



**Board of Commissioners  
Agenda Packet**

**September 7, 2021**

**Work Session**

4:30 PM Campgrounds/Discussion Regarding Board Regular Meeting Time

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance
- B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Commissioner's Report****County Manager/County Attorney Report****Administrative Reports**

- A) **Resolution-African American Experience of Northeastern North Carolina**

**Public Hearings**

- A) **PB 20-16 Currituck County Text Amendment Utility and Drainage Easements:**  
Request to amend the Unified Development Ordinance, Section 7.3.4 to clarify that maintenance access drainage easements must be dedicated to the county and reduce the required easement width from fifty feet to twenty-five feet along major waterway conveyance systems.

**New Business**

- A) **Consideration and Adoption of Resolution Opposing General Assembly Limitation on County Authority to Regulate Storm Water and Other Land Use Matters**
- B) **Consideration and Adoption of Amendment to County Attorney Employment Agreement Relative to Interim County Manager Duties and Responsibilities**
- C) **Board Appointments**
  - 1. Jury Commission
  - 2. Parks and Recreation Advisory
- D) **Consent Agenda**
  - 1. Budget Amendments
  - 2. Project Ordinance-Deep Well Test Bores-SOBWS
  - 3. Project Ordinance-Mainland Water Deep Well and Maple Plant Connection
  - 4. Sole Source Purchase Resolution-Kamstrup Meter Equipment, Mainland Water
  - 5. Surplus Resolution and Authorization for Deputy James Henning to Purchase His Service Weapon in the Amount of \$1.00 Upon Retirement

6. Personnel Policy-Cross Connection ORC Incentive Plan
7. Job Description Revisions-Variou
8. Records Disposal-Planning and Community Development
9. Approval Of Minutes: 8-16-21 / SM 7-16-21

**E) Amended-Resolution to Establish the Board of Commissioners Regular Meeting Time**

**Work Session**

County Manager Search and Recruitment

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3217)

**Agenda Item Title:** 4:30 PM Campgrounds/Discussion Regarding Board Regular Meeting Time

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Discussion

---

**Brief Description of Agenda Item:**

Commissioners will continue the discussion of Campgrounds as a use in Currituck County. A determination on allowable alternative camping units will be included in the discussion. Separate discussion will be had on considering revising the regular meeting times.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



## **BOARD OF COMMISSIONERS CAMPGROUND WORKSHOP**

**September 7, 2021**

### **AGENDA OF WORKSHOP:**

- A. Summary of NC Court of Appeals ruling**
- B. Text Amendment considered for nonconforming campgrounds, Summer 2020**
  - i. Summary table**
  - ii. Actual text of the proposed text amendment**
- C. Proposed regulations for new campgrounds**
  - i. Summary table**



## **BOARD OF COMMISSIONERS CAMPGROUND WORKSHOP**

**September 7, 2021**

### **A. NC COURT OF APPEALS RULING: 85' and Sunny, LLC v. Currituck County – August 17, 2021**

The NC Court of Appeals ruling in favor of Currituck County reversed a 2020 ruling by the NC Superior Court and affirmed previous decisions by the Planning Department and Board of Adjustments.

In 2019, 85' and Sunny, LLC wished to increase the number of campsites to 314, along with 78 tent sites. They also sought a permit for a pool, pool house, restrooms, and bathhouse facilities. The county determined 85' and Sunny, LLC's campsite had 234 nonconforming campsites and a to-be-determined number of tent sites. Additionally, the county determined they could not build the additional facilities, as they would increase the nonconformity of the use.

The county's determination of 234 campsites was challenged to the Board of Adjustment, who upheld the director's determination. The case was then appealed to the NC Superior Court, which decided the campground could have the additional campsites, but could not build the pool. Both parties appealed to the NC Court of Appeals.

On August 17, 2021, the NC Court of Appeals reversed the Superior Court's decision and found that the county was correct in determining the number of campsites (234) and the disallowance of building the additional facilities.

**B. PREVIOUS TEXT AMENDMENT DRAFT FOR NONCONFORMING CAMPGROUNDS (SUMMER 2020)**

In summer 2020, the Board of Commissioners considered a text amendment which would change the regulations for nonconforming campgrounds. Nonconforming campgrounds were determined to be those in existence prior to January 1, 2013.

The text amendment was recommended for approval by the Planning Board at their June 11, 2020 meeting. The text amendment was discussed but never voted on by the Board of Commissioners. The table below summarizes the regulations proposed in that text amendment.

<b><u>UDO TEXT AMENDMENT FOR NONCONFORMING CAMPGROUNDS – SUMMER 2020</u></b>		
<b><u>Overall changes applicable in all sections</u></b>		
<b><u>Section</u></b>	<b><u>Existing UDO</u></b>	<b><u>Proposed Changes in 2020 Text Amendment</u></b>
ALL	Definition for “Campers.”	“Campers” would be changed to “Recreational vehicle or tent” all times referenced in the Ordinance. <i>Reflected in Section 10 of the UDO.</i>
<b><u>8.2.6 (A)</u></b>	<b><u>General Standards</u></b>	
<b><u>Section</u></b>	<b><u>Existing UDO</u></b>	<b><u>Proposed Changes in 2020 Text Amendment</u></b>
(A)(1)	Camping only allowed in existing campgrounds and campground subdivisions.	No change proposed.
(A)(2)	Campers (Recreational vehicles) may not be modified to become not transportable.	No change proposed.
(A)(3)	No camper (Recreational vehicle) shall remain at site for more than 90 days.	90 day maximum changed to 60 calendar days.

(A)(4)	Additions to campers (Recreational vehicles) are not permitted.	No change proposed.
(A)(5)	Modifications permitted, provided nonconformity is not increased with respect to number of campsites that existed on 01/01/2013.	Each campsite shall have a number which shall not change and shall be permanent and visible.
(A)(6)	N/A	Add requirement for each campground owner to maintain a register with name, campsite number, and date of stays.
(A)(7)	N/A	Additional regulation which prohibits storage areas for unoccupied tents or recreational vehicles.
<b>8.2.6 (B)</b>	<b><u>Existing Campgrounds</u></b>	
<b><u>Section</u></b>	<b><u>Existing UDO</u></b>	<b><u>Proposed Changes in 2020 Text Amendment</u></b>
(B)(1)	Existing campgrounds cannot be expanded to cover additional land area or number of campsites from what existed on 01/01/2013.	No change proposed.
(B)(2)	Campers (Recreational vehicles) shall not be on a permanent foundation.	Temporary foundations were added to the regulation.
(B)(3)	Campsites may have a wooden platform, 100 square feet and no more than 12 inches above grade.	No change proposed.
(B)(4)	Campsites shall not have permanent residents, except one dwelling unit for a caretaker or manager.	No change proposed.
(B)(5)	N/A	Only recreational vehicles or tents may be placed in a campground.

<u>Chapter</u> <b>10</b>	<u>Definitions</u>	
<u>Section</u>	<u>Existing UDO</u>	<u>Proposed Changes in 2020 Text Amendment</u>
10	Camper	Term removed. Included in "Recreational Vehicle."
10	Campground	Changed "camping units" to "recreational vehicles or tents" in definition.
10	<u>Campsite Space</u>	Term added. <i>"A space designed and promoted for the purpose of locating a recreational vehicle or tent."</i>
10	Light Duty Truck	Removed portion referring to the Flood Damage Prevention, Section 7.4.
10	Travel Trailer	Term removed. Included in "Recreational Vehicle."
10	Recreational Vehicle	Definition updated to remove portion referring to the Flood Damage Prevention, Section 7.4, and add specifications to not require special movement permit when towed and to not have any hard connections. <i>"A vehicle built on a single chassis; 400 square feet or less when measured at the largest horizontal projection; designed to be self-propelled or permanently towable by a light duty truck; designed primarily not for use as a permanent dwelling, but as a temporary living quarters for recreational, camping, travel, or seasonal use; fully licensed and ready for highway use; that does not exceed 8.5 feet in width in the transport mode; and of a size and weight that does not require a special highway movement permit when towed by a motorized vehicle. Recreational vehicles shall not have any permanent (hard) wiring, plumbing, or mechanical connections. The term "recreational vehicle" does not include "manufactured home."</i>

## PROPOSED TEXT AMENDMENT TEXT

---

### 8.2.6 Nonconforming Campgrounds

---

Private campgrounds are not allowed as a principle use in Currituck County. All existing campgrounds and campground subdivisions are nonconforming uses subject to the following standards:

#### A. General Standards

- (1) Camping is an allowed use of land only in existing campgrounds and campground subdivisions.
- (2) ~~Campers~~ Recreational vehicles or tents may not be modified in any manner that would render the recreational vehicle or tent unit non-transportable.
- (3) ~~No recreational vehicle or tent or camper may~~ shall be located remain on a campsite in a campground or campground subdivision for a period of more than 60 90 days per calendar year.
- (4) Additions to recreational vehicles or tents ~~campers~~ are not permitted.
- (5) ~~Modifications to existing campgrounds are permitted provided the changes do not increase the nonconformity with respect to number of campsites that existed on January 1, 2013.~~  
Each campsite space shall be identified by a permanent number which shall not be changed. The appropriate number of each campsite space shall be permanent and visibly displayed on each space. Each number shall be placed on a concrete, wood, metal or any permanent post or object and conspicuously located on the lot.
- (6) Every campground owner or operator shall maintain an accurate register containing a record of all occupants in the campground. The register shall be available for inspection at all times by authorized county representatives. The register shall contain the following information:
  - (a) Name and address of the occupants of each space;
  - (b) Campsite space number; and
  - (c) Date when occupancy within the campground begins and date when occupancy within the campground ceases.
- (7) Storage areas for unoccupied recreational vehicles or unoccupied tents are prohibited.

## B. Existing Campgrounds

- (1) Existing campgrounds may not be expanded to cover additional land area or exceed the total number of campsites that existed on January 1, 2013.
- (2) ~~Campers~~ Recreational vehicles or tents may not be placed on a permanent or temporary foundation.
- (3) Campsites spaces may have a wooden platform not to exceed 100 square feet. Platforms must be 12 inches or less in height from existing grade. Handicap ramps are not subject to the maximum height requirement and square footage provided the ramp does not exceed five feet in width.
- (4) Campgrounds shall not include permanent residences, excluding one dwelling unit to be occupied by the park caretaker or manager.
- (5) Only recreational vehicles or tents may be placed in a campground.

## Chapter 10- Definitions

---

### CAMPER- See "Recreational Vehicle"

~~A portable dwelling (as a special equipped trailer or automobile vehicle) for use during casual travel and camping.~~

**CAMPGROUND-** Any area, place, parcel or tract of land on which two or more campsites are occupied or intended for occupancy or facilities established or maintained, wholly or in part, for the accommodation of recreational vehicles or tents ~~camping units~~ for periods of overnight or longer, whether the use of campsites and facilities is granted gratuitously, or by rental fee, lease or conditional sale, or by covenants, restrictions and easements. Campground includes but not limited to, a travel camp, recreational camp, family campground, camping resort, recreational vehicles park and camping community. Campground does not include a summer camp, migrant labor camp or park for manufactured homes, or a construction camp, or storage area for unoccupied recreational vehicles or unoccupied tents ~~camping units~~.

**CAMPSITE SPACE-** A space designed and promoted for the purpose of locating a recreational vehicle or tent.

**LIGHT DUTY TRUCK-** ~~For the purposes of Section 7.4., Flood Damage Prevention, any~~ Any motor vehicle rated at 8,500 lbs. Gross Vehicular Weight Rating or less which has a vehicular curb rate

of 6,000 lbs. or less and which has a basic vehicle frontal area of 45 square feet or less as defined in Title 40 US Code of Federal Regulations at Subpart 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle; or,
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or,
- (c) Available with special features enabling off-street or off-highway operation and use.

**TRAVEL TRAILER** - See "Recreational Vehicle"

~~A structure that is: a. Intended to be transported over the streets and highways (either as a motor vehicle or attached to or hauled by a motor vehicle), and b. Is for temporary use as sleeping quarters, but that does not satisfy one or more of the definitional criteria of a manufactured home.~~

**RECREATIONAL VEHICLE**- A vehicle built on a single chassis; 400 square feet or less when measured at the largest horizontal projection; designed to be self-propelled or permanently towable by a light duty truck; designed primarily not for use as a permanent dwelling, but as a temporary living quarters for recreational, camping, travel, or seasonal use; fully licensed and ready for highway use; that does not exceed 8.5 feet in width in the transport mode; and of a size and weight that does not require a special highway movement permit when towed by a motorized vehicle. Recreational vehicles shall not have any permanent (hard) wiring, plumbing, or mechanical connections. The term "recreational vehicle" does not include a "manufactured home".

For the purposes of Section 7.4., Flood Damage Prevention, a vehicle, which is:

- a. ~~built on a single chassis;~~
- b. ~~400 square feet or less when measured at the largest horizontal projection;~~
- c. ~~designed to be self-propelled or permanently towable by a light duty truck;~~
- d. ~~designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use; and,~~
- e. ~~is fully licensed and ready for highway use.~~

### C. PROPOSED TEXT AMENDMENT FOR NEW CAMPGROUNDS

The table below shows the proposed requirements in the text amendment that the Board has been considering for new campgrounds. The requirements below reflect staff's understanding of the direction of the Board following the last workshop on August 2, 2021.

ITEM	PROPOSED REGULATION FOR NEW CAMPGROUNDS
Location where camping is allowed	Conditional zoning districts: AG, SFM, SFI, and GB.  Use only permitted in campgrounds.
Method to develop a campground	Rezoning application process (Legislative decision)
Access	Must have frontage and access along a major arterial
Landscaping	Type "C" buffer shall be provided for all adjacent properties, except that the buffer may be increased to a type "D" buffer to accommodate reduced setbacks
Parcel Size	50-acre minimum size
Number of campsites	Maximum of 500 campsites
Density of campsites	Maximum of 12 campsites per acre (CAMA and 404 Wetland areas not used in density calculation)
Conceptual development plan	Required. Show facilities, structures, buildings, and infrastructure.
Ownership	All land used must be under the same ownership. All land must be one parcel.
Setbacks	100-foot setback for all buildings, facilities, infrastructure, etc. May be reduced up to 50-feet with increased buffer requirements (Type "D")
Designation of campsites	Campsites must be designated as RV/camper/trailer, camping cabins, or tent sites.

Alternative camping units, camping cabins	Maximum of 20% of the campsites
Seasonal campsites	Maximum of 50% of the campsites may be seasonal (See definition of “seasonal campsites” below)
Storage	Storage areas to be used only by owner, full-time employees, seasonal or short-term guests
Residential dwelling units	Less than 200 campsites = up to 3 residences. More than 200 campsites = up to 5 residences, and a bunkhouse (meeting commercial building code) with a maximum size of 2,000 square feet.
Operational plan	Required. Amendments may be administrative if they meet conditions of the rezoning. List number of employees residing on the property.
Period of closure	Designate a 30-day time period between November 1 <sup>st</sup> and March 1 <sup>st</sup> each year
Residency	Fulltime residents are not permitted
Inspections	Annual inspection for compliance during time of closure

**MODIFICATIONS TO CHAPTER 10 (DEFINITIONS) WITH PROPOSED TEXT AMENDMENT**

Alternative Camping Units	A camping unit constructed of canvas or other similar materials intended to locate in a campground and used as temporary quarters for shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Such units shall be constructed for compliance with any applicable North Carolina building code and Section 7.4 of this ordinance. The unit may or may not include a kitchen and restroom facilities. The term alternative camping units includes terms such as yurts, eco-tents, safari tents or other similar names.
Camping Cabin	A structure not exceeding 400 square feet and constructed to the North Carolina Residential Code that is intended to locate in a campground. Camping cabins shall be compliant with Section 7.4 of this ordinance.

Board of Commissioners  
Campgrounds Workshop  
September 7, 2021

Campsite	A designated space designed for parking a travel trailer or for the location of a camper cabin, alternative camping unit or a tent along with all camping accommodations, including but not limited to picnic tables, infrastructure hook-ups pedestal, fire rings and constructed platforms.
Seasonal campsite	A campsite designated for use by a campground guest for a period exceeding thirty (30) consecutive days. This designation allows for a privately owned RV/travel trailer/camper to occupy a campsite for the entire season a campground is open to guests.
Short Term Guest	A person that intends to stay less than thirty (30) days in any commercial lodging units, including but not limited to campgrounds, bed and breakfast inns, hotels, motels, or hunting lodges.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3222)

**Agenda Item Title:** Resolution-African American Experience of Northeastern North Carolina

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Initiative in cooperation with surrounding Northeastern North Carolina counties, a Resolution supporting the African American Experience celebrating the culture and contributions of African Americans in the region. Presented by Tameron Kugler, Director of Travel and Tourism**

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA IN SUPPORT OF THE AFRICAN AMERICAN EXPERIENCE OF NORTHEASTERN NORTH CAROLINA**

WHEREAS, The African American Experience of NENC is a six county initiative encompassing Northeastern North Carolina and includes Camden, Chowan, Currituck, Dare, Pasquotank and Perquimans; and

WHEREAS, the African American Experience celebrates the contribution of African Americans and encourages a deeper understanding of the significance of the region’s cultural heritage; and

WHEREAS, the African American Experience will work to build more inclusive communities; and

WHEREAS, the African American Experience will inspire exploration and appreciation of African American experience; and

WHEREAS, the African American Experience will ultimately drive cultural tourism and economic impact.

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. It expresses its sincere support for the African American Experience and extends its best wishes for its endeavors.

Section 2. This resolution is effective upon its adoption.

ADOPTED the 7th Day of September, 2021.

\_\_\_\_\_  
Michael H. Payment, Chair  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton,  
Clerk to the Board

(COUNTY SEAL)

Attachment: Resolution AAENENC (Resolution-African American Experience of NENC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – 3034

**Agenda Item Title:** PB 20-16 Currituck County Text Amendment Utility and Drainage Easements:

**Submitted By:** Jennie Turner – Planning & Community Development

**Item Type:** Legislative

**Presenter of Item:** Jennie Turner

**Board Action:** Action

---

### **Brief Description of Agenda Item:**

Request to amend the Unified Development Ordinance, Section 7.3.4 to clarify that maintenance access drainage easements must be dedicated to the county and reduce the required easement width from fifty feet to twenty-five feet along major waterway conveyance systems.

**Planning Board Recommendation:** Approval

**Staff Recommendation:** Approval

**TRC Recommendation:**



## Currituck County

Planning and Community Development Department  
*Planning Division*  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina, 27929  
 252-232-3055 FAX 252-232-3026

To: Board of Commissioners  
 From: Planning Staff  
 Date: August 17, 2021  
 Subject: PB 20-16 Currituck County – Text Amendment  
 Utility and Drainage Easements

---

### Request

The original text amendment language submitted by the Planning and Community Development Department proposed revisions the UDO to:

- Require an access dedication to the county for easements on major drainage features. For **new** projects, maintenance access easements are required on ditches that drain more than five acres or along the major ditches listed in Section 7.3.4.
- Prohibit on-site wastewater systems in utility and maintenance access drainage easements on individual lots.

The Planning Board heard the text amendment request on February 9, 2021, it was tabled, and heard again on March 9, 2021. The Planning Board recommended approval of the text amendment as presented by staff. Following the Planning Board meeting, the Board of Commissioners held a work session with staff to review the proposed language. After discussion, the Board directed staff to make changes to the draft ordinance. The text amendment changes have been updated as part of this staff report. Specifically, the Board of Commissioners requested that the proposed ordinance prohibiting placement of septic systems in utility and maintenance access drainage easements be removed. With input from the County Engineer about sufficient width for a maintenance easement, the Board of Commissioners requested to change the required easement to 25' along major drainage features.

This revised text amendment provides that required maintenance access drainage easements be dedicated to the county and revises the required easement width from 50' to 25' along major drainage features.

### Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;

3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

### **Staff Recommendation**

Staff recommends approval of the request as submitted and suggests the following Consistency Statement:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

1. POLICY WQ6: Currituck County supports the retention or preservation of VEGETATED BUFFERS along the edge of drainage ways, streams and other components of the estuarine system as an effective, low cost means of protecting water quality.
2. POLICY WQ8: Currituck County shall support the development and maintenance of a countywide COMPREHENSIVE DRAINAGE AND FLOOD MANAGEMENT PLAN, including public and private actions in support of plan implementation. Currituck County shall support County, NCDOT and property owner cooperation in preventing and resolving stormwater problems.

The request is reasonable and in the public interest because:

1. It clarifies that required maintenance access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure.

### **Planning Board Recommendation**

On August 10, 2021, the Planning Board recommended approval of the requested text amendment with a 5-0 vote.

### Motion

Mr. Bass moved to approve PB 20-16 because the request is consistent with Land Use Plan policies WQ6 and WQ8 and the request is reasonable and in the public interest because it clarifies that required maintenance access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure. Vice-Chairman Owens seconded the motion and the motion carried unanimously.



**STAFF REPORT  
PB20-16 CURRITUCK COUNTY  
UTILITY & DRAINAGE EASEMENTS  
REVISED TEXT AMENDMENT  
BOARD OF COMMISSIONERS  
SEPTEMBER 7, 2021**

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 7 Environmental Protection to clarify that drainage easements shall be dedicated to the county and to reduce the required drainage access easement area from 50' to 25' along major drainage features.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 7 is amended by adding the following underlined language and deleting the strikethrough language:

#### **7.3.4. Stormwater Management Standards**

##### **B. Drainage Requirements**

- (10) Development subject to these standards shall provide maintenance access drainage easements and point of entry to the county in accordance with ~~Section 6.2.3.B, Utility Easements~~ and the following standards:
- (a) Easements shall be provided along at least one side of waterway conveyance systems that drain more than five acres provided the waterway conveyance system is not part of a state permitted and functional stormwater management system. The easement shall include the conveyance and an additional twenty-five feet measured from the top of embankment.
  - (b) Easements shall be provided along both sides of the following waterway conveyance systems:
    - (i) Hog Bridge Ditch;
    - (ii) Guinea Mill;
    - (iii) Upper Guinea Mill;
    - (iv) Lateral "A";
    - (v) Lateral "B";
    - (vi) Lateral "C";

- (vii) Haywood Ditch;
- (viii) Rowland Creek Canal;
- (ix) Eagle Creek Canal (also known as Western Canal); and
- (x) Shingle Landing Creek Canal.

The easement shall include the conveyance and an additional ~~twenty-five~~ fifty feet measured from the top of each embankment.

**Item 2: Consistency Statement:**

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

1. POLICY WQ6: Currituck County supports the retention or preservation of VEGETATED BUFFERS along the edge of drainage ways, streams and other components of the estuarine system as an effective, low cost means of protecting water quality.
2. POLICY WQ8: Currituck County shall support the development and maintenance of a countywide COMPREHENSIVE DRAINAGE AND FLOOD MANAGEMENT PLAN, including public and private actions in support of plan implementation. Currituck County shall support County, NCDOT and property owner cooperation in preventing and resolving stormwater problems.

The request is reasonable and in the public interest because:

1. It clarifies that required maintenance access drainage easements shall be dedicated to the county to ensure access to maintain drainage infrastructure.

**Item 3:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 4:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS  
.....

PLANNING BOARD DATE: 8/10/2021  
PLANNING BOARD RECOMMENDATION: Approved  
VOTE: 5 AYES 0 NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: 8/25/2021 & 9/1/2021  
BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_



# Text Amendment Application

OFFICIAL USE ONLY:	
Case Number:	PB20-16
Date Filed:	9/23/20
Gate Keeper:	C. Stikeleather
Amount Paid:	/

### Contact Information

**APPLICANT:**

Name: County of Currituck

Address: 153 Courthouse Road Suite 204  
Currituck, NC 27929

Telephone: 252-232-2075

E-Mail Address: ben.stikeleather@currituckcountync.gov

### Request

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) 6 & 7 Section(s) 6.2.3 Utility Standards & 7.3.4 Stormwater Management Standards  
 as follows: Prohibit on-site wastewater systems in all utility, maintenance and drainage

easements on individual lots.

Specify that required drainage easements shall be dedicated to the county.

\*Request may be attached on separate paper if needed.

*Ben M*  
 Petitioner

9/23/20  
 Date

Amend UDO by deleting the following struck-through language and adding the following underlined language:

### 6.2.3 Utility Standards

---

#### B. Utility Easements

- (1) Each subdivision shall provide utility easements in accordance with the following standards:
  - (a) Ten-foot-wide easements shall be provided along all rear and side lot lines.
  - (b) Fifteen-foot-wide easements shall be provided along all front lot lines.
  - (c) Alternative easement locations may be considered by the Planning Director as part of a planned development, conservation subdivision, or zero lot line development.
  - (d) On-site wastewater systems are prohibited in all utility easements on an individual lot.
- (2) Whenever a subdivision includes water, sewer, electrical power, telephone, or cable television utilities intended for operation by a public utility or entity other than the subdivider, the subdivider shall transfer all necessary ownership or easement rights to enable the public utility or other entity to operate and maintain the utilities.

### 7.3.4 Stormwater Management Standards

---

#### B. Drainage Requirements

- (10) Development subject to these standards shall provide maintenance access drainage easements to the county in accordance with ~~Section 6.2.3.B, Utility Easements~~ and the following standards:
  - (a) Easements shall be provided along at least one side of waterway conveyance systems that drain more than five acres. The easement shall include the conveyance and an additional twenty-five feet measured from the top of embankment.
  - (b) Easements shall be provided along both sides of the following waterway conveyance systems:
    - (i) Hog Bridge Ditch;
    - (ii) Guinea Mill;
    - (iii) Upper Guinea Mill;
    - (iv) Lateral "A";

- (v) Lateral "B";
- (vi) Lateral "C";
- (vii) Haywood Ditch;
- (viii) Rowland Creek Canal;
- (ix) Eagle Creek Canal (also known as Western Canal); and
- (x) Shingle Landing Creek Canal.

The easement shall include the conveyance and an additional fifty feet measured from the top of each embankment.

- (c) On-site wastewater systems are prohibited in all maintenance access drainage easements on an individual lot.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3227)

**Agenda Item Title:** Consideration and Adoption of Resolution Opposing General Assembly Limitation on County Authority to Regulate Storm Water and Other Land Use Matters

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Resolution of the Board opposing the North Carolina General Legislature placing limitations on the County's ability to regulate stormwater and other land use matters.**

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF  
COMMISSIONERS OPPOSING REDUCTION OF COUNTY AUTHORITY TO  
ADOPT POLICIES THAT BEST REPRESENT NEEDS OF COUNTY  
COMMUNITIES**

WHEREAS, the North Carolina General Assembly's proposed 2021 Appropriations Act includes law that if enacted will reduce county authority to adopt policies that best represent the needs of communities within counties and reflect values of a county's citizens as expressed through a county's land use plan, land use regulations and actions of the duly elected county governing boards; and

WHEREAS, the proposed reduction in local control and authority includes removing local authority to determine the location of relocated billboards; limiting local authority to establish storm water regulations essential for the maintenance of water quality and flood prevention; preemption of local authority on the placement of schools and prevention of local government adoption of ordinances related to the removal of trees; and

WHEREAS, the limitation or removal of local control over the cited matters would, in Currituck County, require ending local practices long accepted, expected and in some instances demanded over time by its citizens; and

WHEREAS, of particular concern is prohibiting a county's regulation of storm water more restrictively than provided in state or federal regulations will require Currituck County to repeal its existing storm water regulation that will then decrease by one-half the amount of storm water that development must contain on its property, allow faster release of storm water downstream, further exacerbate flooding and end the county's plan to further reduce storm water impact on property outside of development by requiring upstream and downstream analysis of storm water facilities and outfalls; and

WHEREAS, requiring a county to ignore storm water infrastructure policy and needs specific to its topography will frustrate resiliency efforts that to date are endorsed and encouraged by the state government that now seeks to impede those efforts and result in further inundation of homes and property with flood waters and interference with private property rights.

NOW, THEREFORE, BE IT RESOLVED by the Currituck County Board of Commissioners that:

Section 1. Currituck County is opposed to language in the 2021 Appropriations Act further reducing local control and requests that the North Carolina General Assembly, and in particular the county's legislative delegation Senator Bob Steinberg and Representative Bobby Hanig, oppose any language in the

final 2021 Appropriations Act that further reduces local authority and control over the public's health, safety and welfare.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the Honorable Tim Moore, Speaker of the House of Representatives, the Honorable Phil Berger, President Pro Tempore of the Senate, Senator Bob Steinberg and Representative Bobby Hanig.

ADOPTED this 7th day of September, 2021.

---

Michael H. Payment, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton, Clerk to the Board

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3228)

**Agenda Item Title:** Consideration and Adoption of Amendment to County Attorney Employment Agreement Relative to Interim County Manager Duties and Responsibilities

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Consideration and approval of revision to the County Attorney employment contract to incorporate duties of Interim Manager.**

**Potential Budget Affect:** TBD based on term

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

NORTH CAROLINA

CURRITUCK COUNTY

**SECOND AMENDMENT TO EMPLOYMENT AGREEMENT**

**THIS SECOND AMENDMENT EMPLOYMENT CONTRACT**, is made and entered into the 7<sup>th</sup> day of September, 2021, (the “Amendment”), by the County of Currituck, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (the “County”), and Donald I. McRee, Jr., (the “Employee”).

**RECITALS:**

WHEREAS,, the County and Employee previously entered into an Employment Agreement effective June 8, 2008, as amended by the First Amendment to Employment Agreement dated April 17, 2017; and

WHEREAS, under N. C. Gen. Stat. §153A-84 the County’s Board of Commissioners designated the Employee as Interim County Manager effective August 28, 2021; and

WHEREAS, it is now the intention of the County and Employee to amend the Agreement to compensate Employee for additional duties while designated as Interim County Manager as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants expressed in the Contract and this Amendment, and other good and valuable consideration, the receipt of which is acknowledged, it is agreed between the County and Employee as follows:

1. Paragraph 4, is amended by adding paragraph (a) to read as follows:

(a) Commencing on August 28, 2021, Employee shall be compensated for his services while designated Interim County Manager in the amount of \$3,000.00 each month, or

portion thereof, subject to the withholdings required by law and payable on the same schedule as other County employees.

2. Except for this Amendment, the Agreement and all of its terms remain in full force and effect.

IN WITNESS THEREOF, the County has caused this Amendment to be executed by the Chairman of its Board of Commissioners, attested by its Clerk and its seal affixed thereto, all by the authority given by the Currituck County Board of Commissioners and Employee has signed an sealed this agreement, each as of the date and year first above written.

COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Chairman, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Clerk to the Board

(COUNTY SEAL)

\_\_\_\_\_(SEAL)  
Donald I. McRee, Jr.

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
County Finance Officer

Attachment: Second Amendment Attorney Employment Agreement 090121 (County Attorney Contract Amendment-Interim County Manager)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3207)

**Agenda Item Title:** Jury Commission

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

Clerk of Superior Court, Ray Matusko, is asking the Board to consider Liz Hodgis to fill a vacancy on the Jury Commission. Ms. Hodgis has expressed an interest in serving on the Board and Mr. Matusko believes she will do well in this role. Statement of Interest was previously forwarded to Commissioners.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

**Leeann Walton**

---

**From:** Matusko, Raymond F. <Raymond.F.Matusko@nccourts.org>  
**Sent:** Wednesday, August 4, 2021 11:08 AM  
**To:** Leeann Walton  
**Subject:** [EXTERNAL] Jury Commission

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[CAUTION]: This email originated from outside of Currituck County's system. Do not click links or open attachments unless you verify that the attachment and contents are safe. Please report any suspicious emails or attachments to [support](#).

It will soon be time for the Currituck County Jury Commission to meet and prepare the Master Jury list for Currituck County for the 2022-2023 biennium. There are 3 members of the Jury Commission, and they are appointed by the Senior Resident Superior Court Judge (Jerry R. Tillett), The Currituck County Clerk of Superior Court, and the Currituck County Board of Commissioners, with each appointing one member of the Jury Commission. Liz Hodgis has expressed interest in serving on the Jury Commission. I believe that she would be a fit and proper person to serve on this very important Commission. I will need documentation from the Currituck County Board of Commissioners reflecting that she has been appointed to serve on the Currituck County Jury Commission. Her contact information is as follows:

Liz Hodgis  
[Redacted]  
Moyock, NC 27958  
[Redacted]

Best Regards, Ray Matusko  
Currituck County Clerk of Superior Court

E-mail correspondence to and from this address may be subject to the North Carolina public records laws and if so, may be disclosed.

Attachment: Jury Commission Appt Request\_Redacted (Board Appt-Jury Commission)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3215)

**Agenda Item Title:** Parks and Recreation Advisory

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Commissioner McCord will submit a nominee to serve on the Parks and Rec Advisory Board. The new member will fill an unexpired term ending January, 2022.**

**Potential Budget Affect:** No change

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

RECREATION ADVISORY BOARD  
2 Year Terms

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
Ryan Hodges	District 1		Bob White	1/4/2021	3rd Term January 2022
Ted Jagucki	District 2		Selina Jarvis	1/4/2021	1st Term January 2023
Harold Walston	District 3		Mike Payment	1/21/2020	1st Term January 2022
Mike Fost	District 4		Paul Beaumont	1/4/2021	2nd Term January 2023
Peter Aitken	District 5		Owen Etheridge	1/4/2021	3rd Term January 2022
Charles Pickell	At-Large		Kevin McCord	1/4/2021	1st Term January 2022
Mike Lane	At-Large		Kitty Etheridge		2nd Term
				1/4/2021	January 2023

Commissioner McCord Serves on this Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3225)

**Agenda Item Title:** Budget Amendments

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

Departmental line item budget transfer and setup of funding for well projects.

**Potential Budget Affect:** Please see individual requests for budget affects.

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

Number 20220015

# BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or</u>	<u>Increase Expense</u>	<u>Increase Revenue or</u>	<u>Decrease Expense</u>
56868-590009	TEST WELL (DEEP) 2022	\$	750,000		
56390-495066	T F - SOBWS OPERATING FUND			\$	750,000
		<u>\$</u>	<u>750,000</u>	<u>\$</u>	<u>750,000</u>

**Explanation:** Southern Outer Banks Construction Fund (56868) - Increase appropriations to construct a Test Deep Well in Corolla.

**Net Budget Effect:** Southern Outer Banks Construction Fund (56) - Increased by \$750,000.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Sept 7\_General Meeting (Budget Amendments)

Number

20220016

### BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
55818-591005	DEEP WELL AND CONNECT TO RO PLANT 2022	\$ 950,000	
55390-495610	TRANSFER FROM MAINLAND WATER SYS DEV FEE FUND		\$ 350,000
55390-495061	TRANSFER FROM MAINLAND WATER OPERATING FUND		\$ 600,000
		<u>\$ 950,000</u>	<u>\$ 950,000</u>

**Explanation:** Mainland Water Construction Fund (55818) - Increase appropriations in the Mainland Water Construction Fund for design and construction of a Deep Well and connection of that well to the Mainland Water Reverse Osmosis Plant in Maple.

**Net Budget Effect:** Mainland Water Construction Fund (55) - Increased by \$950,000.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Sept 7\_General Meeting (Budget Amendments)

Number

20220017

### BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th of September 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10541-590000	Capital Outlay			\$	16,000
10541-536000	Uniforms	\$	14,300		
10541-532000	Supplies	\$	1,700		
		<u>\$</u>	<u>16,000</u>	<u>\$</u>	<u>16,000</u>

**Explanation:** Fire Services (10541) - Transfer budgeted funds appropriated for new sets of turn-out gear to uniforms/supplies for replacement equipment on existing sets of turn-out gear.

**Net Budget Effect:** Operating Fund (10) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Sept 7\_General Meeting (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3230)

**Agenda Item Title:** Project Ordinance-Deep Well Test Bores-SOBWS

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Project ordinance setting up funding for Deep Well Test Sites for Southern Outer Banks Water System.**

**Potential Budget Affect:** Budgeted funds

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

# COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is design and construction of a Southern Outer Banks Water System Test Deep Well.

**SECTION 2.** The following amounts are appropriated for the project:

Deep Well and Connection to RO Plant	\$	750,000
		<u>750,000</u>
	\$	<u>750,000</u>

**SECTION 3.** The following funds are available to complete this project:

Transfers from Southern Outer Banks Water Fund	\$	750,000
		<u>750,000</u>
	\$	<u>750,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

## SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

## SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted

Attachment: Proj\_Sept 7 SOBWS Test Wells (Project Ordinance-Deep Well Test Bores-SOBWS)

departmental appropriations; and (3) services which are within budgeted departmental appropriations.

- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

**SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 7th day of September 2021.

---

Michael Payment, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board

Attachment: Proj\_Sept 7 SOBWS Test Wells (Project Ordinance-Deep Well Test Bores-SOBWS)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3229)

**Agenda Item Title:** Project Ordinance-Mainland Water Deep Well and Maple Plant Connection

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Project ordinance setting up funding for the Maple Well Pipe Connection project.**

**Potential Budget Affect:** Budgeted funds

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

**COUNTY OF CURRITUCK  
CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is design and construction of a Deep Well and Pipe to connect Deep Well to the Mainland Reverse Osmosis Plant.

**SECTION 2.** The following amounts are appropriated for the project:

Deep Well and Connection to RO Plant	\$	950,000
		<u>950,000</u>
	\$	<u>950,000</u>

**SECTION 3.** The following funds are available to complete this project:

Transfer from Mainland Water System Dev Fees	\$	350,000
Transfer from Mainland Water System Fund	\$	600,000
	\$	<u>950,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

**SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted

departmental appropriations; and (3) services which are within budgeted departmental appropriations.

- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 7th day of September 2021.

---

Michael Payment, Chairman  
Board of Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3219)

**Agenda Item Title:** Sole Source Purchase Resolution-Kamstrup Meter Equipment, Mainland Water

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Consideration for adoption of a Sole Source Purchase Resolution for Kamstrup Metering Equipment by Mainland Water Department. The equipment is consistent and compatible with equipment currently being used.**

**Potential Budget Affect:** Budgeted funds

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

**COUNTY OF CURRITUCK**

**RESOLUTION AUTHORIZING THE PURCHASE OF KAMSTRUP METERS FROM  
FORTILINE, INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C.  
GEN. STAT. §143-129(e)(6)**

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, proper functioning of the county's Mainland Water System requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Kamstrup AMR and AMI meters in the State of North Carolina, Fortiline, Inc. is the only entity capable of providing the county with meters compatible with current Mainland Water System equipment and operational systems; and

WHEREAS, Mainland Water System has been using Fortiline, Inc. to construct, develop and upgrade its system; and

WHEREAS, Mainland Water Department needs replacement meters and Fortiline, Inc. is supplier of compatible meters; and

WHEREAS, Fortiline, Inc. is supplying Mainland Water Department with one thousand nine hundred twenty-nine 5/8x3/4 FlowIQ 2100 Kamstrup meters at a cost of \$175/meter; and

WHEREAS, the total cost for the Mainland Water Department meter purchase is \$337,575.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$337,575.00 with Fortiline, Inc. for the sole source purchase of FlowIQ 2100 Kamstrup meters in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Fortiline, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the 7<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
Michael H. Payment, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3220)

**Agenda Item Title:** Surplus Resolution and Authorization for Deputy James Henning to Purchase His Service Weapon in the Amount of \$1.00 Upon Retirement

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

Sheriff Beickert is requesting the opportunity for Deputy Henning to purchase his duty weapon, after being declared surplus by Resolution of the Board of Commissioners.

Budget Affects: N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



*From the desk of*  
**Sheriff Matthew W. Beickert**

**Currituck County, North Carolina**

407 Maple Road, Maple, North Carolina 27956  
 Office: (252) 453-8204 • Fax: (252) 453-2238  
 matt.beickert@currituckcountync.gov

DATE: August 25, 2021

TO: Currituck County Commissioners

RE: Deputy James Henning's Retirement

Deputy James Henning is retiring from the Currituck County Sheriff's Office effective 8/31/2021. Deputy Henning has been with our agency and in good standing since 7/26/2003. Deputy Henning's issued service weapon is a Glock 45 handgun, serial #BSBD914, and he has made the request to purchase his weapon upon retirement.

It has been our policy to allow deputies, upon retirement, the option of purchasing their issued service weapon for the total sum of one dollar (\$1.00).

Sheriff Matthew Beickert  
 Currituck County Sheriff's Office

Attachment: Sheriff Deputy Retirement Letter (Resolution-Sheriff Dept-Surplus and Purchase of Duty Weapon)

**WHEREAS**, the Currituck County Board of Commissioners, during its regular meeting held on Tuesday, September 7, 2021, authorized the following property listed below be declared surplus and disposed of; and

**WHEREAS**, Sheriff Matt Beickert has requested that upon the retirement of Deputy James Henning that his service weapon, a Glock 45 handgun, Serial No. BSBD914, be given to him. Mr. Henning has made the request to purchase same upon his retirement.

**ADOPTED**, this the 7<sup>th</sup> day of September, 2021.

---

Michael H. Payment, Chairman

ATTEST:

(SEAL)

---

Leeann Walton, Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3224)

**Agenda Item Title:** Personnel Policy-Cross Connection ORC Incentive Plan

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

ORC stands for Operator in Responsible Charge (new position established 7-1-2021). This position is responsible for all system cross connections & back flow prevention and is required by the State in our circumstance. The position is based in Mainland Water and is responsible for inspections of both county facilities and any county business that has backflow preventers, as well as code enforcement. All non-supervisory water/wastewater positions have incentives-based plans that award steps for certifications earned and this plan will be applicable to employees serving in ORC positions.

**Potential Budget Affect:** Plan based salary incentives

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**

**Cross Connection ORC Grade and Step Chart**

**BOC approved 7/1/2021**

Cross Connection ORC can advance by classes and State testing for certifications. Currituck County has agreed to support career advancement for Cross Connection ORC's per the following chart.

All Cross Connection ORC's are hired at Step 1 of the respective grade. Completion of the 6 month probation advances the employee to step 2. Step 3 is the permanent salary step which is achieved at one year of employment.

Cross Connection ORC	Grade 60/1
Completion of 6 months of employment	Grade 60/2
Completion of second 6 months of employment	Grade 60/3
North Carolina Cross Connection	Grade 60/4
North Carolina C-Distribution Certification	Grade 60/5

\*Must obtain North Carolina Cross Connection certification within one year of employment date and North Carolina C-Distribution certification within two years of employment date.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3221)

**Agenda Item Title:** Job Description Revisions-Variou

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

Revisions to various staff job descriptions for consideration and approval.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: ~~ASSISTANT PUBLIC SERVICES DIRECTOR/~~  
~~ASSISTANT COUNTY ENGINEER~~**

**PUBLIC SERVICES ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

The Assistant ~~Public Services Director/Assistant~~ County Engineer is responsible for ~~assisting the Public Services Director/County Engineer in~~ providing professional engineering services to the county. This position provides engineering services to the County within the ~~Engineering Department~~ ~~Department of Public Services~~ under the with limited supervision of the ~~Public Services Director/County Engineer and County Manager.~~

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Maintains communication with other departments and ~~Public Services Director/County Engineer~~ to exchange information relating to planning, engineering and construction of County projects.

Assists the ~~Public Services Director/County Engineer~~ related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Plans, organizes and directs the work of the ~~Public Works Division, Airport Division, and Engineering Division of the Public Services~~ Engineering Department. ~~Manages~~ Assists with the hiring, promotion, training, discipline and evaluation and other personnel actions and decisions for the department in consultation with the ~~Public Services Director/County Engineer and County Manager.~~

~~Assists with oversight of~~ Oversees the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Assists with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.

Assists with preparation of scope of work and Request for Proposals (RFP) for various professional services required for County projects.

Helps coordinate the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

Attachment: Assistant County Engineer 9 7 2021 (Job Description Revisions-Variou

- ~~Reviews and approves subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.~~
- ~~Reviews, approves and inspects private road construction for subdivision and site plans.~~
- ~~Reviews and approves Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.~~
- ~~Reviews Floodplain Development Permits and plans as needed.~~

**ADDITIONAL JOB FUNCTIONS**

~~Serve as a member of the County's Technical Review Committee.~~

Provides technical assistance to the ~~Public Services Director~~/County Engineer in the design and implementation of County projects.

Provides cordial, responsive and accurate customer service in both written and/or verbal formats.

Maintain collaborative working relationships with those contacted in the course of work activities.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Have the ability to prepare reports and business correspondence.

Have the ability to effectively present information and respond to questions from individual or groups of clients and the general public.

Have the ability to review and interpret construction drawings and specifications.

Perform and interpret various hydraulic and stormwater computer software packages.

Have the ability to use computer-aided design and drafting programs.

Perform office administrative duties as assigned.

**MINIMUM TRAINING AND REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with major work in engineering, and extensive experience in County utilities, construction and engineering. Prefer experience in supervision and administration. Requires four year degree in engineering.

~~Desired~~ Required qualifications include registration as a Professional Engineer ~~or ability to satisfy minimum requirements of a Professional Engineer license.~~

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

**SPECIAL REQUIREMENTS**

Possession of a valid North Carolina Drivers License.

**WORKING CONDITIONS**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: ~~PUBLIC SERVICES DIRECTOR/COUNTY ENGINEER~~  
PUBLIC SERVICES ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

This position provides highly responsible, complex professional and administrative work in overseeing the planning, design, contract administration, and construction management of projects associated with County infrastructure and other County facilities. Position also provides planning, organization, and direction for all public services activities to include public health and safety issues, inquiries, and complaints as the relate to public water and wastewater services provided by the County. Position is responsible for providing construction, maintenance, and planning support and interaction to all County Departments, and a variety of teams, committees and boards, including the Board of Commissioners. This position is performed under limited supervision of the County Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Manages the ~~Public Services~~ Engineering Department related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Oversees the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Plans, develops, and administers internal policies and procedures as they relate to the County's water and wastewater systems.

Manages the database system to track and prepare reports for capital construction projects for the ~~Public Services~~ Engineering Department.

Plans, organizes and directs the work of the ~~Public Services~~ Engineering Department. Manages the hiring, promotion, training, discipline, evaluation and other personnel actions and decisions for the Department in consultation with the County Manager. Supervises and appraises all department staff necessary for the quality and timely completion of County projects.

Researches and analyzes data and prepares management reports and recommendations on procedures related to construction contracts and consultant agreements in order to monitor and streamline the process.

Prepares and administers division budget with efficient and effective financial management.

Attachment: County Engineer 09 07 2021 (Job Description Revisions-Various)

Manages the maintenance of necessary records and preparation of required Federal and State reports. Recruits the services of consultants if necessary.

Prepares scope of work and assists with Request for Proposals (RFP) for various professional services required for County projects.

Coordinates the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

~~Reviews and approves subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.~~

~~Reviews, approves and inspects private road construction for subdivision and site plans.~~

~~Reviews and approves Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.~~

~~Reviews Floodplain Development Permits and plans as needed.~~

**ADDITIONAL JOB FUNCTIONS**

Represents the County on ~~Public Services issues~~ engineering projects at Commissioner meetings.

~~Serves as a member of the County's Technical Review Committee.~~

Assists all other departments by evaluating infrastructure failures, making recommendations for repair, and securing as necessary technical experts and Contractor(s) for making the repairs.

Provides technical advice to the County Manager and Board of Commissioners in the design and implementation of major infrastructure projects.

Performs other duties as assigned.

**MINIMUM TRAINING AND REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with major work in civil engineering, management, or related field and extensive experience in municipal utilities construction and engineering, including supervision and administration. Requires four year degree in engineering.

Required qualifications include registration as a Professional Engineer by the NC Board of Engineers and Land Surveyors and four years of civil or mechanical engineering experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

Attachment: County Engineer 09 07 2021 (Job Description Revisions-Variou

**SPECIAL REQUIREMENTS**

Possession of a valid North Carolina Drivers License.

**WORKING CONDITIONS**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ED: ~~08/24/2017~~ 09/07/2021 (REV BOC)



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: DEPUTY CHIEF  
DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs responsible administrative and supervisory work in planning, organizing and directing the County's emergency medical services employees and volunteer EMS personnel. Work involves organizing and directing the operation of the County's emergency medical service functions, to include preparing the annual budget for submission to the Chief, and coordinating the activities of governmental and non-governmental agencies in providing emergency medical services while assisting the six nonprofit volunteer fire departments with firefighting activities. Work also involves performing personnel administration functions, providing professional development for paid and volunteer staff and monitoring the performance of the staff. Reports to the Chief.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Plans, organizes and directs activities of the Department of Fire-Emergency Medical Services, working closely with Emergency Management, Law Enforcement, Communications, Volunteer Fire Departments, other County departments, local hospitals, etc., as necessary to provide effective all hazards response; develops and implements evaluation procedures to determine quality of emergency medical service provided; reviews administrative and activity reports prepared by staff; investigates citizen complaints involving the department.

Prepares and recommends annual budget for emergency medical services; recommends long-range plans, conferring with government and business leaders for input; monitors expenditures; prepares and maintains related reports and records; oversees preparation and processing of departmental payroll.

Appraises performance of shift supervisors and training officers; provides daily instructions to shift supervisors and assists them with their daily operations, resolving problems as non-routine situations arise.

Researches and advises personnel of changes in federal, state and local laws governing emergency medical services; ensures that subordinates receive orientation and training required for assigned positions; establishes, interprets and enforces standard operating procedures for the various programs.

Ensures adherence by emergency medical services personnel to established protocols in treatment of patients; serves as liaison between the County and public and non-governmental agencies, such as hospitals, nursing and rest homes, insurance companies, etc.

**DEPUTY CHIEF**

Recruits, interviews, recommend hiring, promotions, disciplinary and dismissals of employees to the Fire-EMS Chief in accordance with established County policy; prepares and maintains departmental personnel and payroll records. Creates, initiates, reviews and enforces all departmental policies and procedures,

Serves as member of various committees, panels, commissions, etc., conducting and/or attending meetings and providing input based on expertise and observations, as appropriate; attends fire and emergency medical service professional functions and workshops.

Performs a variety of public relations duties to enhance the image of the Department and to inform County offices and agencies and the general public regarding emergency medical service projects and activities; makes oral presentations to civic, church, school, business or other groups, as appropriate to explain programs and procedures of Fire and Emergency Medical Services program and to facilitate positive image and understanding of program among general public.

Oversees compliance with 10A NCAC 13P .0202, Model EMS System.

**ADDITIONAL JOB FUNCTIONS**

Oversees maintenance and inventory of EMS vehicles, equipment and supplies; negotiates with service vendors to provide maintenance work at cost that most benefits County.

Oversees maintenance and cleaning of building and facilities, where appropriate.

Oversees technology throughout the system and the department

Oversees public relations and public education

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Associates degree in EMS, business management, public relations, fire science or a related field, and a minimum 5 years of experience in emergency medical services, including supervisory work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Bachelor’s degree preferred.

**SPECIAL REQUIREMENTS**

Credentialed as an Emergency Medical Technician – Paramedic by NCOEMS as outlined in 10A NCAC 13P .0502 and/or able to obtain reciprocity upon hiring. Completion of additional course work and/or certification to include, at a minimum, ACLS, PALS/PEEP PEPP and ~~B-TLS PHTLS~~ as determined necessary by the Chief. Must possess valid driver license and EVOC/CEVO or equivalent. Must have a minimum of a ~~NC~~ Level II Firefighter certification or equivalent. ~~ability to obtain through reciprocity (Pro-board or IFSAC related certifications)~~, must have Incident Command levels 100, 200, 300, and 400 and 700 and 800 certified. Must obtain PHTLS within one year of employment.

Attachment: Deputy Fire-EMS Chief 09 07 2021 (Job Description Revisions-Variou

## DEPUTY CHIEF

Must maintain 36 hours of fire training required by the NC Department of Insurance to be eligible for state life benefits and operate fire equipment if necessary.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including automated office equipment such as computers, calculators, typewriters, facsimile machines, etc.; two-way radios; paramedic tools, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical requirements are those for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, personnel and payroll records, specifications, manuals, etc. Requires the ability to prepare correspondence, reports, forms, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical and accounting terminology, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; and perform calculations involving formulas.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in

**DEPUTY CHIEF**

using office equipment and motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of the emergency medical service division organization and administration.

Thorough knowledge of the practices, procedures, standards and regulations regarding emergency medical service at the local government level.

Thorough knowledge of the laws, regulations and policies governing emergency medical care.

Thorough knowledge of current emergency medical transportation service needs of the County.

Thorough knowledge of the functions, terminology, procedures, equipment and techniques used in fire and rescue service.

Thorough knowledge of standard safety practices and procedures applicable to a variety of work situations, including applicable Occupational Safety and Health Administration rules and regulations.

Considerable knowledge of the Incident command system.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the standard procedures and terminology pertaining to governmental and private insurance programs.

Considerable knowledge of the current literature, trends, and developments in the field of emergency medical services.

Considerable knowledge of the financing sources and programs available through State and federal funding agencies for emergency medical service programs, and of the requirements and standards for obtaining and retaining state and federally funded programs.

Ability to operate common office machines.

**DEPUTY CHIEF**

Ability to use and maintain emergency medical services equipment.

Ability to operate a two-way radio.

Ability to utilize information technology including the use of Mobile Communications Terminals with an understanding of 800 mghz.

Ability to safely operate an ambulance or response vehicle under emergency conditions and at a high rate of speed.

Ability to respond quickly and calmly to emergency situations, and to adopt effective courses of action.

Ability to plan, organize and direct operations of a large emergency medical service division.

Ability to supervise and lead subordinates.

Ability to effectively express ideas orally and in writing to large groups.

Ability to project a positive image of the department through various public relations efforts.

Ability to establish and maintain effective working relationships with local, state, and federal officials, the general public, and others as necessitated by work assignments.

ED: ~~08/06/2018~~ 09/07/2021 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: E-BODY EMERGENCY MEDICAL TECHNICIAN – BASIC/FIREFIGHTER**

#### **DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and technical work in operating an approved Emergency Medical Service unit for the County Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Basic or NC EMT-Intermediate level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of an EMT-Paramedic and/or their direct EMS Supervisor and is evaluated through peer review/quality management, observation, public feedback and performance evaluation. This position serves in an E-Body capacity. Reports to the Shift Lieutenant/Captain.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for medical aid including motor vehicle collisions, rescue operations, and any other incident where EMS has been requested. Provides pre-hospital care at the EMT-Basic level including, but not limited to, examining patients and monitoring vital signs, administration of medications, insertion of airway devices including a blind insertion airway device, use of cardiac monitors to acquire and transmit 12-Lead EKG's and the automated external defibrillator function; other basic and advanced first aid and life support actions as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete 36 hours of fire department training annually. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete 36 hours of EMS continuing education training annually.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby.

**JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department’s policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department’s policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

**ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Attachment: E-Body EMT Basic 09 07 2021 (Job Description Revisions-Various)

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician as outlined in 10A NCAC 13P .0502; NC Firefighter II certification or equivalent preferred.

Basic Life Support, Healthcare Provider (CPR), or equivalent.

### **SPECIAL REQUIREMENTS**

Must have valid driver's operators license. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, 36 hours of continuing education per year..

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800

Completion of Blood borne Pathogens and HIPAA compliance training, and participates in an annual refresher.

~~\*\*Must complete NC EMT-Intermediate, pass a TSOP, field training and be released to practice at this level within 3 years of the hire date~~

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with coworkers as necessitated by work assignments.

**~~\*\* This position will be required to move to Minimum of EMT-Intermediate.~~**

ED: 40/05/2020 09/07/2021 (REV BOC)





## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: EMERGENCY MEDICAL TECHNICIAN – BASIC/FIREFIGHTER**

**DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES  
Operations Division**

### GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and technical work in operating an approved Emergency Medical Service unit for the County Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Basic or NC EMT-Intermediate level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of an EMT-Paramedic and/or their direct EMS Supervisor and is evaluated through peer review/quality management, observation, public feedback and performance evaluation. Reports to the Shift Lieutenant/Captain.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

Responds to calls for medical aid including motor vehicle collisions, rescue operations, and any other incident where EMS has been requested. Provides pre-hospital care at the EMT-Basic level including, but not limited to, examining patients and monitoring vital signs, administration of medications, insertion of airway devices including a blind insertion airway device, use of cardiac monitors to acquire and transmit 12-Lead EKG's and the automated external defibrillator function; other basic and advanced first aid and life support actions as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete 36 hours of fire department training annually. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete 36 hours of EMS continuing education training annually.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby.

**JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department’s policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department’s policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

**ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Attachment: EMS Basic 09 07 2021 (Job Description Revisions-Various)

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician as outlined in 10A NCAC 13P .0502; NC Firefighter II certification or equivalent preferred.

Basic Life Support, Healthcare Provider (CPR), or equivalent.

**SPECIAL REQUIREMENTS**

Must have valid driver’s operators license. North Carolina residents must obtain DMV Class B Operator’s license within one year of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, 36 hours of continuing education per year..

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800

Completion of Blood borne Pathogens and HIPAA compliance training, and participates in an annual refresher.

~~\*\*Must complete NC EMT-Intermediate, pass a TSOP, field training and be released to practice at this level within 3 years of the hire date~~

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

Attachment: EMS Basic 09 07 2021 (Job Description Revisions-Various)

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with coworkers as necessitated by work assignments.

**\*\* This position will be required to move to Minimum of EMT-Intermediate.**

ED: 40/05/2020 09/07/2021 (REV BOC)



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: EMERGENCY MEDICAL TECHNICIAN – CAPTAIN / SHIFT SUPERVISOR  
DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES  
Operations Division**

**GENERAL STATEMENT OF JOB**

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Emergency Medical Services system; functions as key liaison and consultant with all EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on bloodborne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Reports to the Deputy Chief.

Manages the department in the absence of the Chief and Deputy Chief.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS (SHIFT SUPERVISOR)**

~~Assist~~ Assists the department with the coordination, and implementation of the policies, procedures, and guidelines; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and EMS unit is staffed appropriately; employee’s requests for vacation, sick time, and exchange of duties are within department and county policies.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; Manage monthly requests for supplies needed; Under supervision of the medical director Deputy Chief and Chief of the department, keep ~~and~~ an accurate and correct track of narcotics and drug supply in accordance with DEA standards; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with ~~manufacture~~ manufacturer recommendations; monitor use for budgetary planning; track and monitor assigned program budget; keep perpetual inventory of supplies and equipment using an electronic database.

Attachment: EMS Captain 09 07 2021 (Job Description Revisions-Variou

Implement, coordinate, oversee and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture’s recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc.); develop and maintain electronic database of repair requests and maintenance.

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress, professional attire and grooming and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member ~~on opens shifts to~~ cover vacancies until a suitable replacement can be found; management of delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, reporting discrepancies to ~~the training Captain~~ or Chiefs for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, Fire-EMS and fire department volunteers; training shall be done in cooperation with the EMS Training Officer Captain and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Fire-EMS Chief.

Makes recommendations regarding routine personnel matters affecting subordinates including, but not limited to, recruiting, interviewing, training, etc., submitting such records and reports as required by Department or County management.

**ESSENTIAL JOB FUNCTIONS ( CAPTAIN - EMT-P/FIREFIGHTER)**

Responds to calls for medical aid including motor vehicle collisions, rescue operations, and any other incident ~~were where~~ EMS has been requested. Provides management, oversight and may conduct prehospital care at the EMT-Paramedic level including, but not limited to, examining patients and monitoring vital signs, administration of medications, insertion of airway devices including a blind insertion airway device, ~~tracheal~~ endotracheal intubation and cricothyrotomy; use of cardiac monitors to acquire, interpret and transmit 12-Lead EKG’s, defibrillation, synchronized cardioversion, and external transcutaneous pacing; chest decompression; collection of blood for laboratory analysis, establishes peripheral and intraosseous intravenous access; other basic and advanced first aid and life support actions as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Ensures that crews ~~restocks~~ restock supplies and ~~maintains~~ maintain emergency vehicles and equipment in proper working ~~conditions~~ condition.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete 36 hours of fire ~~department~~ training annually. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete 36 hours of EMS continuing education ~~training~~ annually.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if determined to be qualified by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Attachment: EMS Captain 09 07 2021 (Job Description Revisions-Various)

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby.

**ADDITIONAL JOB FUNCTIONS**

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Conducts employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Makes recommendations to the chain of command regarding routine personnel matters affecting subordinates including, but not limited to, recruiting, interviewing, training, etc., submitting such records and reports as required by Department or County management.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Performs duties as assigned by the County Manager, or his or her designee, during a State of Emergency or other disaster.

Performs other related work as required.

**JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care

provider. Failure to comply with the Department’s policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department’s policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

**ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

Oversee Patient reporting and billing for the department.

Provide IT support for department computer programs and ensure that they are functioning on a daily bases basis.

Seeks outside funding for projects and improvements for the department by writing and submitting grants.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; NC Firefighter II or equivalent certification required. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502;

Current Basic Life Support, Healthcare Provider (CPR) instructor or provider certification, or equivalent;

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Obtain Prehospital Trauma Life Support (PHTLS) within one year of employment. PEPP may be substituted for PALS.

Emergency vehicle operator certification, or equivalent.

Hazardous Material Awareness and Terrorism – Level I. Operations level preferred

Successfully complete Incident Command System–100, 200, 300, 400 and the National Incident Management System–700 and 800.

**SPECIAL REQUIREMENTS**

Must possess a valid driver’s operator’s license. North Carolina residents must obtain a DMV non-CDL Class B Operator’s license within one year of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, 36 hours of continuing education per year.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Attachment: EMS Captain 09 07 2021 (Job Description Revisions-Various)

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with as necessitated by work assignments.

ED: ~~12/07/2020~~ 09/07/2021 (REV BOC)

Attachment: EMS Captain 09 07 2021 (Job Description Revisions-Variou



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: ENGINEER TECHNICIAN**

**ENGINEERING DIVISION**

**PUBLIC SERVICES ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Engineer Technician is responsible for assisting the ~~Public Services Director/County Engineer~~ and the ~~Assistant Public Services Director/Assistant County Engineer~~ in providing professional engineering services to the County. This position provides engineering services to the County within the Engineering Department of Public Services under the supervision of the County Engineer and the ~~Assistant Public Services Director/Assistant County Engineer~~.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Maintains communication with other departments , Public Services Director/County Engineer and the ~~Assistant Public Services Director/Assistant County Engineer~~ to exchange information relating to planning, engineering and construction of county projects.

Assists the ~~Public Services Director/County Engineer~~ and the ~~Assistant Public Services Director/Assistant County Engineer~~ related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Assists with oversight of the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Assists with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.

Assists with preparation of scope of work and Request for Proposals (RFP) for various professional services required for County projects.

Helps coordinate the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

~~Reviews and approves subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.~~

Attachment: Engineer Technician 09 07 2021 (Job Description Revisions-Various)

- ~~Reviews, approves and inspects private road construction for subdivision and site plans.~~
- ~~Reviews and approves Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.~~
- ~~Reviews Floodplain Development Permits and plans as needed.~~

**ADDITIONAL JOB FUNCTIONS**

- ~~Serve as a member of the County's Technical Review Committee.~~
- Provides technical assistance to the ~~Public Services Director/County Engineer~~ and the ~~Assistant Public Services Director/Assistant County Engineer~~ in the design and implementation of County projects.
- Provides cordial, responsive and accurate customer service in both written and/or verbal formats.
- Maintain collaborative working relationships with those contacted in the course of work activities.
- Have the ability to read, analyze, and interpret governmental regulations and procedures.
- Have the ability to prepare reports and business correspondence.
- Have the ability to effectively present information and respond to questions from individual or groups of clients and the general public.
- Have the ability to review and interpret construction drawings and specifications.
- Perform and interpret various hydraulic and stormwater computer software packages.
- Have the ability to use computer-aided design and drafting programs.
- Perform office administrative duties as assigned.

**MINIMUM TRAINING AND REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

Bachelor of Science degree in Engineering Technology, and experience in engineering surveying, drafting and construction project management; or an Associate of Science degree in Engineering Technology and 5 years experience in engineering surveying, drafting and construction project management.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

**SPECIAL REQUIREMENTS**

Possession of a valid North Carolina Drivers License.

Attachment: Engineer Technician 09 07 2021 (Job Description Revisions-Various)

### WORKING CONDITIONS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ED: ~~08/24/2017~~ 09/07/2021 (REV BOC)



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: FIREFIGHTER EMT BASIC**

**DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES  
Operations Division**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and technical work in operating an approved Fire apparatus and Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Basic and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of an EMT-Paramedic and/or their direct supervisor and is evaluated through peer review/quality management, observation, public feedback and performance evaluation. Reports to the Company Officer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Responds to calls for all emergencies including motor vehicle collisions, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides pre-hospital care at the EMT-Basic level as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Attachment: FF EMT Basic 9 7 2021 (Job Description Revisions-Various)

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Performs emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance Program.

### **JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

### **ADDITIONAL JOB FUNCTIONS**

Functions as essential personnel, performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician as outlined in 10A NCAC 13P .0502; Firefighter II certification or equivalent required.

Basic Life Support, Healthcare Provider (CPR), or equivalent.

**SPECIAL REQUIREMENTS**

Must have valid driver’s operator’s license. North Carolina residents must obtain DMV Class B Operator’s license within one year of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required hours of continuing education.

Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, or equivalent.

Fire apparatus operator certification or equivalent preferred.

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800

Completion of Blood borne Pathogens and HIPAA compliance training, and participates in an annual refresher.

~~\*\*Must be working towards NC EMT-Intermediate, passing a TSOP, field training and working towards being released to practice at this level.~~

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Attachment: FF EMT Basic 9 7 2021 (Job Description Revisions-Variou

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with coworkers as necessitated by work assignments.

**\*\* This position will be expected to move to Minimum of EMT-Intermediate.**

ED: ~~10/05/2020~~ 09/07/2021 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC**

#### **DEPARTMENT OF FIRE- EMERGENCY MEDICALSERVICES Operations Division**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and technical work in operating an approved Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, firefighting and applying necessary medical treatment to sick or injured persons and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Work is performed under the supervision of supervisor and is evaluated through peer review/quality management, observation, and public feedback and performance evaluation. Reports to the Company Officer .

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for all emergencies including fires, motor vehicle collisions, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides prehospital care at the EMT-Paramedic level including, as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete -required hours of fire training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a ~~pumper or tanker~~ fire apparatus to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by EMS/Fire Chief) fire ground operations; assist other firefighters in the

handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby; building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Performs emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance program.

**JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department’s policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department’s policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

**ADDITIONAL JOB FUNCTIONS**

Functions as essential personnel, performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the department, local volunteer fire departments, and other county entities.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic and firefighter. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502; Firefighter II certification or equivalent; Basic Life Support, Healthcare Provider (CPR), or equivalent; and Advanced Cardiac Life Support, or equivalent. Must have PEPP or PALS. Must obtain PHTLS within one year of hire.

**SPECIAL REQUIREMENTS**

Must have a valid motor vehicles operator license. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, Pediatric Advanced Life Support or equivalent, required hours of continuing education

Must pass a National Fire Protections Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, CEVO or equivalent.

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System–100, 200 and the National Incident Management System–700 and 800

Fire apparatus operator certification or equivalent preferred.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently,

and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with coworkers as necessitated by work assignments.

ED: ~~10/05/2020~~ 09/07/2021 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: FIRE AND EMERGENCY MEDICAL TECHNICIAN CAPTAIN**

#### **DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Fire-Emergency Medical Services system; functions as key liaison and consultant with all EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on bloodborne pathogens. Participates in firefighting activities to include driving fire apparatus, operating fire department equipment, fighting fires and patient extrications. Reports to the Deputy Chief.

Manages the department in the absence of the Chief and Deputy Chief.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS (SHIFT SUPERVISOR)**

Assist the department with the coordination, and implementation of the policies, procedures, and guidelines; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and Fire-EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies. Participates in and recommends appropriate disciplinary action to Deputy Chief and Chief. Investigates staff's accidents, injuries and develops strategies to minimize risk.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; Manage monthly requests for supplies needed; Under supervision of the medical director Deputy Chief and Chief of the department, keep and accurate and correct track of narcotics and drug supply in accordance with DEA standards; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; track and monitor assigned program budget; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, oversee and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture’s recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress, professional attire and grooming and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on opens shifts until a suitable replacement can be found; management of delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, reporting discrepancies to the Training Officers or Chiefs for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, Fire-EMS and fire department volunteers; training shall be done in cooperation with the Training Officers ~~Officers~~ and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Fire-EMS Chief. Participates in Quality Assurance program.

Makes recommendations regarding routine personnel matters affecting subordinates including, but not limited to, recruiting, interviewing, training, etc., submitting such records and reports as required by Department or County management.

**ESSENTIAL JOB FUNCTIONS ( FIRE AND EMT CAPTAIN)**

Responds to calls for all emergencies including motor vehicle collisions, fires, rescue operations, and any other incident where Fire and/or EMS has been requested. Provides management, oversight and may conduct prehospital care at the EMT-Paramedic level of certification as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Ensures that crews restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire ~~department~~ training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of Fire-EMS continuing education training.

In a fire emergency, serves as Incident Commander. Coordinates all incoming mutual and auto aid. Develops strategies and alternative tactics for optimal outcomes, Develops Action Plans.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby. Responsible for tactical action plans for large community events. Directs the individuals working in community events.

**ADDITIONAL JOB FUNCTIONS**

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Conducts employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Makes recommendations to the chain of command regarding routine personnel matters affecting subordinates including, but not limited to, recruiting, interviewing, training, etc., submitting such records and reports as required by Department or County management.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations. Command and supervise individuals performing emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Functions as essential personnel, performs duties as assigned by the County Manager, or his designee, during a State of Emergency or other disaster.

Performs other related work as required.

**JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment. May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Attachment: Fire and EMT Captain 09 07 2021 (Job Description Revisions-Variou

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department’s policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

**ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager, or their designee during a State of Emergency or other disaster.

Work with the fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments, and other county entities.

Performs other related work as required.

Oversee Patient reporting and billing for the department.

Provide IT support for department computer programs and ensure that they are functioning on a daily bases.

Seeks outside funding for projects improvements for the department by writing and submitting grants.

Participates with adjoining jurisdictions in auto aid, mutual aid and joint training exercises.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; Firefighter II or equivalent certification required.. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502;

**SPECIAL REQUIREMENTS**

Must possess a valid driver’s operator’s license. North Carolina residents must obtain DMV Class B Operator’s license within one year of employment.

Current Basic Life Support, and provider certification, or equivalent.

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Obtain Prehospital Trauma Life Support (PHTLS) within one year of employment. PEPP may be substituted for PALS.

Must pass a National Fire Protections Associate (NFPA) 1582 physical as conditional offer of employment.

Fire apparatus operator certification or equivalent preferred.

Emergency vehicle operator certification, or equivalent.

Hazardous Material Awareness and Terrorism – Level I. Operations level preferred

Successfully complete Incident Command System–100, 200, 300, 400 and the National Incident Management System–700 and 800.

Must obtain Fire Officer II and Incident Safety Officer within two years of employment.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, required hours of continuing education.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of firefighting techniques.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA regulations.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with as necessitated by work assignments.

ED: 40/05/2020 09/07/2021 (REV BOC)

Attachment: Fire and EMT Captain 09 07 2021 (Job Description Revisions-Variou



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: HUMAN RESOURCES DIRECTOR  
ADMINISTRATION**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs responsible supervisory and personnel management administration work. ~~Plans, directs and implements carrying out~~ County policies and procedures related to all phases of human resource programs and activities to include ~~including~~ organizational planning and development, recruitment, selection, position classification, compensation, indoctrination and training, employee relations, employee benefits administration, ~~safety and health~~ and employee relations. Interprets existing and develops ~~or writes~~ new personnel ordinances, policies and procedures; addresses employee complaints or concerns; and acts as liaison to outside organizations and agencies involved in County personnel matters. Supervises Human Resources ~~HR~~ department personnel. Reports to the County Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Conducts necessary research, and develops and administers County personnel policies, programs, rules, and regulations in accordance with applicable Federal, state and local laws, ordinances, policies and procedures; recommends amendments to existing policies and develops ~~or writes~~ new policies, as appropriate, and submits recommendations for the consideration and approval of the County Manager and/or County Board of Commissioners; interprets personnel rules and regulations for department heads and employees in group sessions and individually, as requested; receives and addresses employee complaints and grievances, and advises Department ~~H~~heads in such cases.

Administers and monitors compliance with such policies or legal requirements as Fair Labor Standards, Americans with Disabilities Act ~~requirements~~, Equal Employment Opportunity Commission guidelines, Family and Medical Leave Act, Affordable Care Act, grievance procedures, the compensation and classification plan, and other applicable local, state and federal policies; prepares and submits records and reports as required by federal and/or state governing agencies.

Develops recruitment program to develop sources of qualified applicants for vacant County positions; provides recruitment assistance to County departments; oversees orientation sessions for new employees; develops and maintains employee handbook; oversees the ~~conducts~~ exit interviews process.

Serves as custodian of County personnel records, developing forms, procedures and record-keeping methods and procedures; maintains roster of all County employees; provides confirmation of past employment with County, as requested and appropriate.

Maintains employee records in County computer system, which includes initial set-up of

## HUMAN RESOURCES DIRECTOR

employee at enrollment, and any changes in salary, benefits or deductions during employment.

Reviews changes in duties and responsibilities of non-competitive positions to determine need for re-classification, change in FLSA exemption status, re-classifies current positions and establishes grade and compensation for new positions, and/or oversees maintenance of compensation and classification plan and makes recommendations for changes to plan to County Manager; conducts surveys of competitive labor market to determine need for adjustments to County pay plan, and makes recommendations for changes to County Manager as appropriate.

Researches, recommends and administers benefits program; conducts and/or participates in benefit surveys through correspondence or telephone contact, or oversees surveys performed by service vendors; recommends benefits provisions changes to County Manager, as appropriate to ensure competitiveness of plan.

Administers or provides recommendations for personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by County management.

Attends County Board of Commissioners meetings as needed and other staff and committee meetings, participating in discussions as requested or otherwise appropriate; prepares oral and written reports and recommendations pertaining to various personnel issues or topics, as requested or otherwise deemed appropriate.

Prepares annual budget proposal for Human Resources Department; administers approved budget, ensuring expenditures do not exceed budgeted funds.

Prepares salary and benefits portion of the County's annual budget.

Advises Department Heads on employee - management issues; reviews and assists in preparation of all County employee disciplinary actions, such as suspensions, demotions, letter of reprimand and termination. Works with Department Heads to develop Performance Improvement Plans. Resolves complex, sensitive and controversial issues related to human resources management.

Advises and/or assists County supervisory personnel in conduct of employment interviews, as requested.

~~Answers telephone and greets visitors;~~ Responding to telephone inquiries based on thorough knowledge of County personnel programs, policies and procedures; refers callers to appropriate officials or records and relays messages, as appropriate.

Assists in ~~implementation of~~ the employee/applicant drug screening process and related follow up; administers the employee assistance program, dissemination related information and providing assistance to employees.

Supervise Human Resources staff and other functions as necessary.

Prepares annual review, approves leave requests, oversee annual budget proposal and other supervisory functions as necessary.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of

## HUMAN RESOURCES DIRECTOR

Emergency or other disaster.

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in human resources personnel management, business or public administration, or a related field, and a minimum of five to seven years of progressively responsible, broad-based experience in human resources personnel administration and management, including supervisory experience; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Notary Public. North Carolina Institute of Government Public Employment Law. Certification as PHR or SPHR or certification and/or membership with Society of Human Resources Management (SHRM) is desired.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, fax machines, etc. Must be able to exert up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work usually requires walking, standing and sitting to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of forms, reports, invoices, etc. Requires the ability to prepare vouchers, invoices, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including, financial terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages, and computing discount, interest, and

## HUMAN RESOURCES DIRECTOR

profit/loss ratios.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles, procedures and practices of public personnel administration.

Thorough knowledge of federal, state and local laws, rules and regulations governing personnel administration.

Thorough knowledge of the policies, procedures, methods, and practices of filing insurance claims.

Thorough knowledge of the County's organization and operational policies and procedures.

Thorough knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services.

Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Considerable knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, safety, and related personnel and management functions and services.

Considerable knowledge of organization, functions and programs of county government in North Carolina.

Considerable knowledge of the current literature, trends, and developments in the fields of human resource management and personnel administration.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

**HUMAN RESOURCES DIRECTOR**

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities.

Ability to organize and supervise effective personnel management programs and services, and to promote personnel management practices as a part of the total management process.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work in a consulting capacity with public officials at various levels of authority and influence.

Ability to exercise tact and courtesy in frequent contact with employees, service vendors, and the general public.

Ability to exercise tact and discretion in handling confidential personnel matters.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 09/07/2021 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: WASTEWATER SUPERINTENDENT**

**WASTEWATER DIVISION**

**PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult professional and managerial work planning, organizing and supervising the operations, maintenance, and laboratory analysis of wastewater treatment plants, and related laboratory facilities, and sewer collection system construction, maintenance, and repair.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans, organizes and directs the operations and maintenance of the, wastewater treatment plants, collections systems, pumping stations, and related facilities and equipment. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for division staffing, budget development and administration, assistance with and advising management on long range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally enter confined spaces and come in contact with other hazards. The employee may also be subject to the final OSHA standards on blood borne pathogens in coming in contact with wastewater samples. General administrative direction is received from the Public Services Director regarding matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB TASKS**

Plans, organizes and directs the work of supervisors and employees engaged in plant operations, process control, laboratory analysis, collection system operations and maintenance, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency, capacity or regulatory compliance.

Supervises the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the wastewater division; plans and implements safety programs including training, procedures, and equipment as necessary; provides performance coaching and evaluation for associates and supervisors.

Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal programs.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.

Plans, organizes, supervises, and participates in the maintenance and repair of sewer pumping stations, supervises installation of sewer connections, and related utility customer response.

Requests division resources as part of annual budget process; reviews and submits budget requests of supervisors; controls allocated resources once approved.

Meets with, researches and addresses customer concerns and issues.

Supervises or prepare Standard Operating Procedures (SOP) manual for plant operations.

May participate in the planning, construction supervision, and oversee operations of storm water pumping.

May serve as Operator in Responsible Charge (ORC) of the wastewater plant or collection system.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

**ADDITIONAL JOB DUTIES**

Completes assigned work by the Public Services Director or their designee. Performs related work as required.

**RECRUITMENT AND SELECTION GUIDELINES**

**KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of wastewater treatment, collection lines, pumping stations, metering, and other utility systems appurtenances and the operations, maintenance, repair and monitoring requirements of the systems.

Thorough knowledge of the local, state, and federal laws and regulations relating to wastewater treatment and collection.

Thorough knowledge of the budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Considerable knowledge of the application of information technology to the work of the skill in collaborative conflict resolution.

Working knowledge of the principles and practices of civil engineering and the County's engineering standards for the sewer utility.

Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with county official, industrial officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret complex records and reports.

**PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

**DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from a community college with a degree in civil engineering, environmental sciences, or related field and considerable experience supervising wastewater treatment and collection systems; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENT**

Requires certifications at Grade IV, Subsurface and Spray Irrigation for wastewater treatment and Grade IV for collection system operations by the State of North Carolina.

Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: WATER SUPERINTENDENT**

**WATER DIVISION**

**PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult professional and managerial work planning, organizing and supervising the operations, maintenance, and laboratory analysis of water treatment plants, and related laboratory facilities, and the water distribution construction, maintenance, and repair in a designated region of the County.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans, organizes and directs the operations and maintenance of the water treatment plants, distribution systems, pumping stations, and related facilities and equipment in a designated region of the County. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for division staffing, budget development and administration, assistance with and advising management on long range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally enter confined spaces and come in contact with other hazards. The employee may also be subject to the final OSHA standards on blood borne pathogens and must follow rules, methods and safe handling in connection with blood borne pathogens. General administrative direction is received from the Public Services Director regarding matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB TASKS**

Plans, organizes and directs the work of supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution system operations and maintenance, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency, capacity or regulatory compliance.

Supervises the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the water division; plans and implements safety programs including training, procedures, and equipment as necessary; provides performance coaching and evaluation for associates and supervisors.

Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal programs.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.

Plans, organizes, supervises, and participates in the maintenance and repair of water pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; water service connections and disconnections, and related utility customer response.

Oversees sampling and preparation of the annual water Consumer Confidence Report.

Requests division resources as part of annual budget process; reviews and submits budget requests of supervisors; controls allocated resources once approved.

Meets with, researches and addresses customer concerns and issues.

Supervises or prepares Standard Operating Procedures (SOP) manual for plant operations.

May participate in the planning, construction supervision, and oversee operations of storm water pumping.

May serve as Operator in Responsible Charge (ORC) of the water plant and distribution system.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens.

#### **ADDITIONAL JOB DUTIES**

Completes assigned work by the Public Services Director or their designee. Performs related work as required.

#### **RECRUITMENT AND SELECTION GUIDELINES**

##### **KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of water treatment, distribution transmission lines, pumping stations, metering, and other utility systems appurtenances and the operations, maintenance, repair and monitoring requirements of the systems.

Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment and distribution.

Thorough knowledge of the budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Considerable knowledge of the application of information technology to the work of the water division.

Skill in collaborative conflict resolution.

Working knowledge of the principles and practices of civil engineering and the County's engineering standards for the water utility.

Working knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and equipment maintenance and repair.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with county official, industrial officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret complex records and reports.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from a community college with a degree in civil engineering, environmental sciences, or related field and considerable experience supervising water treatment or distribution systems; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Requires certification at A-Well for well water treatment and Grade A ~~Cross-Connection~~ certification for distribution system operations by the State of North Carolina.

Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: ~~08/24/2017~~ 09/07/2021 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: WATER TREATMENT PLANT SUPERVISOR**

**WATER DIVISION**

**PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult technical and supervisory work in the operations, maintenance, and laboratory analysis at a water treatment plant.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans for operations of a plant to treat and provide an adequate supply of water. Work is performed in accordance with state and federal laws and regulations. The employee serves as Operator in Responsible Charge of the plant in insuring that the permitted levels and adequate supply are met in production of potable water and disposal of waste sludge. Work involves planning and assigning work to subordinates, supervision and participating in the operations of the plant, preparation and analysis of laboratory results, and preventive maintenance and repairs. The employee is responsible for establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, requesting necessary resources in the annual budget, and motivating, coaching, and insuring effective productivity of division personnel. Work involves considerable initiative and judgement. The employee is subject to working in inside and outside environments and to hazards associated with loud noises, odors, dusts, mists, gases, poor ventilation, and may be required to enter crawl spaces, and water line pipes. Work is performed under general supervision of the Water Superintendent. Work is evaluated through conferences and reports for productivity, compliance with required laws and regulations, and acceptance of the public.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL DUTIES AND TASKS**

Supervises and participates in the work of associates engaged in plant operations and process control, laboratory analysis, and preventive maintenance and repair of plant equipment and facilities.

Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance.

Serves as Operator in Responsible Charge insuring the plant meets its permit requirements; reviews laboratory reports for operational performance of the plant and oversees changes in the chemical and biological processes of the plant.

Researches and recommends strategies for meeting new regulatory requirements; assists with planning and implementation of sludge disposal program.

Establishes, trains, and insures proper safety policies and procedures.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making and compliance.

Requests necessary resources for plant operations as part of annual budget process; requisitions supplies, chemical, equipment and other resources.

Insures proper preventive maintenance is performed on plant equipment and facilities; participates in trouble-shooting, repair and maintenance activities as needed; recommends in-house repair measures or contracted repairs; maintains supply of parts and materials needed for operations and repairs.

Motivates, coaches, and reviews the performance of supervisors and employees; insures proper training and certification of assigned personnel; recommends and participates in disciplinary actions; participates and recommends in the hiring process.

Prepares schedules for plant operations and staffing according to demand for supply.

Oversees operation and maintenance of deep and shallow wells and blending of water from sand filter and reverse osmosis plants.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

**ADDITIONAL JOB DUTIES**

Completes assigned work by the Water Superintendent or their designee. Performs related work as required.

**RECRUITMENT AND SELECTION GUIDELINES**

**KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of water treatment.

Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment.

Thorough knowledge of safety procedures and practices and recognition of hazards in water treatment facilities including process safety management for chlorine.

Considerable knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and well equipment maintenance and repair.

Working knowledge of organizational budget, purchasing, and personnel policies and practices.

Working knowledge of effective supervisory practices including motivation, communications, delegation, discipline, performance review, and other supervisory practices.

Working knowledge of the application of information technology to plant operations and administration.

Ability to plan and organize work.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with city official, regulatory officials, contractors, other employees, and the general public.

Ability to communicate effectively orally and in writing.

**PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, feeling, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, operate a variety of light equipment, inspect moving parts, operate a computer terminal, and use measuring devices.

**DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from an accredited community college with a degree in chemistry, environmental science or related field and considerable water treatment experience, including experience in a reverse osmosis plant and some supervisory experience; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENT**

Requires certifications at A-Well for well water treatment and Physical/Chemical Grade I within two years. ~~Possession of B-Well certification for well water treatment.~~ Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

Attachment: Water Treatment Plant Supervisor 09 07 2021 (Job Description Revisions-Variou)



**CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: STORMWATER TECHNICIAN  
~~PUBLIC WORKS~~ ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

The Stormwater Technician provides technical, administrative and operations work for county stormwater districts and stormwater related services to the County within the Department of ~~Public Works~~ Engineering under the supervision of the County Engineer.

**SPECIFIC DUTIES AND RESPONSIBILITIES & ESSENTIAL FUNCTIONS**

Manage and oversee county stormwater districts.

Development of budgets and capital improvement plans for the stormwater districts.

Perform operations and maintenance of mechanical stormwater facilities. Coordinate equipment maintenance and repairs.

Perform drainage assessments of ditches and other related non-mechanical stormwater infrastructure and perform/coordinate needed maintenance and or upgrades.

Gather data and information necessary to develop stormwater plans, including performing, gathering and analyzing information, engineering studies, watershed surveys, etc.

Serve as advisor, manage and attend all stormwater district advisory board meetings. ~~Attend POA/Homeowners meetings within districts to provide updates and address stormwater concerns.~~

Work with county residences and businesses to address individual stormwater concerns within districts.

Perform and interpret various hydraulic and stormwater computer software programs.

Manage and oversee emergency stormwater pumping operations during flooding events.

Research and write grant applications for potential stormwater capital projects.

**ADDITIONAL JOB FUNCTIONS**

Perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Have the ability to read, analyze, and interpret governmental regulations and procedures.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Associate's degree in stormwater practices, civil engineering or related field, and one to two years of experience in stormwater practices and a minimum of 2 years design experience in municipal stormwater systems and software or management of municipal stormwater systems; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**SPECIAL REQUIREMENTS**

Possess a valid North Carolina driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of applicable federal, state and local laws, and standard practices, methods and techniques of stormwater design and operations.

Considerable knowledge of planning and application of stormwater development practices.

General knowledge of the practices, principles and use of drafting, surveying and computer software for stormwater systems.

General knowledge of tools and supplies used in stormwater management

Ability to use common office programs including word processing, spreadsheets, stormwater software and file maintenance programs

Ability to understand drainage features and flow patterns of the county drainage ditches and watersheds

Ability to exercise considerable independent judgment in applying stormwater.

Ability to exercise considerable tact and courtesy in contact with landowners, land users and the general public.

Ability to perform rigorous outdoor work in various types of weather.

Ability to perform physical labor as necessitated by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, calculators, design instruments, laser-equipped transits, global-positioning equipment, pumps, shovels, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, ordinances, maps, design plans, spreadsheets, engineering charts, surveys, guides, manuals, technical references, etc. Requires the ability to prepare correspondence, reports, contracts, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations, which include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics; perform algebraic operations.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

ED: ~~10/21/2019~~ 09/07/2021 (REV BOC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3223)

**Agenda Item Title:** Records Disposal-Planning and Community Development

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Request for disposal of CDBG records that have been electronically recorded.**

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



## Currituck County

Development Services Department  
Planning and Zoning Division  
153 Courthouse Road, Suite 110  
Currituck, North Carolina, 27929  
252-232-3055 FAX 252-232-3026

### MEMORANDUM

**To:** Board of Commissioners  
**From:** Tammy D. Glave, CZO  
Senior Planner  
**Date:** August 25, 2021  
**Re:** Destruction of Files

---

Please allow this memorandum to serve as an official request to destroy the 2011 CDBG files that have been digitally archived.

Let me know if you have any questions. Thank you.



**CURRITUCK COUNTY  
NORTH CAROLINA**

August 16, 2021

Minutes – Regular Meeting of the Board of Commissioners

**4:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met at 4:00 PM in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina, for a regular meeting.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order.

**A) Invocation & Pledge of Allegiance**

Chairman Payment offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner White moved for approval of the agenda. Commissioner Jarvis seconded the motion. The motion carried, 7-0, and the agenda was approved.

Approved agenda:

**4:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a PublicHearing. Public comments are limited to 3 minutes.*

Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)

Commissioner'sReportCounty Manager's ReportCounty Attorney's ReportPublic Hearings

- A) **PB 21-06 Ballance Mine:** Allied Properties, LLC requests a special use permit for an extractive industry (mine) on a 191.2 acre tract on the southwest side of NC 168 (Caratoke Highway) and south of Ballance Farms subdivision, Parcel 23, Tax Maps 40U, 40C through 40H, 40J through 40L in Moyock and Crawford Townships.

Old Business

- A) **PB 21-10 Currituck County Text Amendment: Request to amend the Currituck County Unified Development Ordinance, Chapter 2. Administration, Chapter 6. Subdivision and Infrastructure Standards, and Chapter 10. Definitions and Measurement to allow family subdivisions on parent parcels 12 acres in area or larger without the required connection to an existing NCDOT maintained street.**

New Business

- A) **Designation of County Attorney Ike McRee as Interim County Manager Under G. S. 153A-84 Effective August 28, 2021**
- B) **Consent Agenda**
1. Consideration and Approval of Utility Line Easement Agreement to Public Safety Building from Currituck County to Carolina Telephone and Telegraph, LLC d/b/aCentury Link
  2. Approval and Authorization for County Manager's Execution of Consent to Cross U.S. Government Right-of-Way at Coinjock Canal for Location of 16" Water Main
  3. Approval and Authorization for County Manager's Execution of Memorandum of Agreement With North Carolina Department of Environmental Quality for Construction, Maintenance and Monitoring of Groundwater Monitoring Station at Maple Wellfield
  4. Approval Of Minutes-August 2, 2021

Adjourn

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

## PUBLIC COMMENT

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Chairman Payment opened the Public Comment period. No one was signed up nor wished to speak and the Public Comment period was closed.

## COMMISSIONER'S REPORT

Chairman Payment announced August 27, 2021, would be the Currituck County Manager's last day of employment. The Board intends to develop a plan to fill the manager position with the help of the North Carolina Association of County Commissioners (NCACC). The Chairman announced a ribbon cutting and reception will follow the meeting at the County's new Public Safety Center.

Commissioner Jarvis thanked the Board of Commissioners and citizens for the opportunity to attend the NCACC Annual Conference in New Hanover County, North Carolina. She remarked on some conference sessions attended and was impressed with the county's recycling center after a tour of the facility.

Commissioner Mary Etheridge discussed the importance of County Commissioner and staff participation in various associations. Citing examples, she said negotiations led by the NCACC resulted in funds from the national Opioid litigation settlement being distributed directly to North Carolina counties. She also announced staff leadership roles in organizations that include Emergency Management Director Mary Beth Newns, who serves as President of the North Carolina Emergency Management Association, and Currituck County Clerk of Court Ray Matusko, who will soon be sworn in as President of the North Carolina Conference of Clerks of Superior Court.

Commissioner White wished County Manager, Ben Stikeleather, all the best in his new endeavor and discussed his efforts when taking on the Covid crisis as a new manager.

Commissioner Beaumont also wished Mr. Stikeleather well in his new role. He asked the Board to consider changing the 4:00 PM meeting time due to his conflicting work schedule and suggested establishing Board procedures for meetings that run very late.

Commissioner McCord agreed with Commissioner Beaumont on the meeting time change, having similar scheduling conflicts. He also wished the County Manager well in his new position. He reported on the success of Law Enforcement's National Night Out held in the County and thanked all who helped put it together. He announced a Currituck Kids event to take place on Saturday and encouraged fire safety after several recent fires in the county.

Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)

Commissioner J. Owen Etheridge offered his appreciation for the County Manager's efforts and wished him will. He attended the NCACC Annual Conference and discussed the value of exchanging ideas and networking with other local legislators. He reported on Law Enforcement's National Night Out and the ribbon cutting at the new Tractor Supply, both of which he attended.

### COUNTY MANAGER'S REPORT

County Manager, Ben Stikeleather, took a moment to address the Board and thanked them for their leadership and for giving him the opportunity to serve. He offered his appreciation to Commissioners, staff, and citizens.

### COUNTY ATTORNEY'S REPORT

The County Attorney had no report.

### PUBLIC HEARINGS

#### A. PB 21-06 Ballance Mine:

APPLICATION SUMMARY	
<b>Property Owner:</b> APVA, LLC 417-D Caratoke Highway Moyock, NC 27958	<b>Applicant:</b> APVA, LLC 417-D Caratoke Highway Moyock, NC 27958
<b>Case Number:</b> PB 21-06	<b>Application Type:</b> Special Use Permit
<b>Parcel Identification Numbers:</b> See Attachment "A"	<b>Existing Use:</b> Farmland
<b>Land Use Plan Classification:</b> Rural	<b>Parcel Size (Acres):</b> 191.2 acres
<b>Moyock Small Area Plan:</b> Limited Service (portion)	<b>Zoning:</b> Agriculture (AG)
<b>Request:</b> Special Use Permit to establish a 57.36 acre mine operation (extractive industry)	

SURROUNDING PARCELS		
	Land Use	Zoning
North	Low Density Residential/ Woodland	AG
South	Farmland/Woodland	AG
East	Farmland/Woodland/New Bridge Creek	AG
West	Farmland/Woodland	AG

#### Application Summary

The applicant/agent, Justin M. Old – APVA, LLC, is requesting a special use permit to excavate 57.36 acres of soil on a 191.2-acre parcel owned by APVA, LLC. The applicant proposes a traffic load count of 50-100 loads per day. The proposed affected area is 82.85-acres and includes the 57.36-acre mine, 6-acre stockpile and

operations area, 3.33-acres of earth berm, 4.82-acre recharge ditch and 0.34-acre settling basin area for the dewatering operations, 7.23-acre haul road (partially off-site), and 3.77-acres of other disturbed area.

1. Size: The proposed excavated area is 30% of the total tract and future expansion is not planned.
2. Setbacks: The applicant is requesting a modified setback reduction for the following:
  - a. 100' property line setback – portion of the haul road, settling basin, and recharge ditch.
3. Access: The applicant proposes to utilize an existing access off Caratoke Highway. The 30' haul road crosses nine exempt division parcels (Ballance Farms) by way of a variable width easement established on the exempt division plat. The haul road also includes a private railroad crossing (see license agreement) with an encroachment in the 150' Dominion Power easement/right of way. The access point is immediately southeast of the Willie Lead Ditch which crosses under Caratoke Highway.
4. Reclamation: The proposed mine will be backfilled with off-site fill material, primarily clay and topsoil, transported to the site (5-10 loads per day).
5. Dewatering: The excavation activities also include dewatering to the recharge ditch and settling basin that discharges to the Willie Lead Ditch (major drainageway). No in-use wells or ponds are within 1,500 feet of the mine and dewatering activities. Two monitoring wells are proposed between the excavation and dewatering activities and the wetlands along the southern wetland boundary to monitor water levels (wetland hydrology).

#### Community Meeting Summary

The community meeting was held on November 24, 2020 at the Eagle Creek Golf Pavilion in Moyock. A copy of the community meeting minutes is provided in the packet. The concerns include flooding along New Bridge Creek, flooding along Willie Lead Ditch near Caratoke Highway and Samuel Chapel Church, dewatering, future lot impacts (Ballance Farms), and maintenance of the Willie Lead Ditch.

#### Permits and Approvals

NCDEQ, Div. of Energy, Minerals, and Land Resources ( <i>SW7210207</i> )	Low Density Stormwater
Dominion Energy ( <i>TE020071006</i> )	Consent Agreement for Right of Way Encroachment
Chesapeake & Albemarle Railroad Co., Inc.	License Agreement for Private Grade Crossing
NC DOT ( <i>D011-027-21-00008</i> )	Driveway Permit
NCDEQ, Div. of Energy, Minerals, and Land Resources ( <i>27-55</i> )	Mine Permit
NCDEQ, Div. of Energy, Minerals, and Land Resources ( <i>NCG020972</i> )	National Pollutant Discharge Elimination System
US Army Corps of Engineers ( <i>2020-</i>	General Permit (culverts in Willie

01827)

Lead Ditch)

**STAFF REVIEW**

## Technical Review Committee

The Technical Review Committee (TRC) reviewed the application and provided the following comments:

1. The Willie Lead Ditch is a major drainageway and is identified as the discharge point for the dewatering operation. There are existing drainage concerns associated with the major drainageway demonstrated by reoccurring overflow on developed lots near Caratoke Highway. The impacts of the additional discharge and maintenance of the ditch should be evaluated in the board's decision. The applicant indicated before the mining operations commence the Willie Lead Ditch will be cleared and snagged from the discharge location to the Caratoke Highway box culvert and periodically maintained. The Soil and Stormwater Technician identified several large trees and stumps off-site and downstream that may affect the drawdown time.
2. The asphalt entrance is proposed within 300' of an existing residence. During the March TRC review, the planning staff identified a concern with the placement of the mine haul road (northern access) and the impacts to the adjoining properties. The mine plan indicated two existing access points to the property (a northern and southern access). After the initial TRC review, the northern access was permitted by the state as the mine haul road and the southern access became the entrance road to a 17-lot division recorded May 24, 2021. Given the recent division recording, the northern access provides the least negative impact on adjoining properties. The applicant is proposing a six-foot-high vegetated berm on both sides of the haul road as well as retention of existing vegetation (excluding an area for the haul road installation). To further reduce the mine impacts to the existing residence to the north, the applicant moved the ticket office and associated parking to maintain the 300' setback.
3. With input from NCDOT, the county shall require the installation of acceleration/deceleration lanes when it is determined that such lanes will enhance public safety. NCDOT issued a driveway permit, and in accordance with the *NCDOT Roadway Design Manual* (Figure 4) did not recommend a dedicated right turn lane. NCDOT District office and Division office determined the two southbound travel lanes will help expedite vehicular departure from the highway. Given the two southbound travel lanes and the anticipated traffic flow into the mine, a deceleration lane was not recommended.
4. The Soil and Stormwater Technician recommends installing protection along the road and the Willie Lead Ditch in the vicinity of the railroad crossing.

## 2006 Land Use Plan

The 2006 Land Use Plan classifies the site as Rural within the Moyock subarea. The following policy statement addresses mining activities:

**POLICY ID8: MINING ACTIVITIES**, or secondary impacts of mining activities not subject to permit approval by the State of North Carolina, may be subject to review and management by Currituck County. Activities to be addressed may include, but not limited to, the

adequacy of roads serving the mine site, visual impacts during operation and after closing of the mine site, noise, dust considerations.

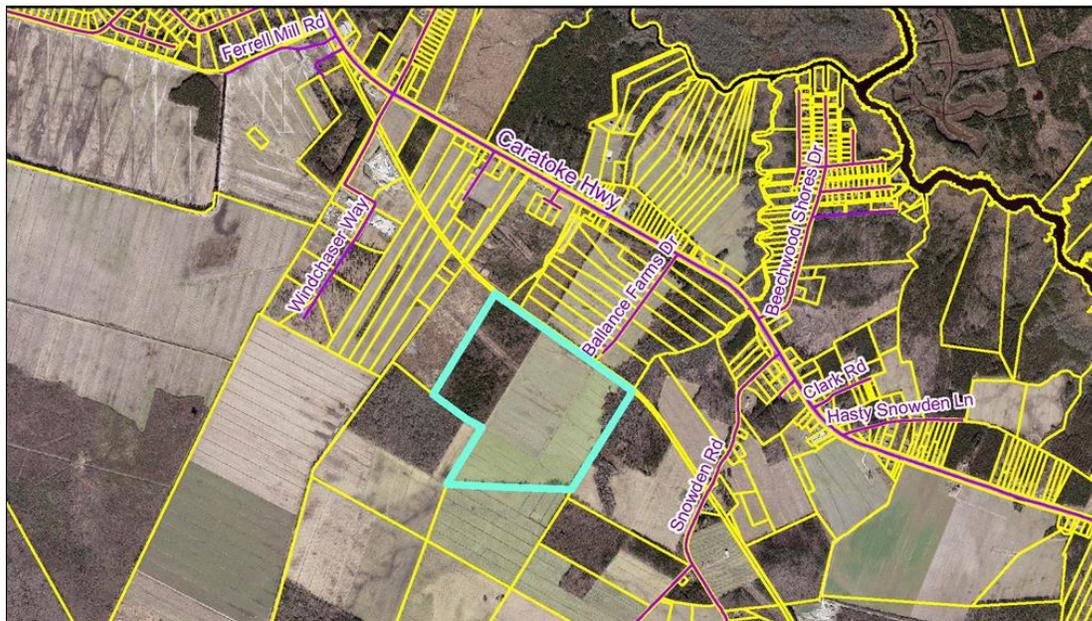
**SPECIAL USE PERMIT REVIEW STANDARDS**

Following an evidentiary hearing, the board shall decide if the application is in accordance with Section 2.3.10, Decision-Making Body Review and Decision, and Section 2.4.6.D, Special Use Permit Review Standards.

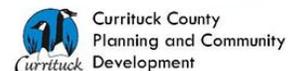
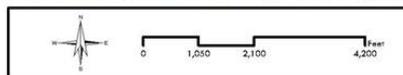
**Special Use Permit Review Standards**

A special use permit shall be approved on a finding that the applicant demonstrates the proposed use will:

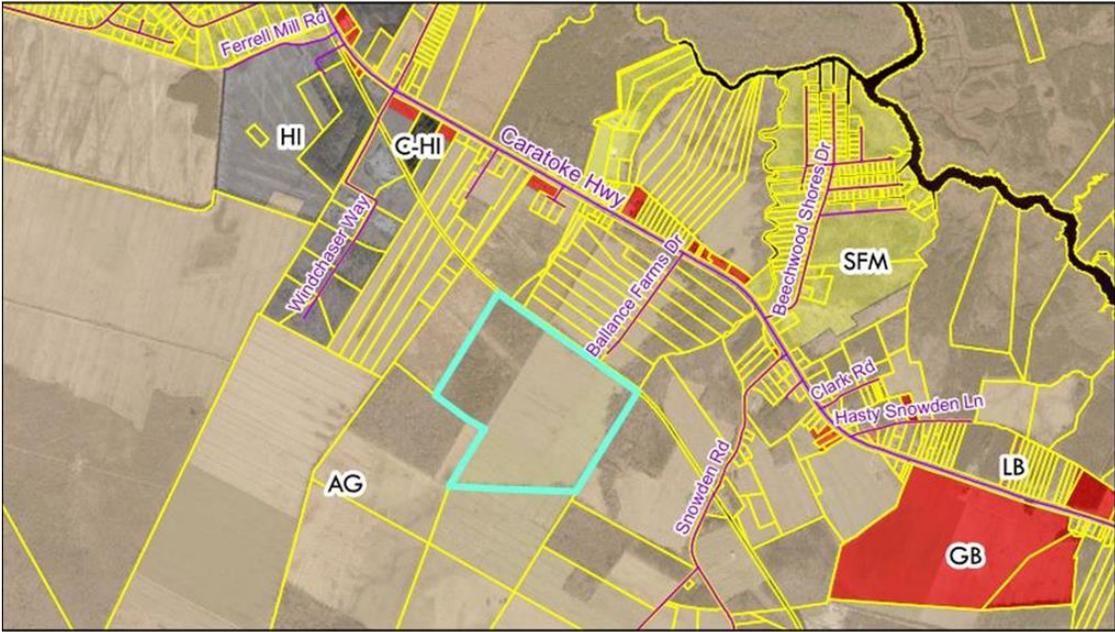
1. Not endanger the public health or safety.
2. Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.
3. Be in conformity with the Land Use Plan or other officially adopted plan.
4. Not exceed the county's ability to provide adequate public facilities, including but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.



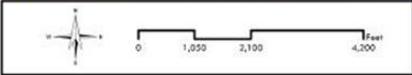
PB 21-06 Ballance Mine  
Special Use Permit  
Aerial



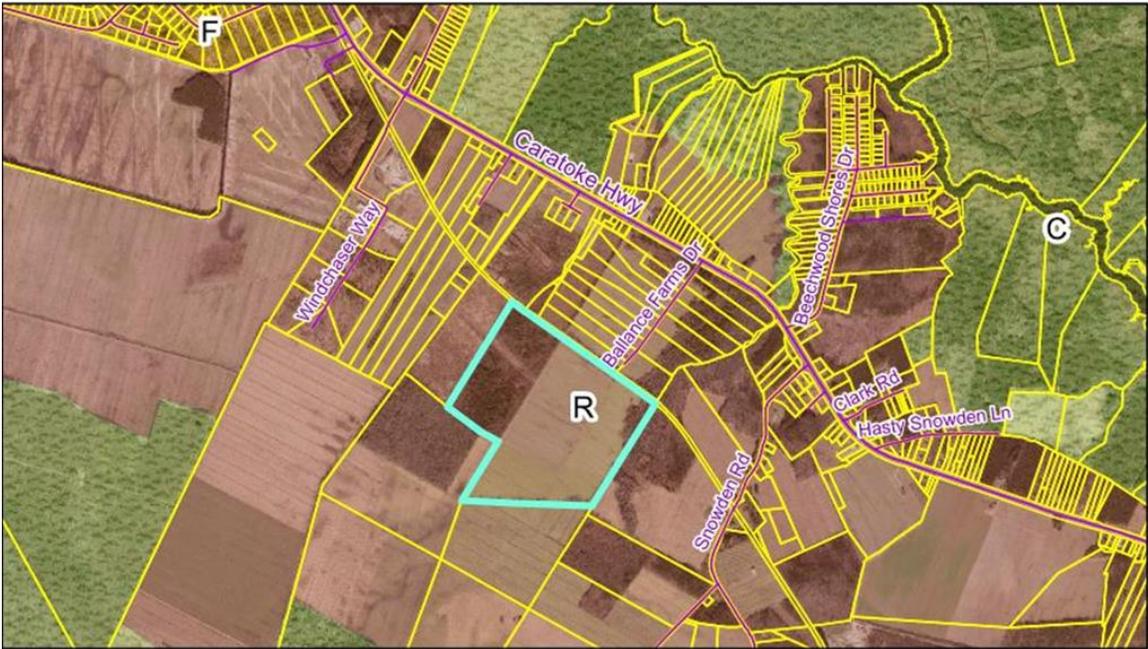
Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)



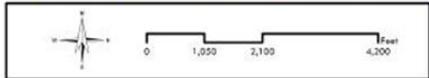
PB 21-06 Ballance Mine Special Use Permit Zoning



Currituck County Planning and Community Development

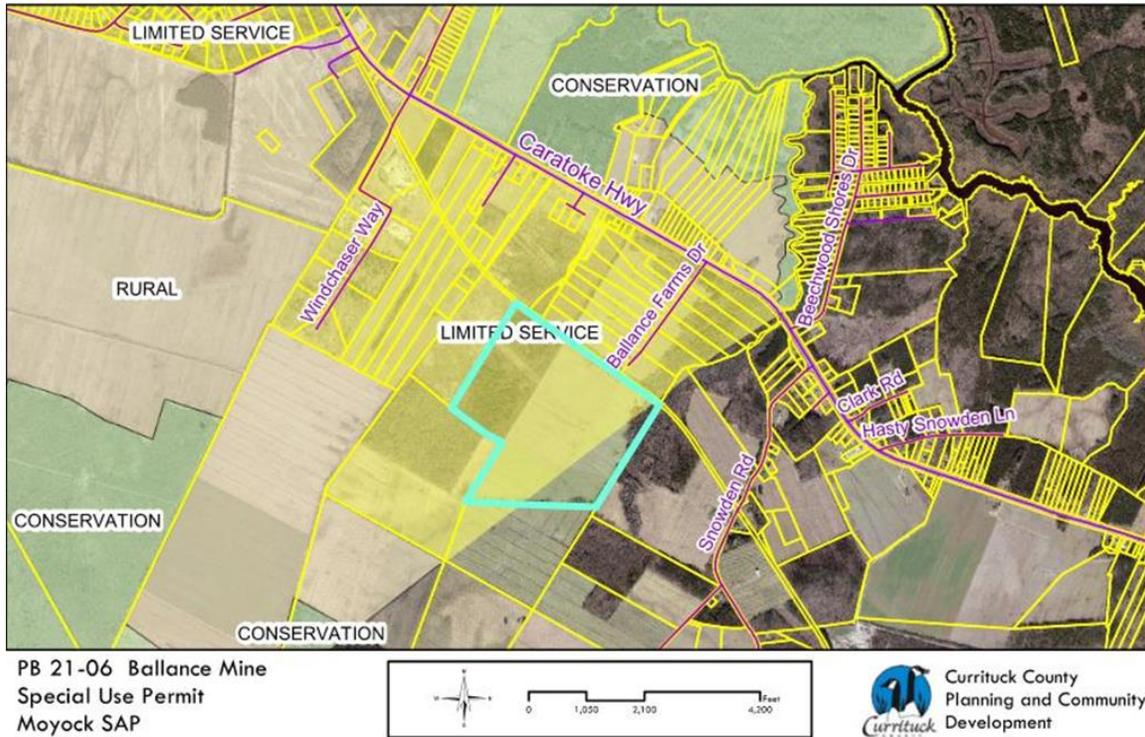


PB 21-06 Ballance Mine Special Use Permit Land Use Classification



Currituck County Planning and Community Development

Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)



## Attachment A

Parcel Identification Numbers	Owner
0023-000-040U-0000	APVA, LLC
0023-000-040C-0000	APVA, LLC
0023-000-040D-0000	APVA, LLC
0023-000-040E-0000	APVA, LLC
0023-000-040F-0000	APVA, LLC
0023-000-040G-0000	APVA, LLC
0023-000-040H-0000	APVA, LLC
0023-000-040J-0000	APVA, LLC
0023-000-040K-0000	APVA, LLC
0023-000-040L-0000	APVA, LLC

Parties to speak in the quasi-judicial matter were sworn in and Assistant Planning Director, Donna Voliva, announced changes to the staff report for Use Permits, which had been directed by the Board at the annual retreat. Removal of the staff recommendation from the report and the resulting changes to the motion work sheet were reviewed by Ms. Voliva.

Ms. Voliva used the overhead to show maps of the site location, zoning of the site and surrounding parcels, and to review the site plan for mine operations. She discussed mining policy, licensing, permitting, and community meeting feedback. Ms. Voliva presented the Technical Review Committee (TRC) assessment and responded to questions based on TRC comments. Ingress into the adjoining lots and easement locations were presented.

Dylan Lloyd, Soil and Stormwater Technician, further clarified the reasons for recommendations made during TRC related to drainage and stormwater.

Steve Weber, Attorney for the applicant, called witnesses to testify on behalf of the applicant on the findings of fact required for approval. Reference documents were distributed to each Commissioner including affidavits of testifying witnesses.

Engineer, David Klebitz, provided sworn testimony. He relayed his experience working in the development and permitting of mines and was tendered as an expert. He used a powerpoint to review the application. He presented a project overview and discussed the permitting process. He expects no impacts to nearby wells. Access and buffering details were presented, and Mr. Klebitz said the owner and applicant have agreed to clean out and periodically maintain the Willie Lead Ditch adjacent to the property. Railroad crossing permitting was discussed, and he said trucks will be required to stop at the crossing to minimize impacts. Excavation and dewatering details were presented.

Mr. Klebitz reviewed supporting statements in the Unified Development Ordinance (UDO) related to the request. Traffic loads were reviewed with an expected 50 loads per day on average. North Carolina Department of Transportation recommendations were reviewed. Mr. Klebitz said the application is consistent and conforming with the Land Use Plan and Moyock Small Area Plan.

Clay Cartwright, operator of a nearby mine, testified as to the proposed mine operation to take place at the site. He said activity at the current site would cease and operations will be moved to the new location. Mr. Cartwright responded to questions posed by Mr. Weber relative to the findings of fact required for approval. He responded to questions from Board members related to reclamation.

Steven Craddock, North Carolina Licensed Real Estate Appraiser, presented his experience and was tendered as an expert witness in his field. He reviewed the research and processes used to perform the analysis on the impacts of the proposed operation and following assessment, determined the use will not injure the value of adjoining or abutting land and will be in harmony with the area in which it is located.

Mr. Weber entered the summary documents notebook into evidence. Commissioners discussed concerns with clearing downstream ditches.

Chairman Payment opened the Public Hearing and additional parties to speak were sworn in.

A recess was called at 5:41 PM so the Board could attend the 6:00 PM ribbon cutting at the County's new Public Safety Center. The meeting reconvened at 7:30 PM.

Mr. Weber began by reporting that the applicant has agreed to take care of the off-site trees located in the ditching as a condition of approval if access is granted. He also asked Commissioners grant time for rebuttal, if needed, based on comments at public hearing.

Commissioner Payment addressed the Public Hearing and explained the quasi-judicial process. County Attorney, Ike McRee, reported on witness requirements for testimony to be considered as to the findings of fact.

Ralston Spellman lives near the entry to the sand mine and has been a county resident for over fifty years. He expressed concerns with drainage and said the County needs to look at solving the drainage problem before doing anything else. He believes the mine will add to the issue and said the Emmanuel Church across the street already has a drainage problem.

Clifton Woodley, a 30-year resident of Currituck County, also spoke to express his concerns with drainage.

Phyllis Spellman, a resident of Currituck County for fifty years, believes the mine will cause additional drainage issues and asked for help from the County Commissioners.

Ronald Powell, who resides on Caratoke Hwy, said he is not against the mine but did express concerns with drainage. He discussed flooding and drainage issues at the church which have worsened over the past couple of years.

Luke Gallop of Caratoke Highway said he has flooding at his home after a heavy rain but it descends quickly. He also relayed his concerns with drainage and with the pit being located near the major drainage way.

Harvey Roberts, Soil and Water Conservation District Supervisor, believes developers are doing an excellent job with drainage designs on site and said the problems are with the outlets downstream. He said developers should be required to try to get permission from landowners to clean outlets and specifically addressed the flooding issues at Samuel Baptist Church.

No others were signed up nor wished to speak and the Public Hearing was closed.

Mr. Klebitz returned to respond to some of the comments. He reviewed a map to show the location of the proposed mine, the existing mine and the church and ditch outlet and reiterated the applicant has agreed to keep the on-site ditch maintained and will remove the trees within the Willie Lead Ditch if granted access. He explained the stormwater plan will move seventy acres of drainage from the New Bridge Creek ditch to Willie Lead. He provided greater detail on the drainage and pumping design and said discharge would be periodic from the settling basin. Mr. Klebitz responded to questions related to drainage, de-watering and pumping operations.

Mr. Cartwright said he has had no flooding related problems or complaints with the operation of the existing mine and would not dewater if flooding was present outside of the site.

Chairman Payment recessed the meeting at 8:10 PM and reconvened at 8:18 PM.

Mr. Weber presented closing statements on behalf of the applicant. He summarized the material evidence presented by witness testimony as to the findings of fact and reviewed County policies to support approval of the request.

Commissioner White spoke of the drainage district created in Moyock that will initially focus on outfalls in an effort to rectify flooding issues at the church and surrounding areas.

Discussion concluded and Commissioner McCord moved to approve PB 21-06, Balance Tract Mine, because the applicant has demonstrated the proposed use meets the special use permit review standards of the UDO. Drainage improvements at three locations discussed by Stormwater Technician, Dylan Lloyd, and as shown on the map by the applicant's attorney, are to be snagged and cleaned out if permission is given to access the locations. Applicant will prepare and maintain the ditch that exists on site to North Carolina Highway 168 while the mine is in use.

The use will not endanger the public health or safety; the use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located; the use will be in conformity with the Land Use Plan or other officially adopted plans, including Policy ID8 and the 2014 Moyock Small Area Plan; the use will not exceed the county's ability to provide adequate public facilities.

Commissioner White seconded the motion. The motion carried, 7-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**OLD BUSINESS**

**A. PB 21-10 Currituck County Text Amendment: Request to amend the Currituck County Unified Development Ordinance, Chapter 2. Administration, Chapter 6. Subdivision and Infrastructure Standards, and Chapter 10. Definitions and Measurement to allow family subdivisions on parent parcels 12 acres in area or larger without the required connection to an existing NCDOT maintained street.**

To: Board of Commissioners

From: Planning Staff

Date: **REVISED June 30, 2021**

Subject: PB 21-10 Currituck County Text Amendment  
Family Subdivisions

**Request**

The proposed text amendment initiated by the Board of Commissioners will allow family subdivisions on parent parcels 12 acres in area or larger without the required connection to an existing NCDOT maintained street or a street that meets NCDOT standards. Resultant family subdivision lots shall be three acres in area minimum and are exempt from the current UDO requirement that private access

Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)

streets shall not serve more than five lots. The current UDO language will not allow extension of a private access street serving more than five lots.

#### **Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

#### **Land Use Plan Policies**

The following 2006 Land Use Plan Policies are relevant to this proposed text amendment.

POLICY TR8: Local streets shall be designed and built to allow for convenient CIRCULATION WITHIN AND BETWEEN NEIGHBORHOODS and to encourage mobility by pedestrians and bicyclists. Care shall be taken to encourage local street “connectivity” without creating opportunities for cut-through traffic from outside the connected areas.

POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.

#### **Staff Recommendation**

Staff recommends that the Board carefully consider impacts of this text amendment on all property owners. Owners of property along existing private access streets currently have assurance that development that accesses the street will be limited unless the street is improved to NCDOT standards.

The UDO states that the purpose of subdivision regulations is to promote health, safety, convenience, order, prosperity, and welfare of present and future residents of the county and subdivision and infrastructure standards are established to maintain conditions essential to the public’s health, safety, and general welfare.

Road maintenance is important and necessary for access, safety, and emergency response. Relaxing standards for family subdivisions may detrimentally impact existing roads and property owners along those roads. This ordinance may create situations where roads are further deteriorated due to the creation of additional lots on substandard roads. Staff is concerned with allowing unlimited lots along a private access street. This text amendment leaves the potential for an unlimited number of lots dependent on access from a private access street. The current limitation for private access streets is 5 lots.

Staff recommends a process for existing owners of a private access street and those with the legal right to access a private street the ability to provide consent for further subdivision along the street. The proposed language includes a requirement for consent by owners of existing private streets.

Staff recommends that family subdivision lots created subject to these regulations shall not be further divided into family subdivision lots, the proposed language includes this prohibition.

Staff suggests including language on the recorded plat that the family subdivision is for the purpose of keeping the land within the family and not for the purpose of short-term investment or circumvention of the UDO.

Staff recommends approval of the request and suggests the following Statement of Consistency: The requested zoning text amendment is consistent with the goals, objectives and policies of the 2006 Land Use Plan including:

Policy TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE at the time of development. This policy is intended to prevent the creation of substandard developments that must later correct for infrastructure problems that could have been avoided, had they been installed properly from the beginning. Family subdivisions and non-asphalt roads serving the northern beaches are the only exceptions to this policy.

The request is reasonable and in the public interest because:

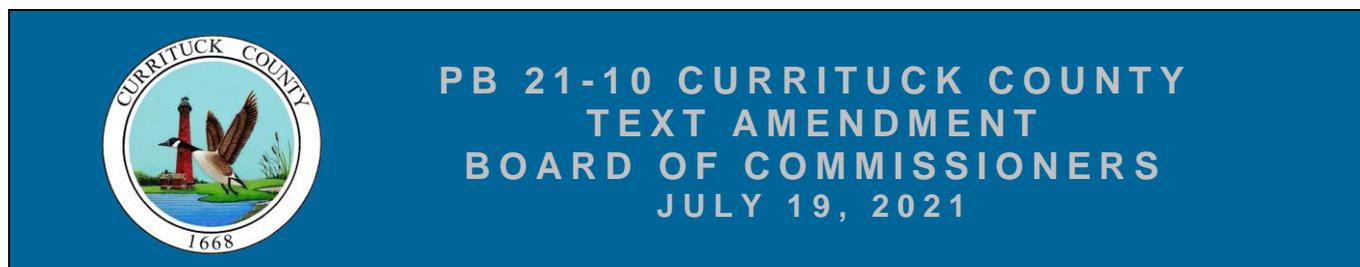
It allows family subdivisions to create larger parcels with relaxed access standards for the purpose of keeping the land within the family.

#### Planning Board Recommendation

On June 8, 2021, the Planning Board recommended denial of the requested text amendment with a 3-2 vote.

#### Motion

Mr. Doll moved to recommend denial of PB 21-10 because the request is not consistent with the 2006 Land Use Plan: Land Use and Development Goal #10 to properly distribute development forms in accordance with the suitability of land, infrastructure available, and the compatibility of surrounding land uses. And the text amendment may not result in a logical and orderly development pattern because extension of sub-standard private access streets for family subdivision purposes may detrimentally impact existing property owners along the streets. Chairman Ballance seconded the motion and the motion carried 3-2 with Mr. Owens and Mr. Bass voting nay.



Amendment to the Unified Development Ordinance, Chapter 2. Administration, Chapter 6. Subdivision and Infrastructure Standards, and Chapter 10. Definitions and Measurement.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 2 is amended by adding the following underlined language and renumbering accordingly:

**2.4.8. Subdivision**

**D. Minor Subdivision**

**(1) Procedure**

**(a) Pre-Application Conference**

Not applicable.

**(b) Community Meeting**

Not Applicable.

**(c) Application Submittal and Acceptance**

(i) Applicable (see Section 2.3.4). Applications shall include a final plat prepared in accordance with the standards in Section 2.4.8.E.5.b, Final Plat Review Standards.

(ii) Applications and plats for a family subdivision shall include an attestation that the purpose for the subdivision is solely for the conveyance of lots to family members, and that conveyance of a lot in a family subdivision to a non-family member is a violation of this Ordinance.

**(d) Staff Review and Action**

Applicable (see Section 2.3.5). The Planning Director shall decide an application for a minor subdivision in accordance with Section 2.3.5.D, Applications Subject to Decision by Planning Director or Technical Review Committee, and Section 2.4.8.D.2, Minor Subdivision Review Standards.

**(e) Public Hearing Scheduling and Public Notification**

Not applicable.

**(f) Public Hearing Procedures**

Not applicable.

**(g) Advisory Body Review and Recommendation**

Not applicable.

**(h) Decision-Making Body Review and Decision**

Not applicable.

**(2) Minor Subdivision Review Standards**

**(a) General Standards**

A minor subdivision shall be approved on a finding that:

(i) It complies with all applicable standards in Chapter 6: Subdivision and Infrastructure Standards, the standards for a final plat in Section 2.4.8.E.5.B; and all other applicable standards in this Ordinance;

(ii) It complies with the dimensional standards of Chapter 3 (except as allowed in Section 2.4.8.D.2.B.IV);

(iii) It will result in no more than three lots created from the parent parcel or tract (including the

residual parcel or tract of less than ten acres in area), as it existed on April 2, 1989 (except as allowed in Section 2.4.8.D.2.B, Additional Standards for Family Subdivisions, or as allowed in Section 2.4.8.D.2.C., Additional Standards for Non-residential Minor Subdivisions);

(iv) It does not front an existing NCDOT-maintained public street (except for Family Subdivisions, and Non-residential Minor Subdivisions);

(v) The parent parcel and new parcel(s) shall front a private access street (except as allowed in Section 2.4.8.D.2.C, Additional Standards for Non-residential Minor Subdivisions). The existing driveway to the parent parcel shall be removed if that driveway is not converted into the private access street to service the resultant parcels.

(vi) There is no public right-of-way dedication;

(vii) It does not create a private access street serving more than two lots unless it is a family subdivision;

(viii) Any private access street created shall connect to an existing NCDOT-maintained public street (except as allowed in Section 2.4.8.D.2.B.IV) and shall comply with Section 6.2.1.B.1 Private Access Street Standards; and,

(ix) It does not require significant infrastructure improvements. For the purpose of this section significant infrastructure includes, but is not limited to: a road installed to NCDOT standards, fire hydrant, and/or a fire pond.

**(b) Additional Standards for Family Subdivisions**

Family subdivisions shall follow the review procedure for minor subdivisions and shall comply with the general standards in (a) above as well as the following:

(i) Lots shall be conveyed solely to family members within two degrees of kinship (e.g., child, grandchild). A maximum of one lot shall be conveyed to the individual family member, including family subdivisions on different parent parcels.

(ii) No more than five lots are created from the parent parcel or tract (including the residual parcel or tract of less than ten acres in area) as it existed ten years prior to application submittal.

(iii) Ingress and egress to a lot shall not be from a major arterial street.

(iv) Private access streets created shall connect to an NCDOT-maintained public street and shall not

serve more than five lots except for lots that meet the following standards:

- (A) The parent parcel or tract shall be a minimum of 12 acres in area.
- (B) Lots created shall be a minimum of 3 acres in area in all zoning districts with a minimum lot width of 125 feet.
- (C) Existing and new streets shall be improved in accordance with Section 6.2.1.B.1. from an NCDOT maintained public street to the lots created.
- (D) A certification by an NC licensed engineer shall be required on the recorded plat indicating that the existing and new streets meet North Carolina State Fire Code.
- (E) All owners of existing private streets shall consent to the family subdivision application.
- (F) An agreement specifying ownership and responsibility for the maintenance of existing and new streets shall be recorded prior to approval of the plat.
- (G) The plat shall state that lots created shall not be further divided into family subdivision lots.

(v) Principal uses shall be limited to single-family detached dwellings and customary accessory uses.

**Item 2:** That Chapter 6 is amended by adding the following underlined language:

**6.2.1. Street Standards**

**E. Applicability**

Unless exempted in accordance with Section 6.2.1.B, Exemptions, the street standards shall apply to all streets serving three or more lots.

**F. Exemptions**

**(1) Private Access Streets**

(a) A street within a family subdivision or serving a subdivision of two or fewer lots are exempted from the standards in this section, provided they are configured in accordance with Figure 6.2.1.B, Private Access Street Standards, and Section 6.2.1.€D.4, Connection with State Streets, except as permitted in Section 2.4.8.D.2.B.IV.

(b) One private access street is allowed per parent parcel as it existed on April 2, 1989, except as permitted in Section 2.4.8.D.2.B.IV.

(c) All subdivision plats served by private access streets shall bear the following notation:

“Private access streets do not meet the NCDOT’s minimum standards for the assumption of maintenance. Currituck County does not construct or maintain streets. Further subdivision of any lot shown on this plat may be prohibited by the Currituck County UDO unless the private access street is improved consistent with minimum NCDOT standards.”

Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)

**G. Street Design Standards**

Streets in development subject to these standards shall comply with the following:

**(4) Connection with State Streets**

Provide direct access to an improved street that meets NCDOT design and construction standards or one that has been accepted for maintenance by NCDOT, to the maximum extent practicable.

**H. Minimum Street Width**

All streets in a subdivision subject to these standards shall comply with the minimum street width standards in Table 6.2.1.D, Minimum Street Width Standards.

TABLE 6.2.1.D: MINIMUM STREET WIDTH STANDARDS							
Subdivision Type	Minimum Right of Way Width (feet)	Local Street		Collector Street		NCDOT Design Standards Applicable?	NCDOT Construction Standards Applicable?
		Minimum Pavement Width (feet)	Minimum Shoulder Width (feet)	Minimum Pavement Width (feet)	Minimum Shoulder Width (feet)		
Family Subdivision	24	20	2	N/A	N/A	No	No
Residential Subdivision	See NCDOT <i>Subdivision Roads Minimum Construction Standards Manual</i>					Yes	Yes
Nonresidential Subdivision						Yes	Yes
Conservation Subdivision	30	20 [1]	N/A	N/A	N/A	No	Yes
Planned Unit and Planned Development [2]	30	20 [1]	N/A	N/A	N/A	No	Yes

## NOTES:

[1] See Section 6.2.1.G for one-way street pavement width requirements

[2] Streets in Planned Developments shall be installed in accordance with the approved master plan and the requirements of this section.

**6.2.3 Utility Standards****I. Water Supply Standards****(1) Water Supply System Required**

(a) Every principal use and every buildable lot in a subdivision shall be serviced by a means of water supply that is adequate to accommodate the reasonable needs of such use or lot and that complies with all applicable health regulations.

(b) All buildable lots within a planned unit development, planned development, or multi-family development shall be connected and serviced by the county water supply system.

(c) Except for family subdivisions, lots in the Fruitville and Moyock-Gibbs Woods Townships, and lots located in the Agriculture (AG) zoning district, all new subdivisions and nonresidential development shall be connected and serviced by the county water supply.

**Item 3:** That Chapter 10 is amended by adding the following underlined language:

**10.3.3 Lots**

(8) **Lot Types (see Figure 10.3.3.A.7, Lot Types)**

(5) **Family Subdivision Lot**

A lot created through the family subdivision process (see Section 2.4.8).

J. **General Lot Requirements**

(2) **Family Subdivision Lots**

(a) Family subdivision lots shall maintain a minimum lot area of 40,000 square feet, regardless of the minimum requirements for the zoning district (except as permitted in Section 2.4.8.D.2.B.IV or in the SFR district, where district requirements apply).

(b) Family subdivision lots are not required to front onto a public or private street.

**10.3 Definitions**

**STREET, PRIVATE ACCESS**

A street subject to the requirements of Section 6.2.1.B.1, Private Access Streets, that serves a family subdivision or a maximum of two lots.

**SUBDIVISION, FAMILY**

A subdivision where single-family lots may only be conveyed to family members within two degrees of kinship (e.g., child, grandchild).

**Item 4:** Staff suggested Statement of Consistency and Reasonableness:

**Item 5:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Kevin Kemp, Development Services Director, reviewed the item which was continued from the August 2, 2021, Commissioner meeting. A brief summary was presented of prior Board discussion, with the remaining question pertaining to the number of lots that would be allowed to access a private access street. Mr. Kemp said a history of past ordinances had been prepared by staff, as requested, and had been forwarded to Board members for review.

Commissioner Beaumont recalled the discussion at the previous meeting and responded to Board concerns related to private roadways. He noted road requirements for family subdivisions may be the best method for private roads to be improved and maintained. Commissioner Beaumont also spoke of the lack of affordable housing in Currituck County.

Ike McRee, County Attorney, was asked about the county's enforcement ability when it comes to roads. He said parameters under county ordinance or as represented on an approved plat are enforceable until the roads are assumed by the North Carolina Department of Transportation. He said the county has no recourse when it comes to private roads.

Commissioners held discussion on issues with maintenance of private access roads and past regulations related to the family subdivision and the exempt family division in the county ordinance. Staff responded to several questions and scenarios as posed by Commissioners pertaining to rules for private roads and family subdivisions.

Commissioner Jarvis said she understands wanting to pass property to children but expressed concerns with the unintended consequences and impacts of changing the rules for family subdivisions. Commissioner Jarvis moved to deny PB 21-10: Currituck County Text Amendment, because it is not consistent with the 2006 Land Use Plan-Land Use and Development Goal #10: To properly distribute development forms in accordance with the sustainability of land and infrastructure available and the compatibility of surrounding land uses; and the text amendment may not result in a logical and orderly development pattern because the extension of substandard private access roads for family subdivision purposes may detrimentally impact the existing property owners along the street.

Commissioner Mary Etheridge seconded the motion.

Prior to the vote, Commissioner J. Owen Etheridge voiced his concern with people not being able to use their property and Commissioners discussed both the existing and former regulations for Family Subdivisions in Unified Development Ordinance.

Discussion concluded and the motion for denial carried, 4-3. Commissioners Paul Beaumont, J. Owen Etheridge and Kevin McCord voted against the motion to deny.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM DENIED [4 TO 3]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Bob White, Commissioner
<b>NAYS:</b>	Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner

## NEW BUSINESS

**A. Designation of County Attorney Ike McRee as Interim County Manager Under G. S. 153A-84 Effective August 28, 2021**

Commissioner White moved for approval of the appointment. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0.

Commissioner Beaumont suggested progress updates on the County Manager search be presented at each Board meeting.

Chairman Payment had spoken with Neil Emory of the North Carolina Association of County Commissioners (NCACC). Mr. Emory will meet with Commissioners to review the process and steps for recruitment as well as discuss resources and assistance available through the NCACC. Commissioner Mary Etheridge, J. Owen Etheridge and Selina Jarvis reported they also spoke to Mr. Emory about the manager vacancy.

**RESULT:**           **APPROVED [UNANIMOUS]**  
**MOVER:**           Bob White, Commissioner  
**SECONDER:**       Mary "Kitty" Etheridge, Commissioner  
**AYES:**             Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**B) Consent Agenda**

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0.

**RESULT:**           **APPROVED [UNANIMOUS]**  
**MOVER:**           Paul M. Beaumont, Vice Chairman  
**SECONDER:**       Mary "Kitty" Etheridge, Commissioner  
**AYES:**             Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

1. **Consideration and Approval of Utility Line Easement Agreement to Public Safety Building from Currituck County to Carolina Telephone and Telegraph, LLC d/b/a Century Link**
  
2. **Approval and Authorization for County Manager’s Execution of Consent to Cross U.S. Government Right-of-Way at Coinjock Canal for Location of 16” Water Main**

Communication: Minutes for August 16, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)

3. **Approval and Authorization for County Manager's Execution of Memorandum of Agreement With North Carolina Department of Environmental Quality for Construction, Maintenance and Monitoring of Groundwater Monitoring Station at Maple Wellfield**
- 4) **Approval Of Minutes-August 2, 2021**
  1. **Minutes for August 2, 2021**

## ADJOURN

### Motion to Adjourn Meeting

There was no further business and Commissioner White moved to adjourn. Commissioner Jarvis seconded the motion. The motion carried, 7-0, and the meeting of the Board adjourned at 9:07 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner



**CURRITUCK COUNTY  
NORTH CAROLINA**

July 21, 2021

Minutes – Special Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners held a Special Meeting with the Currituck County Board of Education to discuss Currituck County School expansion projects and general education matters. The Special Meeting took place in the Sanderlin Auditorium, Cooperative Extension Currituck Center, 120 Community Way, Barco, North Carolina.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Absent	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Absent	

Chairman Payment called the meeting to order at 6:00 PM.

**JOINT MEETING WITH BOARD OF EDUCATION-SCHOOL FACILITIES**

County Manager, Ben Stikeleather, reviewed the design plans and layouts for the planned expansion and renovation projects at Moyock Elementary and Moyock Middle Schools. Mr. Stikeleather said the design for the kindergarten space at the elementary school will require a complete tear down while the Middle School expansion will consist of an addition being constructed on the back side of the building. The projects are set for completion by August, 2023.

Commissioners received information from Dr. Matt Lutz, Superintendent, on the school facilities study. Dr. Lutz projected a draft of the ten-year plan will be complete by the end of the July, 2021. Dr. Lutz reported more than half of the school system's positions have been filled, and Elementary schools were fully staffed by June, 2021.

**ADJOURN**

**Motion to Adjourn Meeting**

There was no further discussion and no further business. Chairman Payment moved to adjourn, and Commissioner McCord seconded the motion. The motion carried, 5-0, and the meeting was adjourned at 6:50 PM.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Michael H. Payment, Chairman  
**SECONDER:** Kevin E. McCord, Commissioner  
**AYES:** Michael H. Payment, Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner  
**ABSENT:** Paul M. Beaumont, Vice Chairman, Bob White, Commissioner

Communication: BOC/BOE Joint Meeting-July 21, 2021 (Approval Of Minutes: 8-16-21 / SM 7-16-21)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3232)

**Agenda Item Title:** Amended-Resolution to Establish the Board of Commissioners Regular Meeting Time

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**By State Statute, the Board of Commissioners is required to establish and post a regular meeting schedule. The Board of Commissioners amended the agenda to include a Resolution to consider a change to the regular meeting schedule by moving the second meeting of the month from 4 PM to 6 PM**

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** Yes

**Manager Recommendation:**

**RESOLUTION OF THE BOARD OF COMMISSIONERS FOR CURRITUCK COUNTY, NORTH CAROLINA ESTABLISHING THE REGULAR MEETING TIME AND PLACE FOR BOARD OF COMMISSIONERS MEETINGS**

**WHEREAS**, pursuant to N.C. Gen. Stat. §153A-40 a board of commissioners shall hold a regular meeting at least monthly: and

**WHEREAS**, pursuant to N.C. Gen. Stat. §153A-40 a board of commissioners may by resolution fix the time and place of its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners for the County of Currituck, North Carolina that:

Section 1. Beginning with its meeting on September, 20, 2021, the Currituck County Board of Commissioners shall hold its regular meetings on the first Monday of each month at 6:00 p.m. and the third Monday of each month at 6:00 p.m. in the Commissioners Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina 27929.

Section 2. The Clerk to the Board of Commissioners shall post a copy of this resolution on the Historic Currituck Courthouse bulletin board and cause its publication no less than ten days prior to September 20, 2021.

Section 3. This resolution shall be effective upon its adoption.

ADOPTED this 7th day of September, 2021.

\_\_\_\_\_  
Michael H. Payment, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Resolution Establishing Meeting Time 090721 (Amended-Resolution to Establish the Board of Commissioners Regular Meeting



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 3218)

**Agenda Item Title:** County Manager Search and Recruitment

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Discussion

---

**Brief Description of Agenda Item:**

Commissioners will discuss and consider options as to how the Board wishes to move forward to fill the role of County Manager.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**