



Minutes of the Eastern Shore of Virginia 9-1-1
January Commission Meeting
Thursday, January 30th, 2025 @ 1730 hours
Accomack EOC | Fire Training Center (EMS Training Room) - Melfa

COMMISSIONERS PRESENT:	Bill McCready, <i>Vice-Chairman, Atlantic Volunteer Fire Company</i> Ben Byrd, <i>Wachapreague Volunteer Fire Company</i> Donald Hart, <i>Accomack County Board of Supervisors</i> Greg DeYoung, <i>Northampton County Dept. of EMS</i> Charlie Kolakowski, <i>Northampton County Administrator</i> Mike Mason, <i>Accomack County Administrator</i> Jeff Renas, <i>Area 31 1st Sergeant, Virginia State Police</i> AJ Ferebee, <i>Captain, Northampton County Sheriff's Office</i> Ernest Smith, <i>Northampton County Board of Supervisors</i> Kenny Reese, <i>Sergeant, Accomack County Sheriff's Office</i>
OTHERS PRESENT:	Scott Chandler, <i>9-1-1 Consultant</i> Jeff Flournoy, <i>9-1-1 Director</i> Krista Kilmon, <i>9-1-1 Deputy Director</i> Katie Brewster, <i>9-1-1 Supervisor/ Recording Secretary</i>
COMMISSIONERS ABSENT:	Jeff Parks, <i>Accomack County Board of Supervisors</i>
REMOTE PARTICIPATION:	None
OTHERS ABSENT:	None
CALL TO ORDER:	Vice-Chairman Bill McCready called the meeting to order at 17:32. He then declared a moment of silence in memory of Chairman Donnie Kellam.
INVOCATION:	Vice-Chairman Bill McCready delivered the opening invocation.
PLEDGE OF ALLEGIANCE:	Vice-Chairman Bill McCready 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 accept the minutes from the December 2024 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 provided the budget report. There are no concerns on the revenue side as there was not much of a change since last month. The third quarter distribution from Accomack County have been received. There were no concerns or anomalies on the expenditure side. 56% of the Capitol Budget, 43% of the Operational Budget, 59% of the Other Budget spent through the first half of the fiscal year, totaling 48%. Director Flournoy talked about what we have requested. FY26 Budget requests were submitted to both counties prior to the deadlines. Some of the “operational” funds that were requested are as follows: (1) toward a back-up operations/center, (2) 5% salary increase for all personnel effective July 1st, 2025, which includes the employee benefit related increases, and (3) continued HRCJTA membership cost increases. Of the “technology initiatives” some that were requested are: (1) radio system transcription services, (2) telephone transcription services, and (3) Pulse-Point implementation. ESVARRS related requests were for (1) fiber, (2) electricity, (3) insurance, and (4) site lease projected expenses. Director Flournoy went on to review the VDEM Delta Reimbursement. With the ongoing costs for 9-1-1 services increasing now that we are using the ESINet, VDEM will be providing reimbursements for additional costs to PSAPs in Virginia.

A motion to approve the budget report was made by Commissioner Donald Hart with a second from Commissioner Greg DeYoung. There were no oppositions and the motion was carried.

DIRECTOR'S REPORT:

Director Flournoy provided his report. Staffing: Currently, all eleven 9-1-1 CO F/T positions are filled (with one in training) and we have five 9-1-1- CO P/T staff (with one in training). One of the P/T staff that was hired in July is no longer employed with us. Language Line Services: The frequency of ACSO dispatch and law enforcement staff contacting the 9-1-1 Center for language line services was communicated to ACSO leadership. While the ESVA 9-1-1 Center will always assist the public safety with any language translation service relationships, these are additional costs to the 9-1-1 Commission and may create delays, depending on the call-load of the 9-1-1 Center. It was recommended that ACSO look into their own contract with a language line service. Resolution/Charter Work: The initial review of the documents provided by Accomack County leadership was completed and the 9-1-1 Director's comments/questions will be provided to the Personnel Committee. Annual Financial Forms: The needed 9-1-1 Commissioners have submitted the required forms for 2025. GIS: The VDEM GIS Grant Reimbursement for FY25 will provide reimbursement for GIS costs of \$3,000 to both Accomack County and Northampton County, and \$5,000 to ESVA 9-1-1. Shields Bridge: The closing of Shields Bridge began on 1/30/2025 and will likely remain closed until May 2026. ESVA 9-1-1 Center did not receive much notice on this and had to work with both ACDPS and NCEMS leadership on



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temporary CAD changes for EMS. Areas on the Craddockville side of Shields Bridge, normally serviced by NCEMS (Station 13 first-due), are now served by ACDPS (Station 12 first-due).

RADIO INFRASTRUCTURE:

Radio Technicians: ACI was called back to trouble-shoot some issues with our current system. On 12/12/24 and 12/13/24 they conducted a tower climb to trouble-shoot an issue with the EMS Operations Channel at the ACSO site. On 1/2/25 and 1/13/25 ACI was dispatched to, and resolved an issue of a high reflected power from the antenna. On 1/28/2025 MCA was dispatched to trouble-shoot a radio console issue at Position 3. ACSO Radio System: ACSO leadership continues to communicate a desire to continue activity to fix the issues with their radio system and this message has been relayed to ACI. The Belle Haven receiver remains non-functional and there may be an issue with the ACSO site receiver. Ultimately, the responsibility and associated costs are with the ACSO. Continuing Support/Maintenance: Initially for the Legacy Fire/EMS Radio System support/maintenance agreements were only executed through February 2025 with ACI and MCA. We will be maintaining support/maintenance (and paying) for the remainder of FY25.

OTHER:

Director Flournoy took time to talk about some of the General Assembly Bills that are 9-1-1/Dispatch related. Most of them are in sub committees and committees and he is keeping an eye on them. The meeting was then turned over to Deputy Director Kilmon.

Deputy Director Krista Kilmon provided her report. Active Shooter Drills: Work continues on trying to schedule a drill with ACSO. An email was sent to their Dispatch Supervisor on 12/16/24 and a follow up email sent 1/30/25. VDEM SHSP Grant: Carol Adams emailed stating that our NOMAD equipment is schedule to ship out on 2/14/25. This will enable us to do remote call-taking, which would be beneficial, especially when trying to get our back-up center set up at Northampton County. New Hire Training: The recruitment process was completed and we hired two new telecommunicators. Beverly Mason was hired as F/T and Carolee Pruitt was hired as P/T. Training began on 1/13/25 and they are currently in the third week of training. Server Replacements: Preparation work for the new Freedom and Message Switch servers began this week. Central Square has been working with Northampton I.T. to get everything ready for cutover. Once those servers are complete, work will begin on replacing the RAVE server. E.S. CIT: Director Flournoy, CO Leah Hall & family, as well as Deputy Director Kilmon attended the local CIT Awards ceremony on 1/22/25. Leah was presented with the local award for CIT Telecommunicator of the Year for 2024. Premise Verifications: Supervisor Brewster began the process of performing a detailed premise verification with all stations. The enhanced process will assist in ensuring the information we have listed in our CAD is accurate and up-to-date. Failsafe: Mapping layers and other requested data have been sent so that the engineers can begin working on customizing our back-up CAD. Training: The 9-1-1 Supervisors conduct bi-monthly in-service training with our staff. The topics covered are specific to our operations; housekeeping, policies, procedures, reminders, and critical thinking activities. Our staff has recently completed the six-month TTY/TDD refresher training and are in the process of completing the annual harassment trainings. 2024 TOTY: A reminder that the 2024 Telecommunicator of the Year nominations are open and due by 2/7/2025. Commissioners, as well as the field and staff are able to submit nominations for those whom they believe are deserving of it.



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Deputy Director Kilmon turned the meeting back over to Director Flournoy to provide his update on the ESVARRS Project. Funding: To date, eleven drawdown requests have occurred using the ASAP reimbursement system. Those total a withdraw of about \$5.9 million, leaving about \$2.2 million of the COPS federal funds available for use towards the ESVARRS Project. On 1/28/25, communication from the DOJ was received advising there is a temporary suspension of Federal Financial Assistance. Director Flournoy stated he communicated it to some people to make them aware and made the decision to communicate to Senators Warner and Kaine as well as to Representative Kiggans offices to let them know that this money is needed. Both Senators offices responded and on 1/29/25, another note came from the DOJ advising the ASAP funds are back available. The Northampton County Finance Director submitted all required reporting to DOJ/COPS, with the next report being due by 1/30/25 (and submitted on 1/28/25). The next grant extension will be requested soon, as the completion date is March 2025. Accomack County's Finance Director is working to complete requirements for the USDA Grant. Microwave/Connectivity: An action item approved at the December 2024 meeting (using ARPA funds to install connectivity between ESVA 9-1-1 and ACSO) is ongoing and anticipated to be completed by the end of February. Subscriber Radios: They were delivered on 12/19/2024 and will be inventoried. Interoperability: Although it had been understood that NASA/WFF would be responsible for covering any costs associated with subscriber radios, based on recent communications from them, this may not be the case. They are unsure, due to potential funding and personnel changes. Installation of Subscriber Radios: Installations began 1/6/2025 and Station 8 was used as the installation location for three weeks. Station 3 will be used next and following will be Station 14. Director Flournoy expressed a thank you to ACSO personnel for being on top of things regarding the installation process. The new radios installed have the Legacy (current) system programming and new ESVARRS system programming. After each vehicle has their L3 Harris radios, it'll still operating on the existing system, until cutover. Unless a station/agency purchased an existing radio, ESVA 9-1-1 is keeping the removed radios. As of 1/26/2025, seventy-four vehicle installations have been completed. Coverage Trouble-Shooting: The past activity recap is that the root cause of the performance issues is related to Land Use Land Cutter (LULC). On 12/18/2024 they indicated that the current five-site design doesn't meet the coverage requirements meaning an additional site is likely needed between Eastville and Craddockville. In late December/early January, ESVA 9-1-1, with CTA Consultants, have been involved in numerous meetings/discussions related to the need for an additional site. While numerous existing sites have been discussed/offered for consideration, the following sites were visited by L3 Harris personnel during the week of 1/13/2025: Birdsnest SBA site, Silver Beach SBA site, Jamesville Jackman Properties site, Belle Haven site, and Delmarva Power/ANEC site in Exmore. While no definitive direction has been provided by L3 Harris, they have indicated that the Belle Haven site appears to be able to provide the system coverage requirements needed/expected. While on the ESVA, L3 Harris personnel also visited a few sites in the northern areas of Accomack County and indicated they do not anticipate the need for an additional tower site in this area. Once L3 Harris provides definitive plans, it will lead to decisions related to using the additional tower site and to revised timeline expectations along with associated costs. It was requested by the ESVA 9-1-1 Commission to see coverage maps of the potential sites/work before making a decision. Current Timeline: The updated timeline for cutover to the ESVARRS system will depend on the needed solutions/remedies from L3 Harris. A goal is to complete formal coverage testing in late Spring '25 with potential system cutover/use in Summer '25. The immediate timeline focus is on system design changes needed from L3 Harris. Work will continue on vehicle/agency subscriber radio installations and efforts on other critical aspects of the project. Other: The provided room at the former Northampton County Middle



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School is now being used for the storage of removed radio equipment during installations. The first annual invoice was paid to Accomack County for the use of the Craddockville, Mappsville, and ACSO towers.

Change Orders: There are no change orders for approval.

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

ACTION ITEMS:

A. ESVA 9-1-1 Commission - Organizational/Meeting Document - 2025

In Summer 2019, the 9-1-1 Commission initially approved a document providing guidance on 9-1-1 Commission meetings as well as several organizational policies. The recommended changes/additions are as follows: (1) the relocation of the February and August meetings to the 9-1-1 Center, (2) the additional of the Procurement Policy, and (3) language providing additional guidelines on the public participation agenda item. Approval of the 2025 Meeting/Organizational document was requested.

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

B. Resolution of Appreciation – Chairman Donald E. Kellam, Jr.

In recognition and appreciation of his almost thirty-five years of dedicated service to the 9-1-1 Commission, the Commission is requested to approve the provided Resolution of Appreciation. The expectation would be to present the Resolution to Donnie's family at a later meeting.

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

CONSULTANT'S REPORT:

Consultant Chandler advised that in addition to his routine items he submitted the FCC Renewal Applications for NCSO and ESVA 9-1-1 Mobile Frequencies. He has also been involved meetings, briefings, site visits, etc. related to the ESVARRS project.

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.

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.

A motion to enter closed session was made by Commissioner Jeff Renas with a second from Commissioner AJ Ferebee. There were no oppositions and the closed session began at 18:32, with all recordings of the meeting being halted. All persons not privy to the closed session exited the room.



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CERTIFICATION OF CLOSED SESSION:

Vice-Chairman Bill McCready polled each member for the closure of the closed session and all Commissioner members in attendance stated their last name and “yes.” The closed session ended and the regular meeting re-opened at 18:41.

CHAIRMAN'S REPORT & INFORMATIONAL ITEMS:

Vice-Chairman Bill McCready expressed a thank you to the Radio Committee for all of their time and efforts being put into the ESVARRS project.

OTHER BUSINESS:

There were no other business items at this meeting.

NOMINATION/ELECTION OF OFFICERS – 2025:

Vice-Chairman Bill McCready advised that there are three positions to fill: Chairman, Vice-Chairman, and Secretary of Treasurer. Commissioner Donald Hart stated that the Vice-Chairman would need to be a member from Northampton County, as the Chairman and Vice-Chairman have always represented opposite counties.

A motion to appoint Vice-Chairman Bill McCready as Chairman, and for the Secretary of Treasury to remain Commissioner Jeff Renas was made by Commissioner Donald Hart with a second from Commissioner AJ Ferebee. A motion to appoint Commissioner AJ Ferebee as Vice-Chairman was made by Commissioner Charlie Kolakowski with a second from Commissioner Donald Hart. There were no oppositions and both motions were carried.

PAYABLES:

A motion to pay the bills was made by Commissioner Donald Hart with a second from Commissioner AJ Ferebee. There were no oppositions and the motion was carried.

ADJOURNMENT:

Commissioner Kenny Reese made a motion to adjourn the meeting with a second from Commissioner Mike Mason. There were no oppositions and the meeting was adjourned by at 18:46.

Respectfully Submitted,

Katie Brewster, *ESVA 9-1-1 Supervisor / Recording Secretary*