



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting  
Thursday, February 23<sup>rd</sup>, 2023 @ 1730 hours  
Accomack County EOC Building - Melfa

**COMMISSIONERS PRESENT:** Donnie Kellam, *Chairman, Community Fire Company*  
Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*  
Ben Byrd, *Wachapreague Volunteer Fire Company*  
Terri Christman, *Northampton County Dept. of EMS*  
Charles Kolakowski, *Northampton County Administrator*  
Mike Mason, *Accomack County Administrator*  
Bill McCready, *Atlantic Volunteer Fire Company*  
AJ Ferebee, *Captain, Northampton County Sheriff's Office*  
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*

**OTHERS PRESENT:** Scott Chandler, *9-1-1 Consultant*  
Jeff Flournoy, *9-1-1 Director*  
Krista Kilmon, *9-1-1 Deputy Director*  
Katie Brewster, *9-1-1 Supervisor/ Recording Secretary*  
Greg Lewis, *Accomack County DPS*

**COMMISSIONERS ABSENT:** Donald Hart, *Accomack County Board of Supervisors*  
Jeff Renas, *Area 31 1<sup>st</sup> Sergeant, Virginia State Police*  
Ernest Smith, *Northampton County Board of Supervisors*

**REMOTE PARTICIPATION:** None

**OTHERS ABSENT:** None

**CALL TO ORDER:** Chairman Kellam called the meeting to order at 17:33.

**INVOCATION:** Chairman Kellam initiated the Pledge of Allegiance, and then 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 January 26<sup>th</sup>, 2023 meeting was made by Commissioner Charles Kolakowski 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 advised that on the revenue side, there were not a lot of differences to report from the last meeting. There were also no changes in the communication tax; it is still coming in slightly under budget. On the spending side, there are no major changes. With the operational costs, the spreadsheet shows 50% for personnel expenditures and 80% for other, making up the total of 53% for expenditures through the end of January.

Director Flournoy reported that on February 9<sup>th</sup>, 2023 he went before the Accomack County Board of Supervisors and on February 14<sup>th</sup>, 2023, he went before the Northampton County Board of Supervisors regarding the FY2024 budget requests as well as provided an update on the radio system project. Accomack County has sent their recommended budget for public hearing. Northampton County has an unknown timeline, potentially to public hearing in late May to mid-June. Director Flournoy then reported on the items that were recommended for the Accomack County budget and stated that the items with a slash through them were not recommended. The recommended items include: Communications Tax Reduction, 5% increase for all personnel beginning 7/1/2023, potential benefit/holiday related costs increase, as well as the funding for the Regional Public Safety Radio System Manager position. Accomack County will be funding 100% of the parking lot and entrance improvements. Terri Christman did question why the longevity compensation was not included and Jeff stated that he did not ask or stand before the board to ask but does recognize we just recently had a salary study completed.

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

**DIRECTOR'S REPORT:**

Director Flournoy reported that we are still fully staffed. All F/T vacancies are filled and all personnel are released, and we have four P/T communications officers who are also all released. He then advised that with using state grant funds, Deputy Director Krista Kilmon and Dispatch Sarah Bundick, from Northampton County Sheriff's Office, attended the Denise Amber Lee Foundation 9-1-1 Training Conference. There is a synopsis included later in the report.



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It was reminded that Citizen Input allows the 9-1-1 Center to send a link to the public to allow access to their cell phone to receive a video/picture/live-stream. The intent is to get better situational awareness of an incident and send the data to responders when necessary. WBOC, from Salisbury, came to the 9-1-1 Center and interviewed Deputy Director Kilmon and Supervisor Hodgson on the Citizen Input Application for a news story. WESR also reached out and requested overview of the new technology, Deputy Director Krista Kilmon handled this. It was suggested by Chairman Kellam to get a copy of the story and possibly add it to our website. We have used Citizen Input several times since it has been implemented. The first was a golf cart accident in Cape Charles a few weeks ago where a subject was pinned and there was debris and liquid in the roadway and another was an incident with an electrical equipment fire, also in Northampton County.

It was communicated that the change to the platform that our email operates on has taken some time of the Director and Northampton I.T. staff, and that our staff is about 85% migrated. Director Flournoy reported that he recently had a meeting with Accomack and Northampton County GIS personnel where they finalized the decision to want to meet with GeoDecisions due to all three experiencing issues with the vendor that need to be addressed. It is expected to have a formal meeting with GeoDecisions leadership in mid-March. Last April we completed a hardware refresh on our 9-1-1 equipment and all outstanding items have been completed along with the last invoice being submitted for payment.

Last month, Station 10 had asked for an additional station to be alerted with them on all single-station incidents, such as Station 13 had previously done. This month, Painter indicated that they were having staffing issues and requested a modified dispatch for fire-incidents as well. Their solution was not as simple as Station 10 and 13 due to the fact they are both Station 12's surrounding companies who are also experiencing staffing shortages. The temporary solution that was decided on was to assure that any fire incident in the districts of Station 10, 12, or 13 included either Station 16, 11, 8, or 9. Director Flournoy advised that there was a change to the February In-Service training topics that were covered.

**RADIO INFRASTRUCTURE:**

Director Flournoy reported that he engaged with Atlantic Communications to fix something for our Mappsville site for Channel 11. We cannot hear as well on the channel due to a piece of equipment not working properly. The Delmarva Emergency Management radio is fixed now after the replacement radio was installed. He also stated that the generator at the Townsend site is now fixed, after being reported broken last month.

**OTHER:**

Regional Radio System Project – ESVARRS – Status Update: Over a course of two days, there were site visits for L3 Harris to spend time at all of the tower sites, the dispatch centers, and to go to a few Fire and Ems station to look at the apparatus. In regards to the COPS funding, the needed environmental



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studies are ongoing and expected to be completed by L3 Harris in the first week in March. The CTA is going to conduct a quick review to assure everything seems sound and then we will submit them to the COPS program. Once approved, funds are expected to be released to use toward project costs. For a general timeline, COPS advised that once they get the environmental studies, it can take 7-14 days to do an initial review and then there will be a 30-day period where we have to publicly advertise to assure there will be no public impact. Director Flournoy continues to work with Northampton County finance staff providing the needed reports. Representatives from DOJ/COPS reached out and stated that they will be here March 21<sup>st</sup> for a meeting on this project. Northampton County requested that the necessary leadership from County Administration and Sheriff's Offices also attend that meeting. 9-1-1 Commission staff and CTA Consultants staff will be attending. There is an expectation from Northampton County to follow procurement policies; there's some items that say "approval from Northampton Board of Supervisors." This topic will require additional discussion and clarification. Director Flournoy did reach out to a representative of the March 21<sup>st</sup> meeting, and they advised there was nothing to be worried about as a part of their reasoning for coming down. It was pointed out that help was needed from law enforcement when it comes to answering questions about how the radio system will help with community policing and other questions that have come up.

In regards to local funding, it was stated that Accomack County approved their needed local funding toward the project. With Northampton County, the need for the local funding to be committed in some fashion has been communicated and the timeline is still not established. Northampton has already provided funds towards the logging recorder and radio console, which reduces their need to match 1/3 by about \$100,000, and that has been communicated. Ultimately, both counties' funds are needed for the microwave project, change orders, consultant services, etc. While we have already created a special budget to separate 9-1-1 Commission budget from Radio Project budget, it will most likely be separated even more due to the federal government wanting very detailed reports/separations. RFP for the microwave/connectivity system was due February 24<sup>th</sup>. The first one had come in February 23<sup>rd</sup>, and several more were expected. That is the next procurement that is started and will take a few months. It will eventually be an action item for this body and the same evaluation committee is working on this.

March 6<sup>th</sup> and 7<sup>th</sup>, L3 Harris will be providing several opportunities for Fire, Ems, Law Enforcement, and Northampton School Board personnel to see the radios they are going to use, hear about the system, and dispatch personnel will be able to see the consoles. There's a flyer attached with more information. Commissioner AJ Ferebee clarified that it was important that leadership understands that this session is not for training purposes, but to see the equipment itself and take it back to their agency. March 7<sup>th</sup>, there's a preliminary Design Meeting where L3 Harris will provide their preliminary plans on what exactly they're putting where based on their site visits. The Detailed Design meeting in May is where things will be solidified so that things can be ordered. The Virginia State Police has requested that all CTA Consultant's, L Harris, and ESVA personnel who are participating in the project have a formal background check completed. L3 Harris has been working on the frequency allocation needed and has the logging recorder has been pushed to the beginning of the project. L3 Harris has been asked to give



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the Town of Chincoteague the decision on whether Symphony consoles will be used at Chincoteague Police Department. A lot of time is being put towards verifying everything; such as, the number of radios for each agency and those details, and needs to be completed by May.

There were no change orders to consider since the January 2023 meeting. Director Flournoy then briefly discussed the “False emergency communications to emergency personnel; penalties; report” and “FOIA disclosure of personnel records” General Assembly Bills related to 9-1-1.

State (VDEM) – Wireless Surcharge Reduction – FY23: As reported in the January 2023 meeting, there will be a reduction in one of our funding streams due to the State (VDEM) wireless surcharge reduction. The information that VDEM has sent was that there is an adjustment happening because last year, too much money from the 9-1-1 was given to the crisis call center (988). There is more information on how the tax is collected on cellular devices and what it is based on. The ESVA 9-1-1 Center impacts could be at least \$24,000 less for FY23. Commissioner Mike Mason made the suggestion to make the reduction over a three-year period to minimize the impact.

ESVA 9-1-1 Facility Projects – Pending – Overview: It was noted that Public Works is overall behind on several projects including, a new generator, and a new chiller/AC system for the extension side of the building.

*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.*

**ACTION ITEMS:           A. ESVA 9-1-1 Fund Balance Use – ESVARRS Project**

Last month it was discussed to use our fund balance for the needs of the radio project, and based off of what Northampton County has already contributed (the logging recorder and the radio consoles that are now a part of the radio project), their local match needed can be reduced. Accomack County has not yet provided funding. Directory Flournoy requested to use the \$101,000 from our fund balance toward the project, which negates the need to use the \$47,000 of other fund balance.

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

**B. ESVARRS Project – Recommendations for Approval**

The following items were recommended for approval by the 9-1-1 Commission, related to the immediate need to start looking at subscriber radios. #1: If an agency asks to have one of their project radios now, the recommendation is no, subscriber radios funded and provided as part of the ESVARRS project, will not be issued prior to plans. This could change down the road, however, the project is not there yet. We are trying to plan for this need, and it’s happening right now. #2: Our goal should be that



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we try to provide a new radio to every primary apparatus. If an agency decided that they wanted to buy a radio on their own, outside of their project allocations, then they can, given they follow the provided guidelines. #3: If an agency asks to use pagers that are a part of this project, we are going to permit that, with the understanding that they receive some now, and the rest of their allocation later on. #4: No one is permitted/expected that they can go out and buy a radio in their own and operate on our system without appropriate authorization or an approved radio. The verification/audit for the number of radios allocated to each agency to be done in the next few months. There could be an opportunity where we could better use the money. After the audit, potentially could transfer funds from one allocation to another. Discussion started between Commissioners about the warranty and maintenance of agencies receiving pagers earlier than plan time and the pricing between what L3 Harris is paying and what we are being quoted.

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

**CONSULTANT'S REPORT:**

9-1-1 Consultant Scott Chandler reported that he attended the Core Team meetings with L3 Harris and CTA a couple of times over the past month. He also participated in site visits, particularly focused on the Fire and EMS stations radios and their needs, and prepared a document with topics to be covered with L3 Harris at the introduction sessions.

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

**CHAIRMAN'S REPORT:**

Chairman Kellam discussed him being hospitalized last weekend. He has been going through the process of testing and preparing for an esophageal surgery that is coming up sometime soon. He then thanked everyone for their support.

**OTHER BUSINESS:**

There were no other business items at this meeting.

**PAYABLES:**

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



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**ADJOURNMENT:**

*Commissioner Vice-President Ron Wolff made a motion to adjourn the meeting with a second from Commissioner AJ Ferebee. There were no oppositions and the meeting was adjourned by Chairman Kellam at 1830.*

Respectfully Submitted,

Katie Brewster, *Recording Secretary*