for COVID-19 and was out for a period of time and two others were out for a few days due to exposures.

**OTHER:** Director Flournoy provided a memo and discussed an update on the RPSRSC project to include recent meetings he has attended as well as guidance for receiving the \$8.2million. There are no local funds in the FY23 budget at this point, pending other funding determinations. The Evaluation Committee continues to meet and evaluate received proposals. It expected to have a vendor selected by July 2022 with a signed contract by August 2022. Director Flournoy stated that the ball is now in Northampton County Schools court as far as whether or not they will participate in the new radio system. He has attended a NCPS Board meeting and is awaiting to hear a decision from them. Director Flournoy has reached out to Northampton County's attorney for assistance regarding legal support for the needed contract award. Director Flournoy stated he expects to have a formal approval to continue working with CTA Consultants to assist in the next phase of the radio system project at the next meeting (action item). Director Flournoy provided an update related to the childcare assistance that has recently been offered to staff members. Children's Harbor has been used five times since starting on May 9<sup>th</sup>. The trial period continues. The childcare family room at the 9-1-1 Center has been set up with ACPW completing door modifications and installing an A/C unit. A VACORP representative visited the 9-1-1 Center on May 12<sup>th</sup> to review the room. We were given the OK to use the room by the representative, with a suggestion to include the childcare room in an Emergency Action and Evaluation Plan for the facility. The room is overall fully functional with a TV needing to be mounted to the wall. The room has been used one time so far.

*A motion to accept 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.*



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**ACTION ITEMS:**        **A.        Resolution of Appreciation for Hollye Carpenter-** intended to approve the Resolution and have Hollye come to the next meeting for presentation.

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

**CONSULTANT'S REPORT:**        Scott was not in attendance to present his report but a copy was provided in the meeting packet. Director Flournoy did mention that Scott has been heavily involved in the radio system committee meetings and evaluation work. He has provided a lot of appreciated input.

*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 did not have any items to discuss. He did remind the Commission that the next scheduled meeting will be in Eastville at the Board Chambers on June 30<sup>th</sup>, 2022 at 5:30pm.

**OTHER BUSINESS:**        Director Flournoy mentioned that Hollye Carpenter was the Commission Secretary-Treasurer and with her recent retirement, wonders if the position needs to be filled since there is nothing directed in the Resolution or Charter that says it has to be. Chairman Kellam stated he was wondering that as well. Director Flournoy said that he will plan on making that a discussion item at the next meeting.

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

**ADJOURNMENT:**        *Commissioner Bill McCready made a motion to adjourn the meeting with a second from Commissioner Donald Hart. There were no oppositions and the meeting was adjourned by Chairman Kellam at 18:13.*

Respectfully Submitted,

Caroline Hodgson, *Recording Secretary*