

**MINUTES OF THE COMMON COUNCIL WORK SESSION
November 27, 2007**

PRESENT: President Gaynor, Vice-President Griffin, Mayor Minor, and Councilors Butler, Clark, Coyne, Helm, Major, Masters, and Nelson (10)

ABSENT: Vice-Mayor Buettner (1)

ITEMS OF DISCUSSION:

1. President Gaynor called the meeting to order at 5:34 p.m. in Rouss City Hall Council Chambers.
2. Approval of Minutes – Mayor Minor motioned to approve the minutes from the October 23, 2007 Work Session. *The motion was seconded by Vice-President Griffin then unanimously approved by voice-vote.*
3. Introduction to the Strategic Communications Study – Lynn Miller

Director of Emergency Management Lynn Miller stated the purpose of the study was to determine the needed upgrades for the FCC Narrow Banding Regulations. If the bands are not narrowed, the City will not have communications. Safety is also being jeopardized with the current system because the equipment is older and not dependable. With the timeline approaching, the desired result is to have internal and external interoperability in the community with all users including the school district. Mr. Miller introduced Curt Andrich, Senior Consultant with L. Robert Kimball & Associates, who conducted the study.

4. Strategic Communications Study – Curt Andrich, L. Robert Kimball & Assoc.

Mr. Andrich thanked the City for allowing his company to be involved. He stated they looked at the City's current operations and determined where it needs to go. Everything the City has now will be obsolete in 5 years and will have to be replaced. He advised that any change to the system made now pushes up the FCC compliance deadline from 2013 to 2011. Plus, five to eight years after the 2013 deadline, the FCC will be narrowing the bands further.

Mr. Andrich stated the current problems with the system include channel congestion, the condition of the equipment and the sites, coverage issues, and the lack of interoperability. At the Jefferson Water Tank, the City's prime site, the problems include minimal lightening protection, coverage problems that could be caused by the current mounting, and equipment that is too old to be upgraded to narrow bands. At the Piccadilly site, the back up location, everything seemed to be in good shape except the radios cannot be upgraded. Any problems that were previous found at this location have been addressed. At the remote sites, the garages and offices, the

problems with the coverage and lightening protection seem to come from the installation.

Mr. Andrich stated that for the City agencies, the Police, Fire, and Emergency Management, most of the radios are ready for narrow banding but there would be no further upgrades after that. The departments also have issues with coverage and capacity with the current system, the channels are not configured for the best use, and there are no advanced features available for interoperability or mobile data access. The Public Services agencies, the school district, transit, and public works, have older, low tier radios that cannot be modified for narrow banding. They also have problems with capacity and congestion on the one channel that is used and the antenna is mounted on a short tower causing poor coverage to most of the City.

Mr. Andrich stated that the best answer for the City would be to install a digital trunk radio system for \$3-5 million. Federal funding grants required the system to meet P25 standards. The trunk system would have 5 channels to handle the current and future needs. Use of the VHF frequencies will offer interoperability with the neighboring localities. One site will still cover the City's needs except for the hospital and the JJC. Those two locations can be addressed through smaller building systems.

Councilor Major asked how much grant money is out there. Mr. Andrich stated there are various grants available but some maybe specific for a certain department such as fire. You may need to piece several grants together to come up with the total amount.

Councilor Butler suggested talking to Frederick County before doing anything. Mr. Andrich stated that a regional approach has been more successful with receiving grant money.

Councilor Clark asked if the estimate included the back up along with the antenna. Mr. Andrich stated the system will have built in levels of redundancy instead of a back up system.

Councilor Major asked if there are immediate concerns with the existing issues. Mr. Miller stated that we are working on the immediate concerns now.

Councilor Butler asked what other services are included with the system. Mr. Andrich stated frequency coordination is not included but the infrastructure, connectivity, and all of the portable radios are included.

City Attorney Anthony Williams asked if there is an emergency override. Mr. Andrich stated the system gives priorities to the departments. The 5 channels will keep the number of busies to lower than 1/2 %.

5. Utilities Department Presentation: Drought Response Management – John Merriner.

Mr. Merriner stated the smaller of the streams that make the Shenandoah River supplies a majority of the water for the city and the valley. If the weather predictions

materialize, Virginia will experience significant drought conditions with the start of the growing season in the spring. Even a short drought can cause significant damage and harm to the local economy. Governor Kaine is urging localities to update their water conservation and drought contingency ordinance and to begin preparations to implement those plans.

Governor Kaine also stated it is essential to prepare for the potential for serious water supply impacts in the coming months. Mr. Merriner explained the water capacity at the reservoirs. He stated the reservoirs are not filled completely because of the constant use and the water turn-over procedure used for quality. The storage volume would last one day. The water production at the treatment plant is 10 million gallons per day (MGD) but it takes ½ MG to produce the 9 ½ MG used by the City, Frederick County, and Middletown. The treatment plant is at its limit.

The City's has a two tiered conservation plan, voluntary and mandatory. Voluntary conservation is triggered at 80-90 cubic feet per second (cfs) and mandatory conservation is triggered at 55-60 cfs. The drought watch website shows Frederick County is not in the drought danger.

6. Executive Session - President Gaynor motioned to move into Executive Session for consultation with Legal Counsel concerning legal advice on ongoing construction projects and other contractual issues (Rickett's, consultation with Legal Counsel concerning legal advice on council appointed boards and committees (School Board issue), and consultation with Legal Counsel concerning legal advice proposals to amend or revise procedures of the BAR specifically pertaining to proposed demolition and reconstruction. . *The motion was seconded by Vice-President Griffin then unanimously approved by voice-vote.*

Upon returning, Council members approved a motion to return to open meeting and each member certified that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were discussed during the closed meeting, and that only those public business matters identified in the motion which convened the closed meeting were heard, discussed, or considered during the closed meeting.

Vice –President Griffin reminded the Councilors about the Planning and Development meeting at 7:30 a.m. on Wednesday.

7. With no further business to discuss, the meeting adjourned at 7:57 p.m.

Kari J. Van Diest
Deputy Clerk of Council