



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
Thursday, May 25th, 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*
Donald Hart, *Accomack County Board of Supervisors*
Charles Kolakowski, *Northampton County Administrator*
Bill McCready, *Atlantic Volunteer Fire Company*
Jeff Renas, *Area 31 1st Sergeant, Virginia State Police*
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*

COMMISSIONERS ABSENT: Mike Mason, *Accomack County Administrator*
AJ Ferebee, *Captain, Northampton County Sheriff's Office*
Ernest Smith, *Northampton County Board of Supervisors*

REMOTE PARTICIPATION: Greg DeYoung, *Northampton County Dept. of EMS*, participated remotely due to personal matters from the Southern Northampton County, VA area.

OTHERS ABSENT: Greg Lewis, *Accomack County DPS*

CALL TO ORDER: Chairman Kellam called the meeting to order at 1732.

INVOCATION: Chairman Kellam initiated the Pledge of Allegiance, and then 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 meeting was made by Commissioner Donald Hart with a second from Commissioner Vice-Chairman Ron Wolff. There were no oppositions and the motion was carried.

CONSENT AGENDA:

Director Flournoy advised that an amendment was made to the March 30th, 2023 minutes to show that Commissioner Mike Mason was absent rather than present. The second item was presenting the Resolution of Appreciation for former Commissioner Terri Christman.

A motion to accept the consent agenda items from the meeting was made by Commissioner Donald Hart with a second from Commissioner Ben Byrd. There were no oppositions and the motion was carried.

BUDGET REPORT:

Director Flournoy reported that there were no big changes on the revenue side. For the wireless surcharge, we have 11 of the 12 months in, so appears we will be about \$20,000-25,000 less than projected. With the Communication Tax, for Accomack we have 9 months in and appears will be about \$6,000 less than projected. For Northampton, we have about 8 months in and should be about \$4,000 less and Chincoteague is on track. The attached spreadsheet, that is through the end of April, shows that 74% of operations cost towards personnel, 76% towards other items, for a total of 75% of our budget spent. For FY24, Accomack's budget was approved several months ago and Northampton's is expecting approval in June 2023. Our budget is projected as balanced based on the projected revenue, some use of fund balance with planned expenditures. In addition to the new items that are funded by the county, there are a few other items that have been included. Some things will remain a work in progress and will go into next year. There are no RSAF Grants planned, the PSAP Grant provides \$4,000 for training/education use, and we continue to use the SHSP Grant for the Continuity and Disaster Planning. We still have the money out for the NG911 deployment, which is estimated to happen next fiscal year as we are on the state's timeline. The Regional Radio System related funds are in a separate budget and include the USDA Grant, DOJ-COPS grant and Accomack and Northampton County Funds.

Both counties included the following in their budget for next year: the 5% salary increase, Communications Tax reduction, costs associated with benefit increases, and the Regional Public Safety Manger position. Commissioner Donald Hart stated that Accomack and Northampton are both proposing a 7% salary increase and Director Flournoy stated that he has been waiting to see what the state approves and that it is a future line item. Other items that have been included in the budget: iOps, slight salary increase for the Deputy Director position, fiber costs, and mileage costs increase, a \$10,000 "place holder" for any additional funds needed for the radio system, Frontline, T-mon support, and additional consulting costs. The EAP will be available to all Northampton County employees beginning in July. To answer the Wireless Surcharge Formula that has been discussed in a few meetings, VDEM indicated there was no issue with the funding relate to testing. When budget submissions were due, a



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5% salary increase was proposed, however, it is intended to ask to look at what counties and state have done, once approved, and ask for us to be at the same level. The counties will be asked to help fund the VRS expenses that went up and the increase in Health Insurance expenses.

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

DIRECTOR'S REPORT:

Director Flournoy reported that we had C.O. John Thornton attend and participate in ANEC Arbor Day public event. When it comes to staffing/personnel, we have one current full-time vacancy, with a part-timer temporarily filling a full-time position. With the ongoing hiring process, it is planned to fill both positions. The hiring recruitment started on May 10th, applications were due May 24th, and testing will begin in early June. We did provide two open-house sessions on May 17th and are expecting to hire by July. There have been ongoing conversations with ACSO, NCSO, and CPD leadership to plan an active shooter drill for dispatch. JLARC has researched and are actively studying dispatch personnel being included with VRS hazardous duty benefits. There will be more to come and will be a future action item, but may work towards having a procurement policy that closely mirrors Northampton County's. Accomack County Public Works has been putting a lot of time in this week on removing and replacing the large glass windows around the building. There are plans in June for another follow up meeting with GeoDecisions to discuss progress. Director Flournoy advised that we are now contacting the 24/7/365 dispatch center for VDOT requests and there has been a noticeable increase in MVAs that have come in from a cellular device crash detection over the last few months.

RADIO INFRASTRUCTURE:

Accomack County issued a purchase order to repair to fix or replace the Amateur Radio antenna at the 9-1-1 Center. A copy of the annual grounding report from Atlantic Communications was included in the meeting packet. Director Flournoy stated that there are not a lot of big changes in regards to the DOJ – COPS funding. We continue work with the COPS staff, CTA consultants, and L3 Harris to finalize and finish the environmental assessments. The plan is to submit all when ready to get to a FONSI and advertise, leading to the funds being released. Timeline is that by late June, this will all be completed and we can use the funds come August. There has been no change to the local funding; Accomack, Northampton, and the Commissions funds are all still there to use.

The Connectivity System provides the network to connect all of the dispatch centers and the five sites together. Last month, it was approved to issue the Notice of Intent to Williams Communication. On May 5th, a letter of protest from Tactical Public Safety was received and based on state statute, we can not work on contract negotiations while it is under protest. After working with CTA consultants and a Turner and Wiggins attorney, response letter to the protest was sent to them denying their protest on May



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15th. After a ten-day protest period, if no further action exists, we will continue working towards contract negotiations with Williams Communications. Based on another meeting with the COPS personnel, Northampton County needs to assure they are following procedure, which includes the procurement. Another potential contract vehicle we could use and could potentially save about \$15,000-20,000 was brought to attention and is being worked on. There have been continued discussions with the Town of Chincoteague on the tower lease, shelter locations, as well as a future agreement. For the Mappsville and Craddockville sites, Accomack County leadership requested we use their tower management firm, Morris and Richie, which is now engaged with L3 Harris. CTA consultants continues to be engaged with VSP for the Eastville and Accomac sites, and working with the power use and HVAC needs. There has been no change to the subscription data collection since last month. All of the site visits and discussions with station leadership on revising the number of portable radios they had are now completed. There was a lot of time and meetings related to interoperability, communicating with CBBT, ANEC, VDOT, Worcester, etc. The Detailed Design Review is scheduled for June 21st-22nd and there's been no change to the project timeline. We now have the FCC licenses. More time has been devoted to creating the position description for the Regional Radio System Manager and plan to advertise for it in the summer. There was a change order included: CTA requested to spend about \$1,200 more at each VSP sites for tower analysis and to map exactly what's on the towers.

OTHER:

Deputy Director Kilmon reported that with the Assura Project for continuity and planning, there was a meeting with Director Flournoy and Assura on the 12th and on the 16th. It is suspected that once the interview is finalized, we will be moving to the next phase which will include the development of the operational plans. IOPS has been implemented and all of the 9-1-1 Center staff have had an opportunity to use it. A server replacement is still being worked on with Central Square and it is anticipated to have about 6-8 hours of downtime for our CAD. A layout for an Active Shooter Drill has been created and something should be sent out to each law enforcement agency to begin trying to schedule them out. There will be a total of three drills, and it will be mandatory for all ESVA 9-1-1 staff.

Director Flournoy advised that as requested, a list of dispatch changes was included, along with a diagram of the GeoDecisions workflows. Several employees attended the NENA/APCO Spring Conference. Some radio project things were engaged and a variety of classes were taken.

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

ACTION ITEM: A. ESVARRS – Agreements – Mappsville and Craddockville Towers

Director Flournoy reported that although the Sheriff's Office and the 9-1-1 Center are already at the Mappsville tower, and used to be at the Craddockville tower, a formal tower site lease agreement was formulated and approved by Accomack County. Turner and Wiggins reviewed the leases and advised



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that something should be added about who's responsible for paying attorney fees, but was not a significant concern. The lease does include a \$10 annual rent. Both leases were attached.

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:

Scott Chandler reported that he's updated the website, attended the NENA-APCO Spring Conference. Most of the work he has been involved in this month is ion continuation of the radio project, mostly with interoperability meetings, site visits, and reviewing documents with the L3Harris engineer.

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

CHAIRMAN'S REPORT:

Chairman Kellam advised he 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 Bill McCready with a second from Commissioner Vice-Chairman Ron Wolff. 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 Bill McCready. There were no oppositions and the meeting was adjourned by Chairman Kellam at 1821.

Respectfully Submitted,

Katie Brewster, *Recording Secretary*