



Minutes of the Eastern Shore of Virginia 9-1-1 Commission Meeting
January 2024 Meeting
Thursday, January 25th, 2024 @ 1730 hours
Accomack County EOC Building - Melfa

COMMISSIONERS PRESENT: Ben Byrd, *Wachapreague Volunteer Fire Company*
AJ Ferebee, *Captain, Northampton County Sheriff's Office*
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, *Vice-Chairman, Atlantic Volunteer Fire Company*
Jeff Parks, *Accomack County Board of Supervisors*
Jeff Renas, *Sergeant, Virginia State Police*
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*

COMMISSIONERS ABSENT: Greg DeYoung, *Northampton County Dept. of EMS*
Ernest Smith, *Northampton County Board of Supervisors*

OTHERS PRESENT: Scott Chandler, *9-1-1 Consultant*
Jeff Flournoy, *9-1-1 Director*
Caroline Hodgson, *ESVA 9-1-1 Supervisor/Acting Recording Secretary*
Krista Kilmon, *Deputy 9-1-1 Director*
Ron Wolff & Wife, *Honored Guests*

CALL TO ORDER: Chairman Kellam called the meeting to order at 17:38.

INVOCATION: Honored guest/Past Commissioner Vice-Chairman Ron Wolff delivered the opening invocation.

PLEDGE OF ALLEGIANCE: Chairman Kellam led the reciting of the Pledge of Allegiance.

PUBLIC PARTICIPATION: There was no public participation at this meeting. Past Commissioner/Vice-Chairman Ron Wolff and his wife were in attendance as honored guests. Director Jeff Flournoy read and presented Ron Wolff with a Letter of Resolution of Appreciation for his service on the 9-1-1 Commission.



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MINUTES: *A motion to accept the minutes from the December 2023 meeting (held on January 4, 2024) 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 no change to the wireless surcharge with six months in and on track to maybe be above by several thousand dollars. The Communications Tax is also on track, with both Counties maybe coming in above. The Contributions from Accomack County shows 50%, Communications Tax for Accomack is showing 73% and Northampton shows 79%, possibly due to some budget amendments at the beginning of the year. There are no anomalies or concerns within the budget. On the Expenditures side, Director Flournoy reported that 83% of the Capital Projects are spent. All funds were spent for the continuity planning and the RSAF grant is done. On the Operations side, 44% has been spent for salaries, wages, benefits (half-way through December 31st). In total, 49% of the budget has been spent with no anomalies to report. Director Flournoy reported that he met with Accomack and Northampton County Administration leadership on January 12, 2024. He expects to meet with the Accomack County Board on February 8th and Northampton Board on February 27th. Director Flournoy spoke on some additional funding he is asking for in FY25, to include a 9-1-1 Center vehicle (looking at leasing versus buying), and a 5% salary increase (will likely be less but will follow the Counties). Antenna system removals is removed from the FY25 budget request and will be included later in the ESVARRS project. General salary increases will likely be removed from the FY25 budget request, which included trying to get the 9-1-1 Commission staff to where Accomack County's compensation study said their staff should be. Director Flournoy stated he will need to find a way to manage this within our budget but will need a path to navigate there. Currently, the ESVA 9-1-1 Commission's COs start at \$34,145 whereas Accomack's will start at \$37,924 (may go up some on July 1), which is a 10%/\$4,000 difference.

A motion to approve the budget report was made by Commissioner Jeff Renas with a second from Commissioner AJ Ferebee. There were no oppositions and the motion was carried.

DIRECTOR'S REPORT: Director Flournoy mentioned that he attended the Eastern Shore Disaster Coalition Meeting in place of Supervisor Caroline Hodgson. Director Flournoy stated that we are continuing to advertise the Regional Radio System Manager position. Director Flournoy feels confident that the Procurement Policy (Northampton County) will be an action item at next month's meeting. Director Flournoy is also reviewing new rates with ESVBA which usually come with a lengthy term. He feels it may be something we do for our Internet services which will save us a few thousand dollars but also feels we need to look at for the radio system before we sign any agreements. NG911 work has put our data in a very good place, meaning that our GIS /addressing is ready for ESINet/NG911. Director



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Flournoy said he thinks maybe sometime in Spring/Summer 2024 we will move off copper lines and going to the emergency services network. The Accomack County Fire-Rescue Commission has had a standardization committee but is focusing more on fire-related standards for Accomack County, which intersects with 9-1-1/dispatch. In addition, the Bi-County Dispatch/Communications Committee is due to meet soon to discuss potential dispatch changes.

RADIO INFRASTRUCTURE: Director Flournoy reported that a purchase order was issued to Atlantic Communications to order a new Net-Clock unit, which is a key part of the radio system at each site where there is a main transmitter. The cost for this was \$8, 274 and is expected to come out of the FY24 budget in the repair line item. Director Flournoy spoke of a significant radio system issue that occurred on January 23rd which resulted in the need to utilize back-up transmitter equipment. The issue involved the Channel Bank equipment at the 9-1-1 Center and was resolved after work/consultation with Atlantic Communications.

OTHER: Deputy Director Kilmon provided her report. She stated that we have been working with ECW to resolve issues with transferred calls getting stuck. This has been an ongoing issue for several months and Motorola has not been very responsive in resolving the issues reported. Efforts have been made to keep Motorola engaged to prevent our open tickets from becoming stagnant. Alexis Press returned from maternity leave and has been released as a Communications Officer, working as part of minimum staffing. She completed her DCJS-VCIN certification. We have two (2) new hires; Jack Ambler and Shannon Wyatt, who are almost halfway through classroom training. They are progressing well and are expected to be released in early April. Following last month's direction, Deputy Director Kilmon reached out to the law enforcement agencies to schedule an in-person meeting to discuss an active shooter drill. Two out of three agencies have meetings in place in early February. While it was the hope to get all three agencies together, Deputy Director Kilmon stated she is moving forward with the meetings she has been able to schedule. Supervisor Gibbons has been working to get our staff ALICE training and has been in communication with Sgt. Moyano from NCSO who indicated that ACSO will have to provide the training since we are in their County and has been trying to facilitate communication for us. Commissioner Lt. Bobby Taylor from ACSO stated that they have been talking but with recent court trials, time has been limited. We are working on a multi-jurisdictional PEP grant with Newport News, Hampton, Isle of Wight, Gloucester, and York. We currently have one training scheduled for February 14th in York and have four (4) staff scheduled to attend. The invitation was extended to ACSO, CPD, and NCSO and further classes are being offered in the spring with dates TBD. A VDEM State Homeland Security grant was awarded to us to purchase emergency remote call processing equipment. The grant is currently on hold but efforts have been made to start the paperwork. All requested changes and modifications (for HR) for timesheets have been completed. The 2023 Telecommunicator of the Year nominations are open until February 8th and Commissioners may submit a nomination. Deputy Director Kilmon has been in communication with Terry Hall from York-Poquoson-Williamsburg-



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James City County regarding some fairly new consoles from JCC that we are looking to get to replace our 20-year-old consoles. Work is being planned with ACPW to replace the carpet throughout the 9-1-1 Center building and efforts are being made to coordinate that with the new consoles and the ESVARRS project. NCSO has been engaged in conversation regarding moving our back-up operations to their office. Sheriff Doughty directed Deputy Director Kilmon to NCSO Supervisor Sarah Bundick and Deputy Director Kilmon is awaiting a meeting with her. There is an upcoming 8-hour CIT class in April. Our goal is to have 100% of our Staff trained and we are close to that goal. National Public Safety Telecommunicator Week is coming up in April and our Supervisors have been given the green light to start planning for that. Deputy Director Kilmon will be working on converting our current Personnel Policies and Procedures manual to a SOP format in the coming weeks.

Director Flournoy spoke of the additional items/documents included in his report. Regarding the ESVARRS project updates, Director Flournoy reported that three (3) drawdown requests have occurred for a total withdraw of \$628, 903.72 of the \$8.2 million Federal funds. In early January 2024, the DOJ/COPS approved modifications that were made in November 2023 to the project budget in Just Grants to best reflect the two contracts with L3 Harris and Williams Communications. Also in early January 2024, a project extension was submitted and approved, with the project timeline changed from March 2024 to March 2025. Regarding site work, the schedule dates are fluid. It is expected for work to occur between February-April 2024 to get the new system ready. There have been several meetings related to subscriber radios. The VSP is wanting more engagement with the new ESVARRS and the interoperability they will have along with other State agencies. Director Flournoy says we have a good path to these interoperability communications with the new system and will be able to communicate with the VSP and other agencies like VMRC. The new logging recorder has been installed, which was part of the ESVARRS project. The current timeline for the ESVARRS implementation is February 2025 with the hope of executing in December 2024. The initial setup/testing is set for March 13th-15th in Lynchburg. There are continued discussions about a change in our Project Manager assigned to the ESVARRS project but there is no timeline. Director Flournoy took a moment to speak on some current General Assembly bills related to 9-1-1.

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

ACTION ITEMS: **A. 2024 9-1-1 Commission Meeting/Organizational Document-** *A Copy of the document was provided in the meeting packet. A motion to approve the 2024 9-1-1 Commission Meeting/Organizational Document was made by Commissioner Charles Kolakowski with a second from Commissioner Jeff Parks. There were no oppositions and the motion was carried.*



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B. Career Development Policy- Modifications/Changes – *A copy of the policy was provided in the meeting packet. A motion to approve was made by Commissioner Mike Mason with a second from Commissioner Donald Hart. There were no oppositions and the motion was carried.*

C. ESVARRS Project – Recommendations from the RPSRSC

1. Color of Portable Radios (Fire/EMS/LE/Dispatch)

- a. LE Personnel Portable Radios- Black
- b. Fire/EMS- Personnel/Officers (not on apparatus)- Yellow
- c. Fire/EMS- Assigned to Apparatus (not personnel)- Green

A motion to accept the above portable radio color plan was made by Commissioner AJ Ferebee with a second from Commissioner Vice-Chairman Bill McCready. Commissioner Jeff Parks asked if we have checked with other agencies to see if this would be consistent with anything they are doing. Director Flournoy advised that they do have representation on the committee. Commissioner Parks commented that he wanted to make sure there we are not adopting a color code that conflicts with someone else's. There were no oppositions and the motion was carried.

2. Encryption of Talk-Groups – Approval Process

- a. LE Talk-Groups- formal written communication will be required for encryption of talk-groups; Northampton: originate from the Sheriff; Accomack: originate from the Sheriff; Chincoteague PD: originate from the Chief of Police
- b. Other Talk-Groups (non-LE)- appropriate leadership for the agency/discipline will submit a formal written communication to the ESVA 9-1-1 Commission.

A motion to approve the encryption plan was made by Commissioner AJ Ferebee with a second from Commissioner Jeff Renas. There were no oppositions and the motion was carried.



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3. Initial Talk-Groups – Planned for ESVARRS- approval of the (provided in meeting packet) talk-group initial plan.

A motion to approve the talk-group initial plan was made by Commissioner Donald Hart with a second from Commissioner Vice-Chairman Bill McCready. There were no oppositions and the motion was carried.

CLOSED SESSION – Pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia for the following purpose: Discussion of performance and/or salaries of specific appointees/employees of the 9-1-1 Commission, specifically the 9-1-1 Director and Deputy 9-1-1 Director positions. A motion to enter closed session was made by Commissioner Vice-Chairman Bill McCready with a second from Commissioner AJ Ferebee. There were no oppositions and the closed session began at 18:41, with all recordings of the meeting being halted. All persons not privy to the closed session exited the room, to include, Scott Chandler, Jeff Flournoy, Caroline Hodgson, Krista Kilmon, Ron Wolff and his wife.

CERTIFICATION OF CLOSED SESSION: Chairman Kellam polled each member for the closure of the closed session and all Commission members in attendance stated “aye.” The closed session ended and the regular meeting re-opened at 18:52.

Commissioner Vice-Chairman Bill McCready made a motion to award Director Flournoy a \$3,000 bonus based on his performance evaluation with a second from Commissioner Donald Hart. There were no oppositions and the motion was carried.

Commissioner Vice-Chairman Bill McCready made a motion that, based on last month’s meeting, the salary increases approved for Director and Deputy Director begin the first day of the next pay period, based on Northampton County’s payroll. A second motion to approve was received by Commissioner AJ Ferebee. There were no oppositions and the motion was carried.

CONSULTANT’S REPORT: Scott Chandler presented his report, which was included in the meeting packet.

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 Kellam did not have any items to discuss.



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

PAYABLES: *A motion to pay the bills was made by Commissioner Vice-Chairman Bill McCready with a second from Commissioner Bobby Taylor. There were no oppositions and the motion was carried.*

ADJOURNMENT: *Commissioner Vice-Chairman Bill McCready 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 18:57.*

Respectfully Submitted,

Caroline Hodgson, *Acting Recording Secretary*