



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting  
November 2022 Meeting  
Thursday, December 1st, 2022 @ 1730 hours  
Accomack County EOC Building - Melfa

- COMMISSIONERS PRESENT:** Ben Byrd, *Wachapreague Volunteer Fire Company*  
Donnie Kellam, *Chairman, Community Fire Company*  
Bill McCready, *Atlantic Volunteer Fire Company*  
Jeff Renas, *Area 31 1<sup>st</sup> Sergeant, Virginia State Police*  
Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*  
AJ Ferebee, *Captain, Northampton County Sheriff's Office*  
Terri Christman, *Northampton County Dept. of EMS*  
Charles Kolakowski, *Northampton County Administrator*  
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:** Mike Mason, *Accomack County Administrator*  
Donald Hart, *Accomack County Board of Super*  
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:** Commissioner Ron Wolff 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 November 2022 meeting was made by Commissioner Vice-Chairman Ron Wolff with a second from Commissioner 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 Flournoy provided the final report for FY22. The 9-1-1 Wireless Surcharge came in over-performed and that both Accomack and Northampton Communications Tax under-performed. There was an expense of about \$127,000 that occurred in FY22 that was not reimbursed by the state until FY23. The current Northampton County reports shows two months missing from the Town of Chincoteague, so we will most likely have 14 months on this fiscal year. Several projects are continuing into this fiscal year as well.

The current budget shows that five months of the 9-1-1 Wireless Surcharge has come in and is under what we projected. Both Communications Taxes are coming in slowly and continues to go down. No revenue has been received by Chincoteague; we will be seeing July through December coming in now. The next report should show several months for this fiscal year for Chincoteague. 24% of operations of personnel have been spent, 46% of operations other items have been spent, for a total of 32% of the budget spent. There are no big concerns on our revenue.

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

**DIRECTOR'S REPORT:**

Director Flournoy began by discussing the DCJC Dispatch Workgroup Meeting he attended. DCJS hired somebody, a new position, to be dispatch training coordinator and Marcus Alert coordinator. During the first meeting, they indicated they are putting dispatch in-service back as a priority. There will be more to come on this. He announced his appreciation to the county administrator for the opportunity for Deputy Director Kilmon and himself to attend a session in Northampton on retention and recruitment. There have been no changes in staffing personnel since the last meeting; there are still two full-timers in training and one part-timer in training.

The timeline for the budget process for the next fiscal year is that Accomack budget requests are due December 9<sup>th</sup> 2022, and Northampton budget requests are due by January 6<sup>th</sup>, 2023. Director Flournoy stated that his timeline is to have it in order by December 9<sup>th</sup>, 2022. He advised he's investing in an additional back-up internet connectivity for the 9-1-1 Center. We currently have Broadband Authority,



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which has served us well but others such as Charter or Spectrum don't rely on Broadband to serve as a back-up, which is something the 9-1-1 Center needs for operations. He announced that the 9-1-1 Centers' Christmas get-together is December 9<sup>th</sup> at the 9-1-1 Center and open for all to attend. The Virginia statutes say that if you have a website for a government agency, you have to post your minutes. He is working with 9-1-1 Consultant Scott Chandler to upload our minutes to the website to meet the statutes.

Director Flournoy demonstrated using Citizen Input with the 9-1-1 Center and Area 31 1<sup>st</sup> Sergeant Jeff Renas. He explained and showed how it worked, and how the media can be sent to responding units. We plan to push this to the public and share on mass media. It has already been shared with Accomack County, Northampton County, and Chincoteague Fire/Ems and Law Enforcement leadership so that their personnel can be aware of this. There were questions and discussion of the recording and FOIA possibilities that may come with this new technology along with transfer abilities and capacities.

**RADIO INFRASTRUCTURE:**

The Wallops radio system was used for the launch that happened a few weeks ago. Radios were distributed to those that needed it, however there wasn't much need for a lot of communication due to everything going smooth. Next launch is scheduled for spring and we expect to use it again. Commissioner Vice-Chairman Ron Wolff advised the Rocket Lab has a launch planned for December 9<sup>th</sup>, and advised there was a possibility we would use the radio system again. Director Flournoy advised that if Director Pruitt have his people attending and if law enforcement is setting up road blocks, we plan on using the Wallops radio system.

Significant issue that began Thanksgiving night, radio technicians had to be called as part of our maintenance agreement. We lost the primary transmitter at Accomack Sheriff's Office; our dispatch channel was putting out but not putting out a lot. Gately came over on Saturday and it took about 3 hours to fix. Deputy Director Kilmon is working with ESVBA staff on putting redundancy at the Mappsville and Belle Haven sites, like we did at the Eastville and Accomack sites, so that if primary fiber is cut, it automatically reverts to another connection in about 30 seconds. This was put in the budget request for this year.

**OTHER:**

With the Community Project Funding, which is a federal budget, the use of funds is currently blocked due to an issue with construction language in our budget. Our funding is there, but they can't be released until we check some boxes on the environmental studies needed. We are working with COPS/DOJ program representative to resolve.

The Assistance to Firefighter Grant Awards is still going on through the end of the year, so there could still be an award coming. Some of the big topics of focus from this past month are options for the radio system, how much contingency funds are needed, trying to get the next RFP ready for the system that's



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going to connect all of the dispatch centers, towers, and microwaves, and trying to work toward a final contract with L3 Harris.

The Northampton County Public Schools now have a desire to use the new regional radio system. Director Flournoy will be attending the next school board meeting on December 8<sup>th</sup> to present again. It was clarified that NCPS would cover their own funding for using this system.

The CTA consultants have been provided an invoice and agreed to reimbursement for legal fees associated with the use of the legal firm Hefty and Wiley. When the contract with L3 Harris is ready, and has been properly reviewed, the plan is to present to the commission for approval. The goal would be that the revenue from the federal funds would be used to pay this contract and county funding would cover contingency and consulting funds along with some of the microwave costs.

*A motion to accept the Director's report was made by Commissioner Bill McCready with a second from Commissioner Ben Byrd. There were no oppositions and the motion was carried.*

**ACTION ITEMS:           A.           Additional Holiday - December 24<sup>th</sup>, 2022**

Following Accomack and Northampton Counties who provided an additional holiday before Christmas on December 23<sup>rd</sup>, 2022, it was requested that Christmas Eve, December 24<sup>th</sup>, 2022 be added as an additional holiday for 9-1-1 Commission personnel.

*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.           Special 9-1-1 Commission Meeting – December 2022**

Director Flournoy requested a special meeting for December 22<sup>nd</sup>, 2022 @ 1400 hours at the Northampton County Board Chambers with the intent of having the needed contracts/documents ready. Efforts are ongoing to finalize the needed contract documents for the agreement with L3 Harris for the building of the new radio system. L3 Harris has incentives and desire to move forward by end of year and have provided incentives for the 9-1-1 Center to as well. Conversation stemmed from Commissioner Vice-Chairman Ron Wolff's question about if the contracts were be ready, but the funds are still blocked, would we be unable to sign the contract. Director Flournoy stated that ultimately, the contract couldn't be finalized until the funds were available. He also stated that there is another contract, a 15-year maintenance contract, that could be used as incentive. Conversation stemmed from Commissioner Charles Kolakowski's question about the agreement to buy the equipment before we know what the required maintenance agreement would be, ultimately losing negotiation leverage. Consultant Scott Chandler advised there was discussion about splitting the maintenance agreement to assure there have options. There was also discussion about the reality of having the documents ready to be finalized by end of year if they don't have them ready by December 22<sup>nd</sup>, 2022 due to it being the holiday season. Director Flournoy advises that we will comply with what they law says and he continues to work toward



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getting the funds released. If the contracts/documents aren't prepared, the special meeting for December 22<sup>nd</sup>, 2022 and the regularly scheduled meeting for December 29<sup>th</sup>, 2022 can be cancelled.

*A motion to approve this action item was made by Commissioner AJ Ferebee 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 reports that aside from his regular routines, he is getting ready to post the meeting minutes to the website later in December. He also has attended the past six of the evaluation committee meetings.

*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 did not have any items to discuss. He did congratulate Commissioner Vice-Chairman Ron Wolff on a job well done retiring from soccer refereeing.

**OTHER BUSINESS:**

Director Flournoy stated that a decision was made that the 9-1-1 Supervisory staff would be rotating as recording secretary.

**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 that if we don't meet on December 22<sup>nd</sup> or 29<sup>th</sup>, he wished everyone a happy and joyous holiday.

*Commissioner Vice-President Ron Wolff made a motion to adjourn the meeting with a second from Commissioner Bobby Taylor. There were no oppositions and the meeting was adjourned by Chairman Kellam at 18:39.*

Respectfully Submitted,

Katie Brewster, *Recording Secretary*