

**PSAP Grant Committee  
Meeting Minutes  
VDEM Headquarters,  
9711 Farrar Court, North Chesterfield, VA 23236  
August 27, 2026, 2026  
10:00 am**

**Call to Order**

Cindy Gillespie, Chair, convened the meeting at 10:06 AM and welcomed the Board members and staff to the meeting.

The following Board members were present for the meeting:

Crystal Barton  
Sheriff Steven Creasey  
Cynthia Gillespie  
Chief Travis Jenkins  
Tim Kane

Jada Lee  
Jason Milburn  
Amber Moore  
Bobby Osborne

**Approval of Agenda**

Ms. Gillespie asked if anyone has any additions to the draft agenda. Mr. Bobby Osborne stated he had an addition to add. He presented a letter from the City of Bristol Police Department requesting special funding for their consoles. Ms. Gillespie stated that the new item would be added as the last item on the agenda.

Ms. Gillespie asked for a motion to approve the meeting agenda provided with the addition. Sheriff Steven Creasey made the motion, and it was seconded by Chief Travis Jenkins. The motion passed unanimously.

**Approval of Minutes – May 12, 2026**

Ms. Gillespie, Chair, asked for a motion to approve the meeting minutes provided. Mr. Bobby Osborne made the motion, and the motion was seconded by Ms. Crystal Barton. The motion passed unanimously.

**Chairperson's Remarks**

Ms. Gillespie recognized three new board members.

Jada Lee from Virginia Beach representing Virginia APCO, Jason Milbourne from New River Valley as our PSAP representative and Chief Travis Jenkins from New Kent and Amber Moore from OEMs serving as members at large.

### **Old Business:**

The committee reviewed the Loudoun County Consolidation Grant request. Loudoun County and the Town of Leesburg are seeking consolidation through a co-location arrangement for their two existing PSAPs. Quotes have been submitted for CAD systems, Zetron consoles, furniture, radio consoles, and other equipment. An MOU between the jurisdictions has already been signed; however, questions arose regarding whether the presented language meets established grant guidelines.

### Key Discussion Points

- Clarification was requested on whether the project qualifies as a consolidation under grant definitions.
- Committee members expressed concern that certain requirements were not clearly addressed in the current MOU language.
- Discussion included the need for updated language, outlining processes, timelines, and responsibilities.
- Training concerns were raised regarding costs and responsibilities for onboarding and certifying three additional personnel.
- Loudoun County stated it would be willing to absorb training and continuing education costs.
- An additional option was noted: the committee may provide written guidance outlining specific requirements, allowing Loudoun to revise the application and potentially advance it directly to the 911 Services Board if criteria are met
- Concern was raised about the MOU's termination clause. Committee members noted that if the jurisdictions dissolve their agreement after receiving grant funds, they must clearly outline how the awarded funds would be repaid.

### Decisions Made

- The committee agreed the grant request should be tabled rather than voted on at this meeting.
- Loudoun County will revise documentation, including:
  - Updated language in the MOU addressing committee concerns

- Confirmation of funding responsibility for training and certifications.
  - Identification of support from participating entities regarding repayment of grant funds if the agreement terminates early.
  - A basic outline of training timelines and implementation steps for the consolidated operation.
- Once revisions are complete, Loudoun County may resubmit the application and request placement on a future agenda.
  - Motion to table the item (with stated amendments and conditions) was made by Mr. Tim Kane, seconded by Chief Jenkins. The motion passed unanimously.

### **New Business:**

Ms. Mary Binford presented the FY27 CHE Applications. The motion to approve the FY26 CHE Applications in the amount of \$5,300,000.00 was made by Mr. Jason Milburn. Ms. Amber Moore seconded the motion. The motion passed unanimously.

Ms. Binford presented the FY27 Regional Enhancement Applications. Ms. Jada Lee made the motion to approve the FY27 Regional Enhancement grant for Frederick County in the amount of \$145,000.00. Mr. Osborne seconded the motion. The motion passed unanimously

Mr. Tim Addington presented the FY27 Special Funding Request from the City of Bristol in the amount of \$35,695.70 for dispatch consoles. Sheriff Creasey made the motion, and Ms. Moore seconded it. The motion passed unanimously

Dr. Matt Gerike presented the Grants Program Overview.

### **Public Comment**

Ms. Gillespie, Chair, addressed the Board and asked for public comment.

Tierra Dillard, Director of Martinsville-Henry County 9-1-1, asked that the Grant Committee, or VDEM, consider emergency funding for localities affected by the recent changes to the \$350,000 grant. PSAPs had budgeted these funds for planned expenses, including payments to Delta, and the loss of this funding now impacts hiring and overall budgets.

## **Adjourn Meeting**

The Chair adjourned the meeting at 10:54 am. Ms. Lee made the motion, and the motion was seconded by Ms. Barton. The motion passed unanimously.

## **Next Meeting- TBD**

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Respectfully Submitted by Sarah Howard

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