



Minutes of the Eastern Shore of Virginia 9-1-1  
December Commission Meeting  
Thursday, December 19<sup>th</sup>, 2024 @ 1730 hours  
Northampton County Board Chambers – Eastville

**COMMISSIONERS PRESENT:** Bill McCready, *Vice-Chairman, Atlantic Volunteer Fire Company*  
Ben Byrd, *Wachapreague Volunteer Fire Company*  
Donald Hart, *Accomack County Board of Supervisors*  
Greg DeYoung, *Northampton County Department of EMS*  
Charles Kolakowski, *Northampton County Administrator*  
Mike Mason, *Accomack County Administrator*  
AJ Ferebee, *Captain, Northampton County Sheriff's Office*  
Ernest Smith, *Northampton County Board of Supervisors*  
Bobby Taylor, *Lieutenant, Accomack County Sheriff's Office*  
Jeff Parks, *Accomack County Board of Supervisors*

**OTHERS PRESENT:** Jeff Flournoy, *9-1-1 Director*  
Krista Kilmon, *9-1-1 Deputy Director*  
Katie Brewster, *9-1-1 Supervisor/ Recording Secretary*

**COMMISSIONERS ABSENT:** Jeff Renas, *Area 31 1<sup>st</sup> Sergeant, Virginia State Police*

**REMOTE PARTICIPATION:** Donnie Kellam, *Chairman, Community Fire Company*, participated remotely from the Parksley, VA area due to medical reasons.  
Jeff Parks, *Accomack County Board of Supervisors*, initially participated remotely while enroute to Eastville to participate in person. He arrived shortly before 18:00.

**OTHERS ABSENT:** Scott Chandler, *9-1-1 Consultant*

**CALL TO ORDER:** Vice-Chairman Bill McCready called the meeting to order at 17:32.

**INVOCATION:** Commissioner Donald Hart 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 October 2024 meeting was made by Commissioner Donald Hart with a second from Commissioner Bobby Taylor. There were no oppositions and the motion was carried.*

**CONSENT AGENDA:** There was no consent agenda items at this meeting.

**BUDGET REPORT:**

Director Flournoy reported that we have received five months of the Wireless Surcharge. For the Communications Tax, five months has been received from Accomack and three months received from Northampton. For Chincoteague services, four months has been received. Accomack County has provided their second quarter contributions and Northampton County has provided all of theirs. There are no anomalies or concerns for the budget revenue. On the expenditure side, there are also no anomalies or concerns and the spreadsheet shows data for five months. For the Capital expenses, 52% has been spent, and there will be a future budget change for the EDP Equipment. For the Operational expenses, 36% has been spent. The spreadsheet shows 96% of the Salaries & Wages – Part-Time due to the Regional Radio System Manager position budget being in Full-Time as that is what the position was originally going to be however, it was hired as Part-Time. There is no budget concern, just funds that need to be reallocated. For the Other expenses, 54% has been spent. The spreadsheet shows 108% of the Repairs & Maintenance spent due to maintaining our current Fire/EMS system. It also shows a good portion of Utilities – Electric and Leases & Rentals spent due to maintain costs associated with our current radio system as well as the ESVARRS system. Ultimately, 41% of the total budget as been spent, and that is through November 2024.

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

**DIRECTOR'S REPORT:**

Notable Meetings: Director Flournoy advised that he had the opportunity with Northampton County's Emergency Management and I.T. to participate in a cybersecurity exercise in Chesapeake at a VDEM site, that focused on 9-1-1 operations being involved in a cyber-attack. He then provided that he is serving on a DCJS Training Committee discussing 9-8-8/9-1-1 Interface for the Marcus Alert Act. Staffing: Currently, ten of the eleven F/T positions are filled, all released, and five P/T positions, with one in training. We are in a hiring/recruitment process. Facility Related: Director Flournoy expressed his appreciation toward Accomack County Public Works for the continuance of work related to our building. Some of these items include the stabilization of the ceiling tiles, new generator work, and the installation of heaters in all bathrooms and a central humidifier unit. 9-1-1 Vehicle: A relationship has been established with a local shop in Onley for routine vehicle service needs. A process through DMV is now set up and being used to conduct annual license verification for 9-1-1 Commission staff. Budget Related: For FY26, both counties issued their operational budget calls. Accomack County is due on 12/20/24; an extension was provided to ESVA 9-1-1 to 12/23/24, and Northampton County is due on 1/3/25. Details of the budget requests will be provided during the January 2025 9-1-1 Commission Meeting. CAD Premises: Deputy Director Kilmon has worked on making numerous modifications to how premises in the CAD are managed. Every six months, we reach out to the Fire/EMS



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agencies to validate what is in there but we have still come across some that should have been removed. It's imperative that we have accurate data in our system to assure the best service to our citizens. Verizon: Have been working with Verizon to relocate a small number of the 9-1-1 Center's POTS lines away from the light-span equipment beside the 9-1-1 Center to more traditional copper lines.

**RADIO INFRASTRUCTURE:** Atlantic Communications: In early November, ACI was dispatched to trouble-shoot issues with being unable to transmit over Channel 3 properly. In early December, ACI was dispatched to trouble-shoot issues with the Fire/EMS Dispatch channel at ACSO. ACSO Radio System: Currently, the Wallops and Belle Haven receivers remain non-functional for their dispatch channel and the ACPS channel. ACSO leadership is aware and ESVA 9-1-1 has assisted.

**DEPUTY DIRECTOR'S REPORT:** Director Flournoy turned the meeting over to the Deputy Director Kilmon to provide her report. Active Shooter Drills: A meeting was held with ACSO Dispatch Supervisor on 12/12 to discuss the logistics of conducting an Active Shooter drill with their personnel in January. A list of dates was sent for them to choose from. SHSP Grant: A purchase order was submitted for the NOMAD devices for the SHSP Grant. At this point, the order has been placed but there is a short supply of one of the parts needed so they are working to fulfill that. It is hoped that they can get them shipped in January so that this project can move forward. New Hires: Amanti Boggs was released from training as a F/T CO. After a period of absence due to adjusting to her new F/T job, Cristina Morente returned on 11/26 to resume her training and will be evaluated for progress at the end of December. Server Replacements: Work is being done with Northampton I.T. on the replacement of the two new servers for Freedom and Message Switch. Re-hosting will hopefully occur sometime in January. Virginia CIT: Our 9-1-1 Communications Officer, Leah Hall, was selected as the 2024 Virginia CIT Telecommunicator of the Year; this means that she is also the local CIT Telecommunicator of the Year. She was unable to attend Roanoke so Deputy Director Kilmon went in her place to accept the award for her. Leah will be recognized locally in January. Dispatch Failsafe: Work is being done with Supervisor Brewster on the Dispatch Failsafe program. We have sent all of the data for them to begin setting up our "backup CAD." Hiring Process: We received eighteen applications, twelve of whom tested. Out of those twelve, seven will be moving forward to initial interviews, scheduled for 12/17. Applicants who were selected will completed an additional test and get a second interview.

**ESVARRS UPDATE:** Deputy Director Kilmon then turned the meeting back over to Director Flournoy to provide an update on the ESVARRS project. Funding Related: To date, seven drawdown requests have occurred using the ASAP reimbursement system. The total withdraws of about \$2.6 million leaves about \$5.6 million available for use towards the ESVARRS project. Will likely see a change as it is expected to start to see invoices for the subscriber radios soon. We are continuing to complete all of the required reporting to DOJ/COPS; the next report is due on 1/30/25. A notice has been provided to our COPS/DOJ representative that another grant extension will be needed as the completion date is currently March 2024, and will be requested in early 2025. USDA Grant: Continuing to work with Accomack County to complete the requirements to use the \$75,000 grant award toward ESVARRS for dispatch consoles. Sites: Williams continues to trouble-shoot potential antenna issues between the Chincoteague Public Works site and the CPD microwave sites, as well as between the Chincoteague Public Works site and Mappsville. At the Northampton County Water tower, efforts on relocation of the generator from the Cape Charles site have been deferred until closer to project cutover. Ongoing Costs: As was expected, ongoing costs associated with the ESVARRS



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project continue ahead of cutover to the new system and funds are expected to come from the ESVA 9-1-1 fund balance. Additional documentation will be provided. Subscriber Radios: They are scheduled for delivery on 12/19/24 and are expected to be immediately inventoried. The change order, Amendment #2, was done in September. The warranties do not start until system cutover. Pager/Mobile/Portable Needs: While we do continue to maintain a small allotment of VHF radios from Dinwiddie County and the UHF radios from Page County for immediate needs on the ESVA, the supplies are getting low. It was acknowledged that the longer we stay on the current system, the longer agencies will have to continue to pay for maintenance on this system as well. Personality Development: ESVA 9-1-1 RRSN continues to work with L3 Harris and their subcontractors to install various personalities into portable and mobile radios to allow testing of radio configuration. ESVBA: It was initially expected for ESVBA to install a new hand-off at the new Chincoteague Public Works Shelter however, their leadership are more comfortable continuing the use of the temporary cable. Once we no longer need our hand-off (after system cutover), then ESVBA will move the existing hand-off to the new shelter. Subscriber Radios: Installation of mobile and portable radios on units/apparatus is planned to start in January 2025 and last 4-4.5 months. A new firm, Eastern/AMK Services, will be completing the installations and ESVA 9-1-1 will take the removed radios from each station/agency. There is some concern that stations/agencies will request a specific installer however, this is not permitted; Eastern/AMK Services is coordinating which installation teams will go where. It was reminded that once the new equipment is in, will still be operating on the old system until system cutover. Other: For storage of the removed radio equipment, it is planned to use a room at the former Northampton County Middle School. We are awaiting response from Accomack County on if the provided invoicing from the 9-1-1 Commission to begin annual payments for the use of the ACSO, Mappsville, and Craddockville towers is acceptable. Change Orders: There are no change orders for approval.

Ongoing Costs: The current Legacy on-going annual costs include electric, fiber, Verizon circuits, and site/tower leases and adds up to approximately \$60,000. The expected ESVARRS on-going annual costs will include electric, fiber, Verizon circuits, and site/tower leases and add up to approximately \$76,000.

Amendment #3: While Section 3.21 of the L3 Harris ESVARRS Contract was modified to allow ESVA 9-1-1 to assume risk for the subscriber radios at delivery, this risk remains with L3 Harris as before the change. Additional language was added to the contract to better protect ESVA 9-1-1, at Mr. Wiggins suggestion. There are no cost impacts resulting from this change. Director Flournoy then turned the meeting over to CTA to provide their presentation. CTA Consultants Cheryl Giggetts and Rachel Soward, with Curtis Johnson participating remotely, provided an update on the ESVARRS Project, followed by a Q&A session. They covered the following topics: project status, connectivity project, project schedule, budget, and additional items.

*A motion to approve the Director's report was made by Commissioner Donald Hart with a second from Commissioner Jeff Parks. There were no oppositions and the motion was carried.*

**ACTION ITEMS:      A. ESVARRS – Additional Redundancy – Between ACSO and ESVA 9-1-1**

RRSN Greg Lewis requested a quote from three firms; one local in Accomack County and two from outside of the ESVA. Approval is requested to issue a purchase order to Underground Connections to provide the additional redundancy. While their price is approximately \$3,000 higher than the lowest quoted firm, their



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quote is more comprehensive, they are using technology that is not listed in other quotes, they will be in the same area in the immediate future, and they have been more responsive. When the Accomack County Board of Supervisors approved the County's funds towards the ESVARRS project in 2022, they approved approximately \$105,000 over what was requested. The request, if approved, would be to use approximately \$52,000 of the additional for this service.

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

**B. ESVARRS – Use of Fund Balance – Consulting Services**

Approval was requested to continue using CTA Consultant's for an additional six months (January-June 2025) during implementation of ESVARRS. We would continue to use the existing VITA State Contract with Computer Aid, Inc. Costs projected for the continued services are approximately \$97,000 and unless otherwise directed, these funds would originate from the non-appropriated fund balance of the 9-1-1 Commission. Conversations and negotiations will be had with L3 Harris about reimbursing the ongoing funds associated with the delays in the project. It was also recommended, and agreed upon, to consult with legal counsel before approaching L3 Harris with a list of reimbursement costs.

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

**C. Change – IRS Travel Reimbursement Rate – 2025**

It was requested to approve the standard mileage rate change of 70¢ (up from current 67¢) to be effective on January 1<sup>st</sup>, 2025.

*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.*

**D. 2025 – 9-1-1 Commission Meetings**

At the last meeting, direction was provided to have some of the 9-1-1 Commission meetings at the 9-1-1 Center, as was done prior to Covid-19. It was suggested that the February and August meetings be scheduled at the 9-1-1 Center in Accomack. This would leave the January, April, May, July, October and November meetings at the Accomack EOC in Melfa and the March, June, September, and December meetings at the Northampton County Board Chambers in Eastville.

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

**CONSULTANT'S REPORT:**

Director Flournoy provided Consultant Chandler's report in his absence. Aside from his routine items, he has continued heavy involvement in the ESVARRS project.





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*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 AJ Ferebee with a second from Commissioner Greg DeYoung. There were no oppositions and the closed session began at 19:03, with all recordings of the meetings being halted. All persons not privy to the closed session exited the room.*

**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 19:11.

It was discovered that the 9-1-1 Director was excluded from the 0.5% salary increase per year that was approved for compression management. A motion was made for the Personnel Committee to get together and discuss a recommendation for the 9-1-1 Director's salary after the first of the new year.

*A motion to accept this item 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:** Vice-Chairman Bill McCready advised that VSP Sergeant Barr, former 9-1-1 Commissioner, passed away.

**OTHER BUSINESS:** Director Flournoy reminded the Commissioners that they would see the Financial Disclosure forms sometime in January. Vice-Chairman Bill McCready asked Commissioners Ben Byrd, AJ Ferebee, and Donald Hart to serve on a nominating committee for 9-1-1 Commission officers for 2025. The committee formed at the December meeting will vote at the January meeting.

**PAYABLES:**

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

**ADJOURNMENT:**

*Commissioner AJ Ferebee made a motion to adjourn the meeting with a second from Commissioner Donnie Kellam. There were no oppositions and the meeting was adjourned by at 19:22.*

Respectfully Submitted,

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