

VIRGINIA: AT AN ADJOURNED MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON THURSDAY, MARCH 16, 2017, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BARBARA JARRETT-HARRIS., CHAIR; HON. JOHN W. ZUBROD, VICE-CHAIR; HON. FREDERICK A. HARRISON, SR., HON. WELTON TYLER, BOARD OF SUPERVISOR MEMBERS; DR. CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR; LESLIE R. WEDDINGTON, ASSISTANT COUNTY ADMINISTRATOR, DEPUTY CLERK/RECORDER OF MINUTES

ABSENT: HON. BERNARD L. JONES, SR., BOARD OF SUPERVISORS MEMBER

ALSO PRESENT: DR. CAROLYN JONES, CHAIR; ROY F. WARWICK, VICE-CHAIR; ELIZABETH BURNS, FLOYD A. MOORE, TIMOTHY F. PURYEAR, SCHOOL BOARD MEMBERS; DORA WYNN, SUPERINTENDENT; DR. JERRY V. CONGLETON, ASSISTANT SUPERINTENDENT; RICHARD RUSH, DIRECTOR OF BUSINESS AND SUPPORT SERVICES

\*\*\*\*\*

**Re: Call to Order – 6:30 p.m.**

Chair Harris called the Board of Supervisors meeting to order. Chair Jones called the School Board meeting to order.

\*\*\*\*\*

**Re: Approval of Agenda**

Upon a motion by Mr. Harrison, seconded by Mr. Zubrod, and unanimously carried, the Board approved the agenda as presented.

Ayes: Harrison, Tyler, Zubrod, Harris; Nays: None

Upon a motion by Ms. Burns, seconded by Mr. Puryear, and unanimously carried, the School Board approved the agenda as presented.

Ayes: Burns, Moore, Puryear, Warwick, Jones; Nays: None

\*\*\*\*\*

**Re: FY18 Brunswick County Public School Budget**

Mrs. Dora Wynn, Superintendent and Mr. Richard Rush, Director of Business and Support Services, gave an overview of the proposed FY18 Brunswick County Public School Budget. See document attached.

\*\*\*\*\*

**Re: Request in Lieu of Management Advisory Group’s Recommendation**

Mrs. Wynn stated that they had received the results of the compensation study conducted by Management Advisory Group (MAG). The study covered 176 positions consisting of clerical, cafeteria, bus drivers, paraprofessionals, and administrators. However, the study failed to cover teachers and other instructional positions.

Mrs. Wynn requested that in lieu of accepting the recommendations of the MAG consultants, the Board consider approving a 2% salary increase for Brunswick County school employees.

\*\*\*\*\*

Upon a motion by Ms. Burns, seconded by Mr. Puryear, and unanimously carried, the School Board adjourned.

\*\*\*\*\*

**Re: Board of Supervisors Work Session**

**FY18 Brunswick County General Fund and Capital Improvement Projects Budgets**

Dr. Charlette T. Woolridge, County Administrator, indicated that during the March 7, 2017, budget work session, the Board charged the Finance Committee the following:

- Prioritize the other budget considerations
- Consider funding a portion of the deficit using the undesignated General Fund Balance
- Consider an increase in Personal Property and Real Estate taxes
- Prepare a written update on the status and funding of the Emergency Communications System project

Prioritize the 'Other Budget Considerations'

Dr. Woolridge presented the other budget considerations recommended priorities. Dr. Woolridge noted that the priorities are based on safety first. Items 1, 2, and 3 have safety implications for emergency responders and citizens.

1. Emergency Communications System
2. Fire & EMS
3. Demolition of Primary School
4. Salary Study
5. Convenience Center

Funding Option 4:

Dr. Woolridge indicated that based on the Board of Supervisors' discussion during the March 7, 2017, Budget Work Session, the Finance Committee recommends Option 4 as follows:

- Deficit: \$195,586
- Reduce Capital Project funding from \$650,000 to \$500,000, resulting in a savings of \$150,000.
  - Option 3 beginning deficit: \$345,586 minus \$150,000 = \$195,586

Other Budget Considerations in Priority Order:

Emergency Communications System <i>Initial Cost</i>	\$200,000
Fire & EMS – Operations	200,000
Demolition of Properties <i>Consider funding once actual bids are received</i>	0
Salary Study – Count and DSS Employees <i>Total cost of \$531,000. \$354,000 reflects 2/3 of cost</i>	354,000
Salary Study – Public School Employees	175,000

Convenience Center – Phases 1	50,000
Total Projects	<u>\$ 979,000</u>
Total FY18 Deficit	\$1,174,586

Recommended Funding Options

Use of undesignated General Fund Balance	\$ 74,586
Increase Real Estate Tax by \$0.05	\$1,050,000
Increase Personal Property Tax by \$0.05	<u>\$ 50,000</u>
Total	\$1,174,586

\*\*\*\*\*

**Emergency Communications System**

Supervisor Zubrod provided an overview of the Emergency Communications System. The Emergency Communication System Committee consists of: Supervisor Zubrod, Supervisor Jones, Sheriff Brian Roberts, Dr. Charlette T. Woolridge, County Administrator, and Aubrey “Buddy” Hyde, Emergency Services Coordinator. The committee focused on the following areas:

A. Current System Description

1. Brunswick County Sheriff’s Office utilizes a single repeater sited at a commercial tower alongside Route 58 in Edgerton. This is a VHF 100 watt repeater, providing 85-90% talkback from a mobile source. Noted deficiencies included the repeater house in a shared occupancy building, numerous ungrounded cabling, non-major event weatherproofing, and a telephone cable run across the top of the fence for access back to the 911 center. Positives are a commercial grade weather rated tower structure, excellent height above ground, and an excellent standby power source.
2. Brunswick County Fire & EMS currently uses 5 sites for its system. The system is a hodgepodge of VHF repeaters that have been added over the years. The original system went online in 1978, and the equipment has been relocated numerous times over the years, in futile attempts to resolve reception issues.

An overview of the Brunswick County Fire & EMS sites are as follows:

1. The main site is on a Verizon cell tower, just off of Route 58, 1 miles west of Lawrenceville Brunswick Airport. Due to its proximity to the airport, this tower was limited in its height when being built, and therefore is a poor choice for the County's needs. The building is sufficient with adequate security.
2. Remote Site Gasburg/Route 46, private tower owned by Steven Wright, has 2 repeaters, one for local usage among the agencies, and one that is linked back to the prime tower in Lawrenceville. Deficiencies are an inadequate equipment building and an unsafe to climb old tower that is not commercially weather rated and will not support networking equipment. Positives are 300' elevation and no rent charged.
3. Remote Site owned and operated by Dolphin VFD, on leased land. The prime deficiencies are the 100' elevation and a non-commercial weather rated tower structure, along with the inability to support interconnectivity equipment. This site has been a continual source of discussion as to who is responsible for equipment repairs and site access. The site is well maintained and has an adequate shelter.
4. Alberta Water Tower deficiencies include the 120' elevation and inadequate equipment housing. Water towers are considered poor reliability locations for radio transmission equipment. This site also has poor or non-existent linking back to the prime site.
5. Daniel Town Cell Tower owned by SBA Communications located on property alongside off Route 46. Deficiencies include the 150' tower location on a well populated less than 200' tower and poor or non-existent linking back to the prime site.

B. Frequency Spectrum Choice

The committee recommends that Brunswick County Emergency Services migrate to the UHF Spectrum.

C. System Choices

The committee recommends to pursue the analog simulcast system as the best viable option for Brunswick County.

The committee further recommends that once the tower locations are finalized and each sites systems availability analyzed, that a combination system of microwave and Fiber optic networking be utilized, with fiber optic networking as the prime consideration per site based on availability and Microwave installation to be the secondary choice when the fiber optic solution is not available.

D. Tower Site Locations

The committee recommends a five-site system, utilizing 5 commercial structures located as follows:

1. Edgerton: 19142 Governor Harrison Hwy (currently in use by the BCSO at 380')

2. Dix Bridge: 21441 Hwy 1 Brodnax 320' available
3. Warfield: 432 Poorhouse Rd Dophin 250" available
4. Gasburg: 3778 Huckstep Rd Brodnax 250' available
5. Lawrenceville: 298 Sharp St Lawrenceville 140' available

The first 4 structures are owned by MidAtlantic Tower. The 5<sup>th</sup> is owned by Mid Atlantic Broadband Cooperative. There is possibly some reduction to be realized in the recurring costs by utilizing the power of a multi-site multi year lease.

E. Site Equipment

The committee recommends the installation of 2 UHF repeaters per site, utilizing a multi frequency combiner so that one antenna pair can serve both repeaters. The equipment is to be located inside a secure fenced area and housed in an all-weather environmentally controlled radio equipment enclosure; utilizing a separate and dedicated power source with a battery bank providing capacitance surge protection, lightning arrestor surge and grounding protection systems and a dedicated backup generator powered by propane.

Since one proposed site does not have fiber optic available on site, a single microwave link needs to be installed on 2 towers that will be determined during the initial tower study.

F. Subscriber Equipment

Subscriber Equipment is the device that is used to communicate on the system. They consist of Mobiles, Portables, Base Stations and Pagers. Since the committee's recommendation is to migrate onto the UHF Spectrum, all agencies will be provided with the initial UHF Subscriber Equipment based on the following.

AGENCY	MOBILES	PORTABLES	BASE STATION	PAGERS
Sheriff's Office	50	50	2	
Fire Department	40	105	7	140
Rescue Squads	6	20	3	
Totals	96	175	12	140

G. Next Steps

The first step is to determine the initial sites, and apply for licensing with the FCC and VITA for the appropriate FB8 Frequency pairs to be utilized at all the sites.

Concurrently a Request for Proposals (RFP) will be developed to procure the equipment.

Funding options will be explored (i.e., purchase, lease, lease/purchase, and renting).

\*\*\*\*\*

The Board of Supervisors approved Option 4 and directed the staff to advertise the budget.

---

Hon. Barbara Jarrett-Harris, Chair

---

Charlette T. Woolridge, Ph.D., Clerk