



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
Thursday, January 26th, 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*
Terri Christman, *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*
Ernest Smith, *Northampton County Board of Supervisors*
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*

OTHERS PRESENT: Scott Chandler, *9-1-1 Consultant*
Jeff Flournoy, *9-1-1 Director*
Katie Brewster, *9-1-1 Supervisor/ Recording Secretary*
Greg Lewis, *Accomack County DPS*

COMMISSIONERS ABSENT: Donald Hart, *Accomack County Board of Supervisors*

REMOTE PARTICIPATION: None

OTHERS ABSENT: Krista Kilmon, *9-1-1 Deputy Director*

CALL TO ORDER: Chairman Kellam called the meeting to order at 17:33.

INVOCATION: Commissioner Ben Byrd 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 December 1, 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.

A motion to accept the minutes from the December 22, 2022 Special 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 discussed the Budget Revenue Sources beginning with the wireless surcharge. We received seven months, about \$148,000. For nine of twelve months of fiscal year, we are getting less money each month because of the state's realignment from payments last year in order to pay back something else. This is something that is affecting every 9-1-1 Center in the state. We budgeted about \$273,000, with worst case scenario we get about \$24,000 less, so budgeted would be about \$248,000. He also advised he is going to bring it up in a state meeting next week in order to try and understand it better. Accomack County's third-quarter that was requested has been received, which shows about 75% has come in for the three line items. Six months of the Communications Tax from Accomack has been received and if we stay on track based on this data, we should be about \$5,000 under what was budgeted. Four months of the Communications Tax from Northampton has been received and again, if it follows the same data, it should be about \$4000-\$5,000 under what was budgeted.

The Engineering and Professional Services is the money for Phase 2 to CTA for the microwave procurement, and that it is still a part of this budget and will be used up gradually over the next few months. The VDEM SHSP Grant is a project that Deputy Director Kilmon is working on with Assura for Disaster and Continuity Planning using about 2/3 of state funds and about 1/3 of local funds. The PSAP Grant – Next Generation is waiting on state. The spreadsheet shows zeroes, which represent things that are going on right now or are coming. He reported that personnel costs are at 42%, operational costs are at 57%, combined we are at 47% which is a reasonable place to be for about halfway through the fiscal year.

Director Flournoy then went on to review FY2024 budget requests. Both counties received the budget requests prior to the deadline dates. On January 20th he had a meeting with Northampton County Administrator and discussed the FY2024 budget requests and will meet with whoever needs to meet about the budget. Based on information from Accomack County, expecting around February 6th for the



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county administrators' budget to be released to the public. There are outside agency meetings for where he can stand before the board to talk about the requests on February 9th for Accomack County and February 14th for Northampton County. For Accomack County Tax, about \$236,000 was budgeted and about \$105,000 for Northampton. For the State Wireless Tax appears to be lower for next year due to the state performing a recalculation that they do every five years. For Chincoteague funds, we are missing two months last year, and Director Flournoy stated that he has been in conversation with Chincoteague and Northampton finance to assure we did not miss any payments. Director Flournoy then went on and introduced all of the FY2024 budget requests listed in the attached spreadsheet. Some of which included an \$81,000 request for another new full-time position for a radio manager that will maintain the units, assets, etc. and additional expenses for our consultant, especially with him being very involved with traveling and meetings for the new radio project. He advised that he got the idea for the longevity/tenure compensation from a retention meeting held in Northampton. He also explained that the travel expenses primarily are towards expenses for the new radio project.

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

DIRECTOR'S REPORT:

Director Flournoy advised that Deputy Director Kilmon has been involved in several meetings that he would normally attend due to her role and him having other commitments as well. He reported that all of our full-time positions are filled and released, and that we have four part-time positions that are also all released. Included is a resignation from part-time Communications Officer Bobby Ayres that was received in December 2022. Our meeting minutes are now being posted to the 9-1-1 website, following Virginia statutes. An update on Deputy Director Kilmon working with Assura for Continuity and Disaster Planning is that the interviews are expected to take place in February and the process is expected to finish up July/August. He also stated that all of the Financial Disclosure Forms have been received and the 2022 Communications Officer of the Year nominations are open and due February 3rd. He then reviewed the changes of federal tax laws and the W4 forms and explained that less is coming out and advised to look closely at what was being taken out and that it's the proper amount and make changes as necessary. It was reported that the iOPS system is close to being used, there are a few oddities that are being figured out. Commissioner Terri Christman advised that Northampton has been using iOPS for about five years and any request they've made had been met, she's had no complaints. Accomack County appointed a Standards Committee and believe that we need to be involved in anything that may impact dispatch. There have been some performance issues GeoDecisions Service (GIS) that resulted in several meetings to discuss an approach to fix these. Station 10 requested that the CAD configuration being changed so that on incidents in their first due single fire response district, the next due station also be alerted, like Exmore requested about two years ago. An example was given that if there is a house fire in Exmore that is a five-company alert, you already have about 40% of your



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response stating that they have staffing issues and may not get out, but we are not sending any additional personnel on those incidents, only the single alert incidents.

RADIO INFRASTRUCTURE:

Director Flournoy reviewed the several radio issues that we have experienced. The Amateur Radio personnel are experiencing issues with their antenna systems on the tower located at the 9-1-1 Center and that we are working with their personnel on troubleshooting. The radio for Delmarva Emergency Management failed and is expected to be fixed next month. The only cost to us is removing the old radio and putting in the replacement radio that was provided. The central UPS system at the Belle Haven site failed and died at being about 30 years old. The central UPS has been disconnected and several smaller UPS units were installed for the critical radio equipment. Not a lot to be invested as this will not be a primary site with the new radio system. At the Townsend site, the generator owned by K-LOVE failed and we are awaiting information on whether or not it's been repaired. The Mappsville site now has a redundant path for fiber and Belle Haven should be in place soon.

OTHER:

Directory Flournoy reported that the radio log includes two months of data and that we did not get any award from the AFG Awards. An acronym for the radio project has been identified as "ESVARRS" (Eastern Shore of Virginia Regional Radio System). There has been no real change to the Department of Justice COPS with the fact that there will be no payments made to L3 Harris until the environmental studies are complete. For local funding, Accomack County approved the needed funding toward ESVARRS and the need for Northampton County has been communicated but there is currently no approval timeline. These funds are needed for things such as consulting services and change orders and it's a priority to get these local funds available. Northampton County Finance Department has created a separate budget, Fund 370, for the radio project. He stated that the microwave/connectivity RFP were issued after the December special meeting and proposals are due February 24th. All potential vendors had to attend a pre-conference meeting and participate in site visits on January 17th. He provided that general comments being made on maintenance when necessary, which include that the system/infrastructure maintenance costs with L3 Harris are a responsibility of the 9-1-1 Commission from county funding and the subscriber radio maintenance costs are a responsibility of the agencies/stations for their units/personnel. He announced that NCPS did formally vote on January 12th to be a part of ESVARRS and understand that funding for the subscriber radios are not a part of the funding and then advised who the members of the ESVA Core Project Team included. Directory Flournoy brought up the conversation associated with immediate requests for subscriber equipment and questions behind whether or not they'll be provided now, and if so, will they work with the new system, and who's responsibility it is to cover warranties. In early March, L3 Harris will come to the Shore and provide four sessions for any interested personnel to learn about the radio system, including "Who is L3 Harris", the overview of the system, and a demo of the features. The Pre-Detailed Design meeting has



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been scheduled and is hoped to be finalized in May. Governance for the radio system will soon start to need attention and be managed. He then provided the answer to his question to L3 Harris of what the biggest risks currently are. There are several General Assembly Bills that are dispatch related. The PTSD ones are still going through the process and have not been denied/killed. The one covering enhanced retirement benefits has been deferred for this session due to a study being completed by JLARC. There are also a few that are pushing to modernize the harassing and providing false information penalties. The data report and commissioner attendance report were also included.

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.

ACTION ITEMS: A. Regional Radio Project – Change Orders

Director Flournoy recommended that change orders involving less than \$25,000 of funds can be approved by the 9-1-1 Director, with concurrence of the other members of the Project Core Team. Change Orders involving between \$25,000 and \$50,000 of funds can be approved by the 9-1-1 Director, with concurrence of the other members of the Project Core Team, and after consultation and consent from the 9-1-1 Commission's Executive Officers. Change Orders involving more than \$50,000 of funds will require 9-1-1 Commission approval at a 9-1-1 Commission meeting. Anything that was approved outside of a meeting, will be brought to the 9-1-1 Commission as an action item and anything that can wait, will wait. A report of all change orders requested will be provided to the 9-1-1 Commission.

A motion to approve this action item was made by Commissioner AJ Ferebee with a second from Vice-Chairman Ron Wolff. Commissioner Mike Mason proposed that any change orders that have reoccurring impact on the funding should have county approval as well. Commissioner AJ Ferebee discussed using the terminology separating emergency vs. reoccurring and it was agreed upon. A second motion to approve this action item was made by Commissioner AJ Ferebee with a second from Commissioner Ben Byrd. There were no oppositions and the motion was carried.

B. Engagement – CIA/CTA – Regional Radio Project – Phase 3

Authorization for the 9-1-1 Director to execute funds needed for the contract vehicle to continue working with CTA in Phase 3 was not received due to the needed immediate action. After reviewing the options with Attorney Wiggins, CAI was the best venue to use. With federal funds not yet being awarded, the 9-1-1 Director issued a purchase order for three months (January-March) with the hopes that the funds would be available by April, using the Commission's fund balance as the funding source for this immediate need, with consultant with the Chairman. Included was the purchase order issued to CAI and a copy of the Scope of Work document. Vice-Chairman Ron Wolff questioned that the unused funds of the 9-1-1 Commission were used and will be replaced with the radio project funds become available and the 9-1-1 Director agreed that the funds will be replenished. Mike Mason questioned



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the fund balance before and after the purchase order, in which Director Flournoy answered. He then confirmed that the local funds are being used to pay CTA. VSP Sergeant Renas questioned what would happen if it does not get replenished and 9-1-1 Director responded that it would not impact business but we still should not lose it. It's a topic of several discussions but overall is a project cost.

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

C. 2023 – Organizational/Meeting Document

Director Flournoy advised that there was no need for any changes to the current document.

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

CONSULTANT'S REPORT:

9-1-1 Consultant Scott Chandler reports that he has attended and participated in various meeting for the radio system project. He advised he has also been involved in the Connectivity RFP Pre-proposal Conference and Site Visits.

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.

OTHER BUSINESS:

Director Flournoy explained that the information board that plays through at the 9-1-1 Center, which includes things such as policy changes, Commissioner and Employee recognition, etc. will playing through before the Commission Meetings and will be turned off before they start.

Director Flournoy also congratulated Commissioner Ernest Smith Jr. for his retirement from the United Stated Postal Service after 40 years as well as his earned award of "The Million Mile Award."

PAYABLES:

A motion to pay the bills was made by Commissioner Vice-President Ron Wolff with a second from Commissioner Bobby Taylor. There were no oppositions and the motion was carried.



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ADJOURNMENT:

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*