



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
Thursday, September 28th, 2023 @ 1730 hours
Northampton County Board Chambers - Eastville

- 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*
Greg DeYoung, *Northampton County Dept. of EMS*
Charles Kolakowski, *Northampton County Administrator*
Mike Mason, *Accomack County Administrator*
Bill McCready, *Atlantic Volunteer Fire Company*
Jeff Renas, *Area 31 1st Sergeant, Virginia State Police*
AJ Ferebee, *Captain, Northampton County Sheriff's Office*
David Smullin, *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:** Ernest Smith, *Northampton County Board of Supervisors*
- REMOTE PARTICIPATION:** None
- OTHERS ABSENT:** Greg Lewis, *Accomack County DPS*
- CALL TO ORDER:** Chairman Kellam called the meeting to order at 17:32.
- INVOCATION:** Commissioner Vice-Chairman Ron Wolff 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 approve the minutes from the August 2023 Commission 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:

There were no consent agenda items at this meeting.

BUDGET REPORT:

Director Flournoy reported that there was only one change to the FY23 budget, and that was that we received some grant reimbursement from VDEM. The final report is projected to be completed by next month. For FY24, three months of the wireless surcharge has been received, and if stays on this track it is estimated that we will be over budget by about \$7,000. For the Communications Tax, two months have been received for Accomack County, which is projecting over budget, one month received for Northampton County, and two months for Chincoteague, which is projecting right on track. There are no anomalies or concerns with revenue.

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

DIRECTOR'S REPORT:

Director Flournoy reported him himself and Supervisor Caroline Hodgson completed the annual FOIA training. There are no current F/T vacancies, with the two new hires Alexis Press (out on maternity leave) and Melissa Sharp still in training, making 11 F/T Communications Officer positions and four P/T Communications Officer positions. Advertising for the Regional Radio System Manager Position started last month and initial review of resumes and interviews are being scheduled. There have been ongoing conversations with CPD, ACSO, and NCSO leadership to work on training on our active-shooter dispatch procedures. There has been little time devoted to the resolution/chapter work. Last month, Director Flournoy submitted a revised draft of the Northampton Procurement Policy that represented our body's operation, but following the format of the Northampton policy. The county attorney continues to review it (with expected changes to come) and once completed, it would become a 9-1-1 Commission action item. Accomack Public works has mostly completed the window replacement and the A/C unit's installation work and their next project is installing an exhaust fan in the new ADA bathroom.

Reporting on VDEM Grant Submissions, Director Flournoy submitted a \$5,000 request for GIS maintenance grant funding as well as a \$45,000 request for the one-time staffing retention bonus. At



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the State 9-1-1 Board meeting on September 14th, these submissions were approved state-wide as well as the staffing recognition grant applications from ACSO and NCSO. Two quotes have been received for the compensation/classification review of the Director/Deputy Director positions. On September 11th, the logging recorder failed for a period of time, meaning that the unit did not record (radio and phone) from the morning of September 11th to the morning of September 13th. Phone conversations are available from the recording system of the Motorola CHE system, however there are no recordings of the radio traffic for this period. On October 16th, JLARC has a meeting where they report on their studies of including 9-1-1 dispatch staff in VRS Enhanced Retirement Benefits. By reaching out to State Legislators, efforts have been made to schedule a meeting to discuss and review 9-1-1/dispatch items prior to the next General Assembly. Director Flournoy thanked VMRC as they have provided travel to and from Tangier multiple times over the last few months for radio system needs.

RADIO INFRASTRUCTURE:

On September 19th it was discovered that a receiver on Tangier failed and is unknown whether this was due to a lightning strike. We are working with Atlantic Communications on the replacement of this receiver, planned for next week. The Channel 3 repeater was off-frequency; this was corrected and hoped to alleviate some of the radio issues in the Greenbackville area. Last month it was mentioned that the generator at Townsend was fixed and on September 15th, a successful generator transfer test was completed.

OTHER:

Deputy Director Kilmon reported that she continues to work with Assura on our continuity planning and Director Flournoy and herself attended a meeting where some expected risks were identified. The next phase will include training and will require participation from the various entities that were involved in the BIA phase. Continuous efforts have been made trying to schedule and active-shooter training drill with our law enforcement partners, however a decision has been made for the ESVA 9-1-1 Center staff to conduct their own drill in October. As Director Flournoy advised, the two new hires are still completing on-the-job training, with Melissa being on track to be released mid-October, and Alexis resuming on-the-job training when she returns from maternity leave. The July/August bi-monthly award was earned by Christine Phillips for her display of extreme professionalism and empathy while speaking with a caller who was suffering from alcohol poisoning. Communications Officer Leah Hall completed the 10-day DCJS Telecommunicator course in Newport News. She also completed the NCIC/VCIN portion of the training at the NCSO the documentation will be sent so that her full certification will be complete. There are currently three additional staff members who still need this training, with two being the new hires, and this must be complete within their first two years of employment.



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Director Flournoy then provided an ESVARRS update. Efforts continue towards the release of the federal grant funds. On September 18th the Draft DEA was submitted to DOJ/COPS program and they are currently reviewing it; this could take up to a month. Once the Draft FONSI is issued the ESVA 9-1-1 begins our 30-day local advertising and then a Final FONSI can be issued by DOJ/COPS, allowing access to the federal funding. If the federal government were to shut-down, this process may be delayed. The need to assure that we have Grant Administrators listed with the Just Grants platform in order to comply with new authentication required by the DOJ for system access has been communicated. Some updates for the Procurement System include the kickoff meeting being September 1st with Williams Communications, Inc and on September 12th, the Northampton County Board approved ratifying the decision to award the contract to Williams Communications, Inc. The DDR and additional site visits are scheduled for October 4th and October 5th.

Director Flournoy reported that not a lot has changed with the tower sites/dispatch sites. CTA Consultants are engaged with American Towers on the tower lease for the Chincoteague Public Works Site. Over the last 6-8 months, there have been several entities that have gotten new apparatus, meaning they would need portable radios and have requested project radios early. Any further requests, will result in the station needing to plan for it in their budget. There are ongoing discussions of the RPSRSC on the color of subscriber radios. The VDOF had agreed to buy their own radios and the rest of their radios recently arrived; a reimbursement invoice will be sent. A decision was made to use the G5 pagers in the new radio project. Requests from an additional two stations have been received for immediate pager needs, and it's reminded to only request them if needed. When it comes to fleet mapping, work is scheduled for October 17th-October 19th and will include not only the Core Team, but the full Radio System Committee. Once this exercise is completed, a draft/frame for our configuration will be refined and then finalized.

Director Flournoy attended the L3 Harris User Group Meeting/Training, which is believed will be an annual event, and he found that attending was beneficial. The cost for Symphony consoles for CPD is included in the project, however the additional maintenance costs will need to be addressed in the future. The L3 Harris Monthly Status Report was included in the Commission Meeting packet, and there are no Change Orders to report since the last meeting. A general overview of the project budget includes that about half of our contingency has been used towards the microwave and the next biggest thing that would use our contingency would be the tower remediation quotes. Commissioner Vice-Chairman Ron Wolff advised that the cell coverage for the residents of Captains Cove has resulted in an agreement between Verizon and their water tower company, Aqua, to utilize the water tower, to which Director Flournoy stated this could potentially be a back-up option to keep in mind.

An overview of the Marcus Alert Act was provided. Due to the statutes passed, it was believed that every locality needed to establish a local database, to which we are using Smart 9-1-1 for, and that every locality needed to establish protocols for diverting mental health related calls to the 9-8-8 system, which



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was advised that Accomack and Northampton County do not need to comply with this until 2027, when they utilize a community care or mobile crisis team. Director Flournoy stated that he may reach out to our attorney and ask if the county attorneys will take a look at it to assure that they concur that we do not need to do anything further with this. A document from the Connectivity Network System Contract was reviewed, showing that a minor error with the contract price was revised from showing the incorrect amount of \$1,222,879 to the correct amount of \$1,225,879.

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 ITEMS: A. FY24 – Budget Amendments

Director Flournoy advised that (#1) of the memo showed the revenue and expenses reflecting the additional .5% increase. (#2) listed the expenses for the additional compensation for the Deputy 9-1-1 Director Position, the 5% that was initially included with the salary, the new Radio System manager position, the Frontline Application, T-Mon support, and executive positions review.

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

B. Potential Date Change – October 9-1-1 Commission Meeting

The October 2023 ESVA 9-1-1 Commission Meeting is scheduled for Thursday, October 26th, 2023 and the APCO/NENA/State Interoperability conference is scheduled for October 24th, 2023 – October 27th, 2023. Several 9-1-1 Commission Staff are likely to attend/participate, resulting in asking the Commission to choose an alternate meeting day. Chairman Donnie Kellam recommended the October 2023 ESVA 9-1-1 Commission Meeting be rescheduled to Thursday, November 2nd 2023 at 1730 at the Accomack EOC in Melfa.

A motion to approve this action item was made by Commissioner AJ Ferebee with a second from Commissioner Greg DeYoung. There were no oppositions and the motion was carried.

C. Potential Date Change - November and December 9-1-1 Commission Meetings

It was discussed that Thanksgiving is Thursday, November 23rd, 2023 resulting in the November 2023 ESVA 9-1-1 Commission Meeting remaining on its scheduled date of November 30th, 2023 at 1730 at the Accomack EOC in Melfa.

Chairman Donnie Kellam proposed that the December 2023 ESVA 9-1-1 Commission Meeting be rescheduled to Thursday, January 4th at 1730 at the Northampton Board Chambers in Eastville.



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A motion to approve this action item was made by Commissioner AJ Ferebee with a second from Commissioner Ben Byrd. Commissioner Vice-Chairman Ron Wolff abstained due to the November 7th election. There were no oppositions and the motion was carried.

CONSULTANT'S REPORT:

9-1-1 Consultant Scott Chandler stated that in addition to his routine items, he participated in the kickoff meeting with Williams Communications, Inc. and reviewed the applications and resumes of candidates for the Regional Radio System Manager. He also participated in the budget review with L3 Harris and attended the Regional Radio System Committee Meeting.

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 reported that Wayne Bradford, former Sheriff for Northampton County, had passed away. He also advised the members of the Personnel Committee to look at their calendars and provide him with some dates to meet next month.

OTHER BUSINESS:

There were no other business items at this meeting.

PAYABLES:

A motion to pay the bills was made by Commissioner Vice-Chairman Ron Wolff with a second from Commissioner Bill McCready. 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 motion was carried. Chairman Donald Kellam adjourned the meeting at 1828.

Respectfully Submitted,

Katie Brewster, *Recording Secretary*