



Minutes of the Eastern Shore of Virginia 9-1-1
June 2024 Commission Meeting
Monday, July 8th, 2024 @ 1730 hours
Rescheduled from Thursday, June 27th, 2024 @ 1730 hours
Northampton County Board Chambers – Eastville

- COMMISSIONERS PRESENT:** Donnie Kellam, *Chairman, Community Fire Company*
Donald Hart, *Accomack County Board of Supervisors*
Charles Kolakowski, *Northampton County Administrator*
Mike Mason, *Accomack County Administrator*
Bill McCready, *Vice-Chairman, Atlantic Volunteer Fire Company*
AJ Ferebee, *Captain, Northampton County Sheriff's Office*
Ernest Smith, *Northampton County Board of Supervisors*
- 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:** Jeff Parks, *Accomack County Board of Supervisors*
Ben Byrd, *Wachapreague Volunteer Fire Company*
Greg DeYoung, *Northampton County Dept. of EMS*
Jeff Renas, *Area 31 1st Sergeant, Virginia State Police*
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*
- REMOTE PARTICIPATION:** None
- OTHERS ABSENT:** Scott Chandler, *9-1-1 Consultant*
- CALL TO ORDER:** Chairman Donnie Kellam called the meeting to order at 17:39.
- INVOCATION:** Commissioner Charles Kolakowski 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 May 2024 meeting was made by Commissioner Donald Hart with a second from Commissioner Vice-Chairman Bill McCready. There were no oppositions and the motion was carried.

CONSENT AGENDA:

There were no consent agenda items at this meeting.

BUDGET REPORT:

Director Jeff Flournoy reported that since the last meeting there were no big changes or anomalies to revenue or spending for our current budget.

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

DIRECTOR'S REPORT:

Meetings- 9-1-1 Deputy Director Krista Kilmon, 9-1-1 Supervisor Katie Brewster, and NCSO Dispatch Supervisor Phyllis James attended a MJ Grant Class. The Northampton County EOC Activation Meeting was cancelled and 9-1-1 Supervisor Katie Brewster attended the VDEM Cybersecurity Grant Kick-off Session. **The 9-1-1 Center Vehicle-** It is now being used as needed. It is tagged, insured, has an EZ pass, and a fuel card system that has been set up. **NG9-1-1-** August 13th is the transition date, and regular meetings continue with AT&T, with Supervisor Hodgson assisting. **Other-** All of the secondary dispatch centers have paid their annual reimbursement to have Smart9-1-1. Effective July 1st, the General Assembly mandated all dispatch personnel to have Alzheimer and Dementia training. We are waiting on information from VDEM for training plans.

RADIO INFRASTRUCTURE:

Director Jeff Flournoy reported on the current radio system. Options are being considered for PM/PMI support needed for FY25. **ACI Related-** Since a new antenna was installed in June '24 there have been no recent issues with the Tangier transmitter. ACI has completed the grounding inspection for 2024 and we are awaiting the report. **VSP Interoperability-** Continued use of the VSP interoperability radios on calls, talking with VSP troopers. **Other-** There have been some recent issues with Northampton's Channel 9 coverage, particularly in the southern end of Northampton County. The radio techs did find an issue that they corrected but coverage issues are still present, especially for portables. There was a failure with the ACSO site transmitter that was fixed by replacing a fuse.



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OTHER:

Included in the packet was a formal letter to James City for the console donation, and to York County for assisting with the project. The 9-1-1 Center was approved for a Cybersecurity Grant Program Assessment. There is a letter included in the packet for that and Supervisor Brewster is assisting.

Director Jeff Flournoy then turned the meeting over to Deputy Director Krista Kilmon to provide her report. **ECW Issues-** Work continues on trying to get the outstanding ECW tickets resolved and the customer service representative was talked to today. **Active Shooter Drills-** While there still is not an active shooter drill scheduled with ACSO, there was communication with their leadership. They advised that they are short-staffed and in a hiring process, and once they get to a better place with staffing a drill can be scheduled. **Console Project-** There are only a few little things that still need to be completed. The replacement heaters and tiles for the back have been received, under warranty. We are awaiting installation of the new console that was ordered, which should hopefully take place in September. **Transfer/Volume Issue-** ACSO was worked with on 6/12 on the transfer issue. After testing, it was ultimately determined that the problem was happening when ACSO Dispatch answered the phone using speakerphone. It was reported to their IT, but we have not heard back from them on if there was a resolution. **Current Hiring Process-** We had a total of 22 applicants, 12 of which completed the CriteCall testing, 7 of which passed. We advanced those who passed to initial interviews, which were conducted by Supervisors Lisa Gibbons, Caroline Hodgson, Katie Brewster, and Communications Officer Leah Hall. Three applicants were selected to advance to the PRADCO and Select Advantage testing and a final interview with Director Jeff Flournoy. Out of those three, two accepted: one F/T and one P/T and they will begin training on July 15th. Deputy Director Krista Kilmon then turned the meeting back over to Director Jeff Flournoy.

Director Jeff Flournoy advised that with the recent hiring process, we will still be down one F/T position, but is something we will manage down the road. He then went on to provide updates for the ESVARRS project. **Funding-** There have been no real changes with the money that has been spent since last meeting and no additional draw-down requests. **Microwave/Connectivity-** Continued work with ESVA, and a change order request has been submitted for them to give us the needed bandwidth as well as the additional construction of another patch coming to ACSO. The microwave work is ongoing. There has been a holdup at the Northampton County Water Tower site due to the final drawings that were submitted to the county showing a cabinet where a cabinet is not expected to be. A similar issue came up with the Chincoteague Police Department with a pole in the final drawing. **Site Work/Plans-** At the Chincoteague Public Works Site, the fencing is done, the shelter is there, the new ice-bridge is up, and ANEC has already hooked up power. At the Mappsville Site, the fencing is up, the shelter is there, and



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the ice-bridge is up. At the Craddockville Site, the new shelter and generator are there, and the ice-bridge is up. At the ACSO Site, the remediation is complete. At the Accomac VSP Site, antennas have been installed on the towers, and some of our equipment is in the shelter. At the Eastville VSP Site, port openings for the antennas were created and antennas were installed. Overall, a lot has happened over the last few months. The microwave still has some work to do and L3 Harris is almost done.

Interoperability- Greg Lewis continues efforts related to interoperability needs, and we now have an agreement with Maryland First. Regular meetings continue with Wallops on interoperability planning. They appear to be taking responsibility for coordinating and covering any costs. Director Jeff Flournoy is awaiting direction from ACSO leadership on authorizations for ESVARRS use for selected Protective Services staff. **Ongoing Meetings-** The bypass processes, coverage testing planning, and G5 programming are all planned and coming up. **Timelines-** The overall project completion timeline for system use is still February 2025. L3 Harris is looking for all tower/civil work to be completed by August 2nd. This would give them all of August to do system optimization, allowing system-wide coverage testing to be completed by the end of September 2024. **Other-** We continue to wait for a date to be scheduled by ACPS leadership to continue any discussions related to their potential use of the ESVARRS. The Motorola FOIA Request for L3 Harris procurement documents has been completed. Director Jeff Flournoy worked a lot with the 9-1-1 Commission's legal counsel to assure the Code of Virginia statutes for Procurement and FOIA were followed. We are awaiting Motorola to pay their invoice. Time/efforts have been devoted to trying to get a SHSP Grant Submission towards enhancements for cybersecurity for our radio project. It is planned to start efforts towards public education outreach on the transition from the existing radio systems to the ESVARRS, such as the need for 700MHz/trunked scanners, encryption, and different Fire/EMS alerting. **Change Order-** There were several small change orders included for approval: ANEC set-up costs, SVBA fiber construction costs, Morris and Richie structural re-analysis at the Eastville Water Tower, KCI structural re-analysis at the ESVA 9-1-1 Center, and asset identification.

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

ACTION ITEMS: A. ESVARRS - Subtenant Leases - State of Virginia Sites (2)

Provided were two subtenant agreements, one for the VSP STARS site in Eastville and one for the VSP STARS site in Accomac. Authorization was requested for Director Jeff Flournoy to sign these agreements on behalf of the 9-1-1 Commission.

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



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B. ESVARRS – Addition – Fire/EMS Encrypted Talkgroup

Approval was requested for the addition of one other encrypted talk group for Fire/EMS Operations for secure/sensitive information.

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

C. Policy – 9-1-1 Commission Vehicle

Approval was requested for the adoption and addition of the attached policy, related to the use of the 9-1-1 Commission vehicle, to the ESVA 9-1-1 Commission Personnel Manual. The policy was formulated from the Accomack County Policy for County vehicle use, and was reviewed by Turner and Wiggins with no big concerns.

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

D. FY25 Budget – ESVA 9-1-1 Commission

It was requested for the Commission to adopt the FY25 Budget. Our budget is balanced, as presented, using the revenue coming in, in addition to other projects being funded by both counties. There have been no change to the revenue coming in from local and outside sources. County funded items include the 1% salary increase, Frontline costs, benefit increases, salary increase for the exempt positions, Fail-Safe, and a kitchen exhaust fan. Some other items that are included in the budget are the additional costs for HRCJTA, a proposal to modify the salary schedule as recommended by the JER HR Group to raise the starting salary about \$2,000, and salary compression management by Baker-Tilly proposing .5% additional for each year in their current position. Money for these items is not being requested from the counties, but to be covered by other streams of revenue. There have been no change to the use of non-appropriated fund balance. It was originally asked for a 5% salary increase, to which it was later directed to reduce to a 1% increase. Accomack County later approved a 3% increase and Northampton County has included a 3% increase in theirs for approval tomorrow. If all approved, the FY25 budget will include a 3% salary increase for 9-1-1 Commission staff. Outside of routine ESVARRS costs, the ESVARRS project is still a separate budget. The 9-1-1 Center vehicle was purchased in FY24 at approximately \$18,000 under what was allotted. There remains a notable amount of the fund balance to use as needed for the ESVARRS project. Commissioner Mike Mason stated he felt comfortable making a motion to approve the FY25 budget as presented, less items B (JER HR Group salary schedule adjustment) and C (salary compression adjustment), which should be postponed until the next meeting. It was also requested to create provide the following data associated with it: position title, years in position, hire date, current



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salary, salary after 3%, salary after JER HR adjustment, salary after .5% compression, and any other pertinent information, as well as when the last compensation/classification study was for the 9-1-1 Commission, Accomack and Northampton.

A motion to approve this action item less items B and C, with discussion on these items being postponed until the next meeting with additional information to be provided, was made by Commissioner Mike Mason with a second from Commissioner Charlie Kolakowski. There were no oppositions and the motion was carried.

CONSULTANT'S REPORT:

Director Jeff Flournoy provided 9-1-1 Consultant Scott Chandler's report in his absence. He has been involved in a lot of work behind the scenes, particularly with the ESVARRS project.

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

CHAIRMAN'S REPORT:

Chairman Donnie Kellam had nothing to report, aside from welcoming Director Jeff Flournoy back.

OTHER BUSINESS:

There were no other business items at this meeting.

PAYABLES:

A motion to pay the bills was made by Commissioner Vice-Chairman Bill McCready with a second from Commissioner AJ Ferebee. 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 Mike Mason. There were no oppositions and the meeting was adjourned by Chairman Donnie Kellam at 18:19.

Respectfully Submitted,

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