



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
April 2022 Meeting
Thursday, April 28th, 2022 @ 1730 hours
Accomack County EOC Building - Melfa

- COMMISSIONERS PRESENT:** Ben Byrd, *Wachapreague Volunteer Fire Company*
Hollye Carpenter, *Northampton County Dept. of EMS*
Donald Hart, *Accomack County Board of Supervisors*
Donnie Kellam, *Chairman, Community Fire Company*
Charles Kolakowski, *Northampton County Administrator*
Mike Mason, *Accomack County Administrator*
Bill McCready, *Atlantic Volunteer Fire Company*
Jeff Renas, *Sergeant, Virginia State Police*
Ernest Smith, *Northampton County Board of Supervisors*
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*
Ron Wolff, *Vice-Chairman, Accomack County Board of Supervisors*
- OTHERS PRESENT:** Scott Chandler, *9-1-1 Consultant*
Jeff Flournoy, *9-1-1 Director*
Katie Brewster, *Acting Recording Secretary*
Greg Lewis, *Accomack County DPS*
Krista Kilmon, *Deputy 9-1-1 Director*
Cheryl Giggetts, *CTA Consultant*
- OTHERS ABSENT:** AJ Ferebee, *Captain, Northampton County Sheriff's Office*
Caroline Hodgson, *9-1-1 Supervisor/Recording Secretary*



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CALL TO ORDER: Chairman Kellam called the meeting to order at 17:31.

INVOCATION: Commissioner Vice-Chairman Ron Wolff delivered the opening invocation.

PUBLIC PARTICIPATION: There was no public participation at this meeting.

MINUTES: *A motion to accept the minutes from the March 2022 meeting was made by Commissioner Donald Hart 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 reported that there were no new anomalies in revenue side. It is still anticipated that the wireless surcharge will be over projection by about \$40,000-42,000. The communications tax is still under budget as forecasted and Chincoteague is still on track. He provided a spreadsheet of the expenditures through March 31st, which also shows that 59% of the budget has been spent, along with a list of the budget revenue sources. He reported that there were no new anomalies in the current budget. Accomack County has adopted their FY23 budget, and it is understood that Northampton County will be adopted in June 2022. It is expected to propose FY23 budget at May 26th, 2022 9-1-1 Commission meeting, and adoption occurring at the end of June 30th, 2022 9-1-1 Commission meeting. Director Flournoy again provided a spreadsheet of items that were included in the proposed FY23 budget for Accomack County.

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.

DIRECTOR'S REPORT: Director Flournoy reported that process of filling the current vacancy for the 9-1-1 Supervisor position is ongoing. It is expected for the individual to begin in position for the June 2022 schedule. All full time 9-1-1 Communications Officers positions are filled, with the most recent hire being released by first week in May. Michaela Bochman (part-time CO and Ashley Justice (who was full-time and went to part-time) both submitted their resignation, leaving six part-time CO's with three still in training. The water capturing and alarm system for the A/C units in equipment room has been completed. There is still potential for additional A/C unit capabilities in equipment room. Director Flournoy reported no changes to the DCJS Training; most employees are now VCIN certified. Still working with NCSO dispatch and leadership and will be asking CPD Chief Fisher to assist with additional training. 2022 National Telecommunications week was celebrated from April 10th-April 16th, 2022; numerous events occurred throughout the week. The annual ESVA 9-1-1 Center meeting was held the evening of April 12th, 2022. Full-time CO Katie Brewster was announced as the 2021 9-1-1 Communications Officer of the Year. A 25-year service award was presented to 9-1-1 Supervisor Lisa Gibbons. The January/February Bi-Monthly award was presented to Caroline Hodgson, Mary Katherine



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Holmes, Christine Phillips, Niasia Scarborough, and Katie Brewster who were involved in several intense critical calls during this period. A special award (The Life Saver Award) was presented to Christine Phillips who, in March 2022, provided telephone CPR instructions for someone who survived. The 9-1-1 Center sent eight employees to attend a one-day CIT class on April 13th, 2022 at the Accomack County EOC and hope to send additional personnel to an additional class later in 2022. Director Flournoy reported that he did receive a review of the final draft from Baker-Tilly on the salary/compensation analysis; anticipating their participation at the May 2022 9-1-1 Commission meeting. The trial date involving a 9-1-1 caller using a racial epitaph towards one of our COs is now scheduled for May 26th, 2022, after being continued three times.

RADIO INFRASTRUCTURE: Director Flournoy reported that this is the final extension to use the \$75,000 grant award toward the replacement of the Motorola MCC5500 radio console. We are still working with VDEM and VSP on potentially using state radio systems/assets for local radio communications during planned launches from Wallops, with plans to conduct testing the week of May 9th, 2022. VSP Sgt. Renas stated that VSP would have the STARS trailer on Chincoteague from May 9th or 10th, 2022 through early August 2022. There's hope to use this system for the next launch in August 2022. Director Flournoy provided a copy of the Radio Log for the ongoing issues.

COVID-19 REPORT: The SDF remains operational and has not been used since the last 9-1-1 Commission meeting. We still continue to monitor and follow the CDC guidelines.

OTHER: The 9-1-1 Call Handling Equipment hardware refresh was completed on Tuesday April 19th, 2022. This created an additional call-handling position, which is located in the Supervisors' Office and the CHE was relocated to the back equipment room. \$150,000 of this project was covered with state grant funds. The decision to continue to use the existing monitors, AIU's, and polycom phones, replacing when needed, provides a supply of spares for operations. During the cutover, 9-1-1 calls were processed using back-up phones; were on back-up procedures for about six hours. The Citizen Input application is one of the several punch-list items for Motorola; still needs more configurations and hope to be testing and using in some fashion by the May 2022 9-1-1 Communication meeting. No approval items were requested for this 9-1-1 commission meeting related to the new regional public radio system efforts/planning. Representative Elaine Luria visited the ESVA 9-1-1 Center on April 18th, 2022 for a press event, where she announced the inclusion of the funds for the radio system in the federal budget. Some of who attended this event includes several 9-1-1 Commission members and Senator Lewis. After the event, Representative Luria toured the facility and spent some time on the dispatch floor. Director Flournoy reported that there is no further on neither the FEMA Grant nor the Request for Proposals, as this is still in process. He attended a meeting with Northampton County school



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system on their potential inclusion with the new radio system. There appears to be interest; the next step is for them to formally get direction from their governing body. A new logging recorder system is included as a part of this project and is expected to be replaced sometime this year. He stated that he has been in contact with Turner & Wiggins for the additional legal support needed for the contract award. Expect an action item at the May 2022 9-1-1 Commission meeting including the relationship continuance with the CTA Consultants to assist in the next phase of the project. Children's Harbor opened April 25th, 2022 and our relationship had expected to become effective May 2nd, 2022. It has been requested to get a full four-month trial period to continue into FY23. We have had three 9-1-1 Communications Officers show interest and complete the needed paperwork to begin. The development of the childcare/family room is still ongoing; the completion of A/C system for is still in process. The carpet installation and door modification have been completed. VACO will re-visit for an additional review of the set-up/configuration to address any concerns and we plan to start using the room as provided in the policy/procedures developed. Director Flournoy provided a picture of the child/family room progress.

A motion to accept the Director'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.

ACTION ITEMS: **Resolution of Appreciation for First Sergeant Kevin L. Myers.**

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

CONSULTANT'S REPORT: Scott Chandler presented his report. He advised that he attended the RPSRSC evaluation subcommittee meetings on April 8th, the RPSCPSC committee meeting on April 26th, and that he scheduled to attend the RPSRSC Evaluation Oral Presentation April 28th-29th.

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 did not have any items to discuss.

OTHER BUSINESS: *There were no other business items at this meeting.*



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PAYABLES: *A motion to pay the bills was made by Commissioner Donald Hart 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 Bobby Taylor. There were no oppositions and the meeting was adjourned by Chairman Kellam at 18:02.*

Respectfully Submitted,

Katie Brewster, *Acting Recording Secretary*