



VIRGINIA: A SCHEDULED WORKSESSION OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, DECEMBER 14, 2023, AT 6 PM.

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR JUDY LYTTLE
SUPERVISOR WILLIAM (TIM) CALHOUN

ABSENT:
SUPERVISOR BRENTON BYRD
SUPERVISOR BREYON PIERCE

ALSO
PRESENT:
MS. LOLA PERKINS, COUNTY ATTORNEY
MS. MELISSA ROLLINS, COUNTY ADMINISTRATOR
MR. DELON BROWN, NETWORK ADMINISTRATOR, IT DIRECTOR
MR. HORACE WADE, PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
MS. SHARNA WHITE, REGISTRAR
MR. RAY PHELPS, CHIEF OF EMERGENCY SERVICES
MS. KELLY KUHNS, EMERGENCY COMMUNICATIONS MANAGER
SHERIFF CARLOS TURNER, SURRY COUNTY SHERIFF'S DEPARTMENT

Call to Order / Pledge of Allegiance

Prior to opening the meeting, Chairperson Elliott shared that Supervisor Pierce and Supervisor Byrd would not be in attendance and Supervisor Calhoun would be in attendance momentarily. After consulting the legal team, a quorum was unnecessary for a work session.

The meeting was called to order by Chairperson Elliott, and he asked those present to stand and recite the pledge of allegiance.

Discussion Topic

1. **Registrar Office Report – Sharna White, Registrar**

Ms. White provided a Registrar's Update to the Board of Supervisors to correct statements from Citizen's Comment at the December 7th Meeting. A copy of the update is attached as an integral component of the minutes._

2. Mobile Radio Communication System Update – Federal Engineering, Inc

Representatives from Federal Engineering, Inc. David TerMorshizen and Terry Forehand, Senior Consultants updated the Board on the project status and next steps. Melissa Rollins, County Administrator, and Ray Phelps, Chief of Emergency Management provided comments and discussed the necessity of acquiring a 5th Radio Channel during the active phase of the project.

Members of the volunteer organizations expressed comments and appreciation to the Board: Joe Gwaltney, Assistant Chief, Dendron Volunteer Fire Department, and Daniel Maddox, Training and Safety Captain, Claremont Volunteer Fire Department.

A copy of Federal Engineering, Inc.'s report is attached as an integral component of these minutes.

3. Close County Offices - December 26, 2023

Adjournment

There being no further business before the Board, Supervisor Lyttle made a motion that the Board continue their meeting to January 4, 2023, at 7 p.m. Supervisor Calhoun seconded the motion. All present voted affirmatively. (Approved)

The meeting was adjourned at 6:51 PM.

This meeting can be viewed in its entirety through the Surry County Government YouTube Channel:
[Surry County Government - YouTube](#)

At the Board of Supervisors meeting last Thursday, questions were asked about the acquisition of a building for the purpose of the Registration Office. I am here to give some clarity on the matter. In November of 2020, the State Board of Election mandated that every locality establish a Central Absentee Precinct to facilitate the counting of absentee ballots centrally and streamline the process of absentee ballot tabulation (24.2-712). Surry was one of those localities that did not already have an established CAP precinct. Along with that came 45 days of Early Voting, designating the registrar's office as a "polling place" during that timeframe, according to the Attorney General Opinion 21-040 written on September 1, 2021. We had early voting taking place, pre-processing of vote by mail ballots, and citizens conducting normal voter registration business all at the same time. We received several verbal complaints from citizens and written complaints from the Republican Party Chair at that time, Robert Chandler and a Poll Watcher at that time, Donna Skinner, about the inadequate space for staff, observers, election officials, and all the required equipment. The county administration, along with my office staff, to include the Electoral Board, started the conversation about how to resolve this growing issue, taking into consideration the timing, due to the recent pandemic. A temporary solution was put in place to accommodate the office until a more permanent solution could be assessed, using the auxiliary conference room located down the hall from the registrar's office. This temporary solution put a strain on other departmental use of that conference room, due to security restraints of election equipment, no other persons could be allowed access while election equipment was in there. Just this year, we occupied that space for about 150 days.

Some of the other major challenges presented was the walking distance of our elderly and disabled citizens to get to the voting room, the lack of visibility for curbside voter parking, and additional requirements for equipment storage and security which the documents in the Annual Security Standard apply, however inspection or copying is prohibited under section 24.2-410(D).

Relocating was and still is the best option, but it was not an easy, nor simple decision to make. We reviewed many buildings currently owned by the county and others in the community to try and meet the needs of the Registrar Dept. The decision was not taken lightly, there was careful considerations done and we want to thank County Administration and the supportive Board members for your attention to this matter and for making a tough decision in these struggling economic times for the betterment of Election processes for Surry citizens.

Also, I want to update the Board on the upcoming Recount, scheduled on Dec 19, 2023, for the House District 82 race being held at Surry Parks and Rec. We will be conducting the proceedings at the expense of the County due to the race being won under .5% of the total votes. So again, in all transparency, these are unforeseen expenses that the county must legally comply with, and we do thank you for your willingness to work with this department even when the decisions seem unfavorable but are required by law.

Lastly, I want to share with the citizens that the Voter Registration Department is not governed by local county government, it is governed by the local Electoral Board Members, who are governed by the State Board of Election. We are, however, financed by local government, but the Federal/State laws and regulations take precedent over the local governing laws. I just want to make that clear distinction, because I do not know if people are aware that we are a separate

entity in many aspects from local governing and we have a very different set of rules we abide by in certain areas.

Thank you for your time.



Surry County, VA

Public Safety Radio System Project Status

December 14, 2023

Agenda



- *FE* Background
- Surry County Engagement
- Legacy System
- New P25 System
- Completed and Remaining Tasks
- Subscriber Devices
- Q&A

FE Background



- Privately owned consulting company
- Sole focus is Public Safety systems
- Two principals still run and manage the company
- NO affiliation to any manufacturer

Surry County Engagement



- First phase started in April 2021
- Conducted user interviews, developed system requirements, and functional specifications
- RFP was released in August 2021, received 2 proposals in November 2021
- Evaluated proposals, selected Motorola
- County signed Motorola contract in June 2022

Surry County Engagement



- Second phase started in June 2022
- Support County with system implementation
- Participated in detail design review, factory acceptance
- Attendance at all project meetings and reviews
- ***FE***'s engagement ends at system acceptance

Legacy System



- Legacy VHF system designed for mobile use
- Single Transmitter site (SBP) installed in 2005
- Receiver sites (Claremount & Dominion Power)
- Coverage estimated at 50%
- Dispatch consoles depend on control stations

New P25 System



- APCO P25 Standards based system
- 700 MHz system designed for portable use
- Four P25 Phase 2 (TDMA) channels
- Two site simulcast cell
- 98% portable coverage Countywide
- Dispatch consoles integrated with System

Completed Tasks/Milestones



- Motorola contract executed - June 2022
- Kickoff Meeting - August 2022
- Detailed Design Review - September 2022
- System Staging - May 2023 & June 2023
- Coverage Acceptance Testing - Sept/Oct 2023
- Functional Acceptance Testing - October 2023

Remaining Tasks



- Cutover
- Distribution of Portable Radios
- Installation of Mobile Radios
- Complete execution of MOUs for interoperability
 - Info may affect fleetmap
 - Update radio programming

Subscriber Devices



	Portable Radios	Mobile Radios	Totals
Sheriff's Office	24	22	46
Fire/EMS	88	29	117
Schools	6	30	36
Public Works	6	-	6
Totals	124	81	205

Contact Details



David TerMorshuizen

Project Manager

Mobile: (832) 652-0765

dtermorshuizen@fedeng.com

Terry Forehand

Technical Lead

Mobile: (904) 563-4840

tforehand@fedeng.com

Questions

