



**Board of Commissioners  
Agenda Packet**

**June 20, 2016**

**Work Session**

4 PM: Fire & EMS-Volunteer Recruitment, Training and Retention

**5:00 Call to Order**

- A) Invocation & Pledge of Allegiance-Reverend Lewis Antonucci, Jarvisburg Church of Christ
- B) Approval of Agenda

**Public Hearings**

- A) **Public Hearing and Action: PB 16-09 Currituck County:** Request to amend the Unified Development Ordinance, Chapter 3. Zoning Districts and Chapter 6. Subdivision and Infrastructure Standards for lots that exceed the county water supply system connection distance formula.

**New Business**

- A) **Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Section 8-98 of the Currituck County Code of Ordinances Regarding Traffic Regulations for Outdoor Tour Operator Vehicles and Section 8-100 to Provide for Appeal From Issuance of Civil Citations**
- B) **Ordinance of the Currituck County Board of Commissioners Amending Section 2-56 of the Currituck County Code of Ordinances Modifying the Time for the Regular Meetings of the Currituck County Board of Commissioners**
- C) **Board Appointments**
  - 1. Appointments to the Historic Boat and Building Advisory Board
  - 2. Game Commission
  - 3. Appointment to the Fire and EMS Advisory Board
- D) **Consent Agenda**
  - 1. Approval Of Minutes for June 6, 2016
  - 2. JCPC Certification
  - 3. Softball Fields, Currituck Community Park - Change Order #1
  - 4. Approval of Application for Alcohol at Ruritan Park-Knotts Island Peach Festival
  - 5. Petition for Road Addition-Lloyd's Lane, Aydlett
  - 6. Consideration and Approval of Job Description Revisions
  - 7. Amended Agenda Item-Resolution of the Currituck County Board of Commissioners Supporting Certain Sections of HB 1030 2016 Appropriations Act Related to Modifications to the North Carolina Marine Fisheries Commission and its Authority.

## E) Commissioner's Report

## F) County Manager's Report

**Public Comment**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.***

**Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Preserve the Attorney-Client Privilege and to Consult With the County Attorney Regarding Matters Entitled Price Solar, LLC v. Currituck County; Wheeler v. Currituck County; Ecoplexus, Inc. v. Currituck County; Moyock Commercial Properties, LLC v. Currituck County and Swan Beach Commercial, LLC v. Currituck County.

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1580)**

**Agenda Item Title**

4 PM: Fire & EMS-Volunteer Recruitment, Training and Retention

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Ralph Melton



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1511)**

### **Agenda Item Title**

Public Hearing and Action: PB 16-09 Currituck County:

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

Request to amend the Unified Development Ordinance, Chapter 3. Zoning Districts and Chapter 6. Subdivision and Infrastructure Standards for lots that exceed the county water supply system connection distance formula.

### **Planning Board Recommendation:**

Mr. Craddock moved to approve PB 16-09 as presented because it is consistent with the goals, objectives, and policies of the Land Use Plan; it endorses utilities extension policies that focus water and sewer services; and it protects farmland from development pressures brought about by such utilities. Mr. Whiteman seconded the motion and motion carried.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Donna Voliva,

### **Presenter of Agenda Item**

Ben Woody



## Currituck County

Planning and Community Development Department  
*Planning and Zoning 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: May 20, 2016  
 Subject: PB 16-09 Currituck County Development - Utilities Text Amendment

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At the 2016 BOC Retreat in January, the board directed planning staff to prepare a text amendment that would address the county's water supply and extension standards in areas that are not currently served by the county water supply system and in a way that would preserve the full service development concept.

Specifically, the proposed amendment addresses areas not currently served by the county water supply system by allowing development in the Agricultural zoning district at a lower density and increased lot size. This will provide a development alternative without connecting to the county water supply system when properties are located beyond the formulated connection distance. In addition, the proposed amendment also removes the performance guarantee and supports installation of the infrastructure on properties located in non-exempt areas of the county. The connection distance formula would only apply to the Agricultural zoning district and provide an alternative when the distance does not financially support connection.

The purpose of this text amendment is to:

- Maintain the county water supply connection standards for development and continue to exempt family subdivisions, lots in the Fruitville Township, and lots in the Moyock-Gibbs Woods Township. This will ensure water main extensions occur in a manner that support sound fiscal management and economic growth.
- Remove the performance guarantee and connection distance formula for water infrastructure (except exemptions) and promote the installation of utilities in targeted growth areas. (WS3)
- Maintain the connection formula for properties in the Agricultural zoning district and, provide an exemption for lots in the Agricultural zoning district located beyond the formulated distance connection requirement. This will occur with a reduction in density allocation and an increase in lots size in order to protect the county's rural character and allow development at densities consistent with available public utilities.

The 2006 Land Use Plan Policy statements that are relevant to the request are as follows:

**POLICY WS3:** Currituck County endorses UTILITIES EXTENSION POLICIES that focus water and sewer services (1) within existing developed areas and in nearby targeted growth areas identified as Full Service and Limited Service areas, (2) where development densities would make the provision of all public services more efficient, (3) where the land is particularly well suited for development and (4) away from environmentally sensitive areas, such as areas with extensive wetlands or the northern beaches of the Outer Banks.

**POLICY WS4:** Currituck County endorses utilities extension policies that avoid those parts of the county best suited for agriculture and to PROTECT FARMLAND FROM DEVELOPMENT PRESSURES brought about by such utilities. Exceptions to this policy may include extensions for major economic development initiatives, and extensions to address imminent public health problems or related environmental hazards.

**Recommendation:**

Planning staff recommends **approval** of the text amendment because it is consistent with the goals, objectives, and policies of the Land Use Plan by continuing to focus water service in existing developed areas, in nearby targeted grown areas identified as full service and limited service, and results in a logical and orderly development pattern.

**Planning Board Recommendation:**

Mr. Craddock moved to approve PB 16-09 as presented because it is consistent with the goals, objectives, and policies of the Land Use Plan; it endorses utilities extension policies that focus water and sewer services; and it protects farmland from development pressures brought about by such utilities. Mr. Whiteman seconded the motion and motion carried.

### Planning Board Discussion (5/10/16)

Ms. Voliva provided an overview of the text amendment and the maps showing property within 1000 feet of county waterlines.

Mr. Cooper said the requirement is not for Residential zoning districts, but for Agricultural zoning districts. Would it be a possibility that you could have spot zoning if someone had a residential zoned parcel and wants to develop without water?

Ms. Voliva said criteria that must be established for consideration when you are looking at rezoning property, whether or not a parcel could be considered spot zoning. Family subdivisions are exempt from this amendment.

Mr. Cooper said when the density goes to 0.15 it is 15 lots within 100 acres. If someone had 100 acres, that is residential and 5,000 ft. from the waterline; is there any thought given not requiring it to be rezoned to agricultural and count this as your density across any zoning district?

Ms. Voliva said the county just recently amended the ordinance to address some of the other residential density calculations.

Mr. Craddock asked what the percentage of agricultural zoning district is within the county.

Mr. Woody said approximately 70%.

Mr. Craddock said much of the land that is zoned agricultural in the northern end of the county is marshland or wetlands.

Ms. Voliva said if 100 acres was zoned agricultural you would be required to do a conservation subdivision, 50 acres would go into open space, approximately 45 acres would be developed, and 10 percent for roads. With .33 units per acre that would give you 33 lots on 45 acres with county water and 15 lots on 45 acres if you were on a private well.

Mr. Cooper said this is for agricultural zoning district and not residential zoning district. This is giving people whose property that is zoned agricultural ways to develop at lower density without having to post a performance guarantee.

Mr. Cooper opened and closed the public hearing.

Mr. Cooper asked in a minor subdivision, the same 100 acres tract, what happens with the first 5 acres?

Ms. Voliva said 3 acres the first 5 acres and the remainder parcel has the .15 density.

Mr. Woody said you can always do family subdivision lots, 1 acre without any connection requirements.

Mr. Craddock asked if there are limitations on how many times it can be subdivided on family subdivision after it is exempt.

Ms. Voliva said it is a 10 years period.

Mr. Cooper said the same 100 acres parcel, if you do 4 lots on 3 acres each for a minor subdivision with the remainder of 88 acres; does the .15 apply to the 88 acres or to the original 100 acres?

Ms. Voliva said if you are doing a minor and coming right in to do your major, then your minor will count towards the allocation numbers. There is a five year time limit.

Mr. Craddock moved to approve PB 16-09 as presented because it is consistent with the goals, objectives, and policies of the Land Use Plan; it endorses utilities extension policies that focus water and sewer services; and it protects farmland from development pressures brought about by such utilities. Mr. Whiteman seconded the motion and motion carried.

### **Planning Board Discussion (4/12/16)**

Ms. Voliva presented the staff report.

Mr. Cartwright asked if it is different now the way it is done and what is being proposed. Could you also provide your own water like Saddlebrook?

Ms. Voliva said this request requires county water system connection. Ms. Voliva said in an agricultural zoning district you can't do a traditional subdivision, but you can do a minor.

Mr. Cooper said anything non-agricultural cannot be developed without connecting to county water. Mr. Cooper said how much SFM (Single Family Mainland) is instantly devalued because of this amendment.

Ms. Voliva said as proposed the connection formula will be provided for properties in the agricultural zoning district and, an exemption for lots in the agricultural zoning district located beyond the formulated distance connection. The SFM connection is unchanged but the performance guarantee is removed.

Mr. Cooper said in the agricultural zoning district the density is cut in half, but for SFM you have to connect to county water or rezoned with no change to density.

Mr. Cooper asked if there is a potential for spot zoning issues. Ms. Voliva said there may be a potential rezoning one lot.

Mr. Woody said he doesn't know of a bond being posted for property zoned single family since he has been here.

The Planning Board discussed where the water lines are located within the county.

Ms. Voliva said the water lines generally go down the main highway in the southern end of the county.

Mr. Cooper said SFM or any non-agricultural zoning district you connect to county water or you don't develop. In agricultural if you are further away than the formula; you can develop but half the density.

Ms. Voliva said this is a way of preserving the full service designation by concentrating your densities in areas that have services.

Mr. Cooper opened and closed the public hearing.

Mr. Cooper moved to continue PB 16-09 so staff can provide a map showing parcels 1000 feet away from a water line instead of 100 feet. Mr. Whiteman seconded the motion and motion carried unanimously.

**PB 16-09**  
**CURRITUCK COUNTY**

Amendment to the Unified Development Ordinance Chapter 3. Zoning Districts and Chapter 6. Subdivision and Infrastructure Standards, for lots that exceed the county water supply system connection distance formula.

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 3. Zoning Districts is amended by adding the following underlined language and deleting the struck-through language:

### 3.3.3. Agriculture (AG) District

# AG

## AGRICULTURAL

## DISTRICT



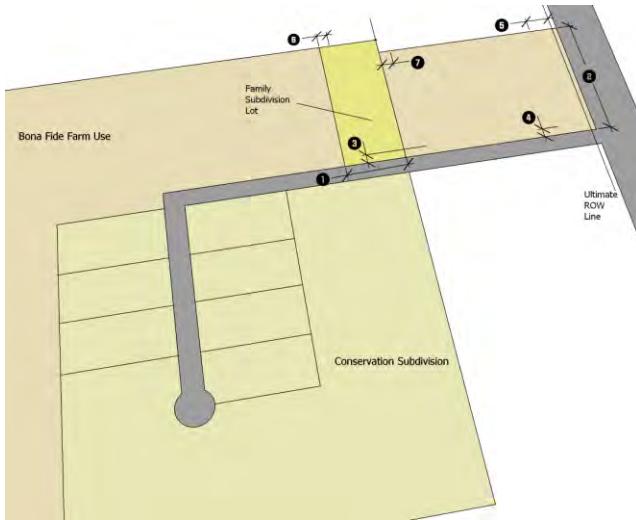
#### A. DISTRICT PURPOSE

The Agricultural (AG) district is established to accommodate agriculture and agriculturally-related uses (including residential development) at very low densities in rural portions of the county. The district is intended to preserve and protect active agricultural uses, farmlands, and other open lands for current or future agricultural use. The district accommodates small-scale residential uses and allows farmers to capture a portion of the land's development potential through special provisions for conservation subdivisions that allow a portion of a tract or site to be developed with single-family homes while the balance of the site is left as open lands available for continued agricultural use. The district accommodates a wide range of agricultural and agricultural-related uses like "agri-business" and "agri-entertainment", but prohibits uses that are not directly related to or that do not provide direct support for agricultural activities.

#### B. LOT PATTERNS



#### C. LOT CONFIGURATION



## F. DIMENSIONAL STANDARDS

TD = Traditional Development

CS = Conservation Subdivision Development

	TD	CS		TD	CS
Max. Gross Density (du/ac)	N/A	-	Min. Front Setback (ft) [4]	20	N/A
With 50% Open Space (du/ac)			Min. Corner Side Setback (ft)	20	N/A
County Water Supply	-	0.33	Min. Major Arterial Street Setback (ft)	50	50
No County Water Supply [7]		0.15	Min. Side Setback (ft)	15	15
With 60% Open Space (du/ac)		0.4	Min. Rear Setback (ft)	25	N/A
Max. FAR (%)	0.40	N/A	Min. Agriculture Setback (ft) [5]	N/A	50
Min. Lot Area (acres) [1]	-		Min. Accessory Use Setback (ft)	10	10
County Water Supply (square feet)		30,000	Min. Driveway/Parking Setback (ft)	10	N/A
No County Water Supply (acres) [7]		2	Min. Fill Setback from all Lot Lines (ft)	10	10
Max. Lot Area (acres)	N/A	N/A	Min. Wetland/Riparian Buffer (ft) [5]	50	50
Min. Lot Width, Interior Lot (ft) [2]	12.5	N/A	Max. Building Height (ft) [6]	35	35
Min. Lot Width, Corner Lot (ft)	13.5	N/A	Min. Spacing Between Principal Buildings (ft)	10	31.0
Max. Lot Depth	[3]	N/A			
Max. Lot Coverage (%)	30	30			

[1] Minor subdivision lots shall be at least 40,000 square feet in area on public water supply and, 3 acres in area when the proposed minor subdivision exceeds the county water

[6] Not applied to farm structures meeting minimum setbacks plus an additional setback of one foot for each

supply connection distance formula

- [2] All lots shall maintain a minimum street frontage of 35 feet
- [3] Lot depth shall not exceed four times the lot width
- [4] Front setbacks shall be measured from ultimate ROW line
- [5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater

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foot in height over 35 feet

[7] Applied to subdivisions that exceed the county water supply connection distance formula in Chapter 6

### 3.4.2. Single-Family Residential–Mainland (SFM) District



#### A. DISTRICT PURPOSE

The Single-Family Residential–Mainland (SFM) district is established to accommodate low density residential neighborhoods and supporting uses on mainland Currituck County ~~outside of Full Service areas~~. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity, interrupt scenic vistas from the Caratoke Highway, or place undue stress on the county's educational infrastructure. A variety of residential use types are allowed in the district, including single-family detached homes, manufactured homes on their own lots, detached accessory dwelling units, as well as duplexes. The district accommodates agriculture, equestrian uses, minor utilities, as well as various neighborhood-supporting institutional uses such as parks, open space, religious institutions, schools, and similar uses. This district also includes the conservation subdivision option with the ability to accommodate up to one unit per acre in Full Service areas designated on the future land use map of the Land Use Plan. Major utilities require approval of a use permit, while commercial, office, and industrial uses are prohibited.

#### B. LOT PATTERNS



#### F. DIMENSIONAL STANDARDS

TD = Traditional Development

CS = Conservation Subdivision Development

	TD	CS		TD	CS
Max. Gross Density – Traditional Dev. (du/ac)	N/A	–	Min. Front Setback (ft)	20	N/A
Max. Gross Density – Conservation Subdivisions			Min. Corner Side Setback (ft) [4]	20	N/A 3
In Rural/Conservation Areas (du/ac)	–	0.33	Min. Major Arterial Street Setback (ft)	50	50 4
In Limited Service Areas (du/ac)	–	0.75	Min. Side Setback (ft)	10	10 5
In Full Service Areas (du/ac)	–	1.0	Min. Rear Setback (ft)	25	N/A 6
Max. FAR (%)	0.40	N/A	Min. Agriculture Setback (ft) [5]	50	50 7
Min. Lot Area (sq ft)	40,0	25,0	Min. Accessory Use Setback (ft)	10	10 8

	00	00					
Max. Lot Area (acres)	N/A	N/A		Min. Driveway/Parking Setback (ft)	10	N/A	9
Min. Lot Width, Interior Lot (ft) [1]	125	N/A	1	Min. Fill Setback from all Lot Lines (ft)	10	10	
Min. Lot Width, Corner Lot (ft)	135	N/A	2	Max. Building Height (ft)	35	35	0
Max. Lot Depth	[2]	N/A		Min. Wetland/Riparian Buffer (ft) [5]	50	50	-
Max. Lot Coverage (%)	30	30		Min. Spacing Between Principal Buildings (ft)	10	10	=
[1] All lots shall maintain a minimum street frontage of 35 feet				[5] Applied to major subdivisions platted after January 1, 2013 and site plans on lots 10 acres in area and greater			
[2] Lot depth shall not exceed four times the lot width				[3] 35% for platted lots of 19,000 sf in area or less			
[4] Front setbacks shall be measured from ultimate ROW line							

**Item 2:** That Chapter 6. Subdivision and Infrastructure Standards is amended by adding the following underlined language and deleting the struck-through language:

### 6.2.3. Utility Standards

#### D. 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, and lots in the Fruitville and Moyock-Gibbs Woods Townships, and lots located in the Agricultural (AG) zoning district, all new subdivisions and nonresidential development shall be connected and serviced by the county water supply system, if the distance between the closest existing county water main and the proposed development is within the following formula distance:

~~100 feet for each of the first ten units plus 20 feet for each additional unit.~~

*~~Example: a proposed subdivision with 30 single-family dwelling units located 1,400 feet or less from an existing water main shall connect (10 units x 100) + (20 units x 20).~~*

- (d) ~~In determining the number of units proposed in a phased development, the number of units for water services relates to the total number of proposed units for the entire tract rather than a single phase of the proposed development.~~
- (ed) All new subdivisions located in the AG zoning district shall be connected and serviced by the county water system if the distance between the closest existing county water main and the proposed development is within the following formula distance: 100 feet for each of the first ten units plus 20 feet for each additional unit. In determining the number of units proposed in a phased development, the number of units for water services relates to the total number of proposed units for the entire tract rather than a single phase of the proposed development.

*Example: a proposed subdivision with 30 single-family dwelling units located 1,400 feet or less from an existing water main shall connect (10 units x 100) + (20 units x 20).*

~~Where the distance to the closest existing county water main exceeds the formula in (e) above, the developer shall submit a performance guarantee in the form of a cash deposit for future water improvements in an amount equal to 115 percent of the estimated full cost of completing the required improvements, including the costs of materials and labor. Improvements include, but are not limited to, the water main (required extension distance), laterals, service lines, meter boxes, yokes, and fire~~

hydrants. meet the minimum dimensional standards in Chapter 3 for lots not served by the county water supply system located in the AG zoning district.

(f) The maximum connection distance for nonresidential uses shall be determined by converting projected water demand from the development into an equivalent number of residential units and applying the formula in (cd) above. For the purposes of this section, an individual residential dwelling unit uses 250 gallons of water per day.

Example: a proposed nonresidential use is anticipated to use 7,500 gallons of water per day. This is equivalent to 30 residential units (7,500/250 = 30), and the use shall connect if it is located 1,400 feet or less from an existing water main (10 units x 100) + (20 units x 20).

(ge) Water lines owned by the Ocean Sands Water and Sewer District shall be considered part of the county's water supply system for the purposes of this section.

**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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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: \_\_\_\_\_

PLANNING BOARD RECOMMENDATION: \_\_\_\_\_

VOTE: \_\_\_\_ AYES \_\_\_\_ NAYS \_\_\_\_\_

ADVERTISEMENT DATE OF PUBLIC HEARING: \_\_\_\_\_

BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_

BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_

POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_

AMENDMENT NUMBER: \_\_\_\_\_



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1582)**

### **Agenda Item Title**

Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Section 8-98 of the Currituck County Code of Ordinances Regarding Traffic Regulations for Outdoor Tour Operator Vehicles and Section 8-100 to Provide for Appeal From Issuance of Civil Citations

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

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Donald (Ike) I. McRee Jr

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AMENDING SECTION 8-98 OF THE CURRITUCK COUNTY CODE OF  
ORDINANCES REGARDING TRAFFIC REGULATIONS FOR OUTDOOR TOUR  
OPERATOR VEHICLES AND SECTION 8-100 TO PROVIDE FOR APPEAL FROM  
ISSUANCE OF CIVIL CITATION**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-134 a county may by ordinance regulate and license occupations, businesses, trades, and professions; and

WHEREAS, pursuant to Section 1 of Chapter 875 of the 1985 Session Laws, as amended by Session Law 1998-64 and Session Law 2001-33 Currituck County may by ordinance regulate, restrict, and prohibit the use of dune or beach buggies, jeeps, motorcycles, cars, trucks, or any other form of power-driven vehicle specified by the Board of Commissioners on the foreshore, beach strand, and the barrier dune system; and

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

**PART I. Sec. 8-98. Traffic regulations.** is amended to read as follows:

**Sec. 8-98. – Traffic regulations.**

(a) Outdoor tour vehicles shall must operate within the county in accordance with the rules of the road as provided in the laws of the state and ordinances of the county.

(b) Outdoor tour vehicles may be restricted to operation on the route or routes approved by the board of commissioners and on file with the clerk to the board of commissioners. The board of commissioners may approve one route, or may approve various routes based on, but not limited to, the type, size, and/or passenger loads of outdoor tour vehicles, the condition of streets and roads and number of single-family residential dwellings located along a street or road.

(c) It shall be unlawful to operate an outdoor tour vehicle in any manner which places the occupants of the outdoor tour vehicle in immediate harm, or in any manner which impedes standard traffic flow on streets, roads or public vehicular areas. Impeding standard traffic flow on streets, roads or public vehicular areas shall include moving slower than the standard traffic flow or stopping within or along streets, roads or public vehicular areas for other than slowing, yielding or stopping as may be required by motor vehicle law.

(d) It shall be is unlawful to operate an outdoor tour vehicle before 8:00 a.m. or after 8:00 p.m. west of the dune line in the designated area.

~~(e)(d)~~ It shall be is unlawful to operate a sound amplification system in an outdoor tour vehicle west of the dune line in the designated area.

PART II. Section 8-100 is amended to read as follows:

**Sec. 8-100. – Appeals.**

(a) The appeal of a citation issued under Section 8-99 will be made to the county manager by filing a written notice of appeal, specifying with particularity the grounds upon which the appeal is made, no later than ten days from the date of the citation issuance. The county manager or designee shall fix a time for the hearing of the appeal, shall give due notice to the parties and shall render a decision within five business days after the date of the hearing.

(b) A license holder aggrieved by the decision of the county manager or designee under paragraph (a) of this section or suspension or revocation of a license may appeal to the board of commissioners by filing a notice of appeal with the clerk to the board of commissioners within seven days of the adverse action being appealed. Appeals shall be made on a form prescribed by the county. Appeals shall be scheduled for a hearing at the next regular meeting of the board of commissioners held after the appeal is filed with the clerk to the board of commissioners. The board of commissioners shall hear each appeal de novo and may take any action the county manager or county manager's designee could have taken prior to the appeal. The burden of showing that the license must be reinstated shall be upon the license holder.

PART III. If any provision, section, part, paragraph, phrase or sentence of this ordinance is found to be invalid, all other provisions, parts, paragraphs, phrases, and sentences shall remain valid and in full force and effect.

PART IV. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

PART V. This ordinance shall be effective immediately upon its adoption.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
David L. Griggs, Chairman

ATTEST:

\_\_\_\_\_  
(COUNTY SEAL)

Leeann Walton  
Clerk to the Board of Commissioners

APPROVED AS TO FORM:

\_\_\_\_\_  
Donald I. McRee, Jr.

County Attorney

Date adopted: \_\_\_\_\_  
Motion to adopt by Commissioner \_\_\_\_\_  
Second by Commissioner \_\_\_\_\_  
Vote: \_\_\_\_ AYES \_\_\_\_ NAYS



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1584)**

### **Agenda Item Title**

Ordinance of the Currituck County Board of Commissioners Amending Section 2-56 of the Currituck County Code of Ordinances Modifying the Time for the Regular Meetings of the Currituck County Board of Commissioners

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

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Donald (Ike) I. McRee Jr

1       **AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS**  
2       **AMENDING SECTION 2-56 OF THE CURRITUCK COUNTY CODE OF**  
3       **ORDINANCES MODIFYING THE TIME FOR REGULAR MEETINGS OF THE**  
4       **CURRITUCK COUNTY BOARD OF COMMISSIONERS**

5           WHEREAS, pursuant to N.C. Gen. Stat. §153A-40 a board of commissioners may fix the  
6 time for its meetings.

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

9       PART I. Section 2-56 of the Code of Ordinances, Currituck County, North Carolina is amended  
10 to read as follows

11       **Sec. 2-56. - Regular and special meetings.**

12       (a) *Regular meetings.* The board shall hold a regular meeting on the first and third Mondays of  
13 each month, except that if a regular meeting day is a legal holiday, the meeting shall be held  
14 on the next business day. The meeting shall be held at the county courthouse and shall begin  
15 on the first Monday and third Monday at 7:00 6:00 p.m.

16       (b) *Special meetings.* The chair or a majority of board members may at any time call a special  
17 meeting of the board by signing a notice stating the time and place of the meeting and the  
18 subjects to be considered. The person calling the meeting shall cause the notice to be  
19 delivered to the chair and all other board members, or left at the usual dwelling place of each  
20 member at least 48 hours before the meeting and shall cause a copy of the notice to be  
21 posted on the courthouse bulletin board at least 48 hours before the meeting. Only those  
22 items of business specified in the notice may be transacted at a special meeting, unless all  
23 members are present or those who are not present have signed waivers.

24       (1) *Emergency meetings.* If a special meeting is called to deal with an unexpected  
25 circumstance requiring immediate consideration, the notice requirements of this section  
26 do not apply. However, the person calling an emergency meeting shall take reasonable  
27 action to inform the other members and the public of the meeting. Local news  
28 organizations having requested notice of special meetings as provided in subsection (c)  
29 of this section shall be notified of such emergency meetings by the same method used to  
30 notify board members. Only business connected with the emergency may be discussed  
31 at the meeting.

32       (2) *Work sessions and informal meetings.* The board may schedule work sessions,  
33 committee meetings, or other informal meetings of the board or of a majority of its  
34 members at such times and concerning such subjects as may be established by  
35 resolution or order of the board. A schedule of any such meetings held regularly shall be  
36 filed in the same place and manner as the schedule of regular meetings. Work sessions  
37 and other informal official meetings not held regularly are subject to the same notice  
38 requirements as special board meetings.

39       (c) *Meeting Attendance.* A board member must be physically present at a regular or special  
40 meeting to participate or vote in the meeting.

(d) *Sunshine list.* Any individual and any newspaper, wire service, radio station, and television station may file a written request with the clerk to the board of commissioners for notice of all regular and special meetings of the board. Requests by individuals must be renewed annually by December 31 and are subject to a nonrefundable annual fee for agendas and for agendas and minutes as established in the county's fee schedule. Requests by news organizations must be renewed annually by December 31 and are not subject to any fee.

8 PART II. All ordinances or parts of ordinances in conflict with this ordinance are hereby  
9 repealed.

10 PART III. This ordinance is effective August 1, 2016.

ADOPTED this \_\_\_\_\_ day of July, 2016.

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David L. Griggs, Chairman

ATTEST:

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Leeann Walton  
Clerk to the Board

APPROVED AS TO FORM:

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Donald I. McRee, Jr.  
County Attorney

Date adopted:

## Motion to adopt by Commissioner

Second by Commissioner

S:\Legal\Ordinances\



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1589)**

### **Agenda Item Title**

Appointments to the Historic Boat and Building Advisory Board

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

The ordinance creating the Historic Boat and Building Advisory Board was adopted at the June 6, 2016, meeting of the Board of Commissioners, and provided for the establishment and appointment of a seven member Board to serve in an advisory capacity regarding the restoration and display of historic boats. The Whalehead Preservation Trust had previously appointed a six-member committee. Committee members are:

Mike Doxey
Carl Ross
Travis Morris
David Griggs
Tameron Kugler
Penny Leary Smith

The Advisory Board would require one additional appointee should the Board choose to select those currently serving to move to serve on the advisory.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1591)**

**Agenda Item Title**

Game Commission

**Brief Description of Agenda Item:**

Commissioner Payment needs to appoint a new member to the Game Commission.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

GAME COMMISSION  
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Steven Lewark	District 1		Vance Aydlett	6/16/2014	2nd term 6/1/2018
Jason Belangia	District 2		David Griggs	6/6/2016	1st term 6/1/2018
<b>Andy Newbern</b>	District 3		Mike Payment	6/16/2014	2nd term 6/1/2016
Louis Davis	District 4		Paul Beaumont	9/21/2015	2nd term 6/1/2017
Richard Bell	District 5		Marion Gilbert	12/7/2015	1st Term 6/1/2017
Curtis Austin	At-Large		Mike Hall	9/8/2015	1st term 6/1/2017
James Guard	At-Large		Paul O'Neal	9/21/2015	2nd term 6/1/2017

Must be replaced



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1590)**

### **Agenda Item Title**

Appointment to the Fire and EMS Advisory Board

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

Forrest Midgette resigned his position as a member of the Fire and EMS Advisory Board. In lieu of a reappointment, an appointment is needed to serve a full term, as Mr. Midgette's initial term of one year expired as of May 31, 2016.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

FIRE AND EMS ADVISORY BOARD  
2 Year Term

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
<b>Fire/EMS Chief</b> Ralph "Chip" Melton			Consensus	5/18/2015	1st-2 Year Term 5/31/2017
<b>Fire Services Representative</b> Kevin Morgan			Consensus	5/18/2015	1st-2 Year Term 5/31/2017
<b>Fire Services Representative</b> Brooks Hart			Consensus	5/18/2015	1st-2 Year Term 5/31/2017
<b>Citizen Representative</b> <b>Forest Midgett</b>			Consensus	5/18/2015	1st-1 Year Term 5/31/2016
<b>Commissioner*</b> Paul Beaumont			Consensus	5/18/2015	1st-1 Year Term 12/15/2016

**Resigned-Replacement needed to fill a full term to expire 5/31/18**

\*Commissioner term expiration extended to December to correlate with election cycles.

Commissioner Beaumont



**CURRITUCK COUNTY  
NORTH CAROLINA**

June 6, 2016  
Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 4 PM Discussion of Possible Amendments to the Discharge of Firearms Ordinance**

The Currituck County Board of Commissioners met at 4 PM in the conference room of the Historic Currituck Courthouse to discuss possible amendments to the county's discharge of firearms ordinance. In attendance were Chairman Griggs and Commissioners Aydlett, Beaumont, Gilbert, O'Neal and Payment. Commissioner Hall was unable to attend. Staff included County Attorney, Ike McRee, and County Manager Dan Scanlon. Mr. McRee distributed copies of the current ordinance along with a draft of proposed amendments which would address confusing language within the current ordinance and regulations such as shooting near schools and residences, firing at targets, safety, noise and other nuisances. Specific discussions ensued pertaining to setbacks and compliance with the current 300 yard requirement, repetitive noise and ways to abate, and other safety considerations and associated costs to residents if implemented, such as backstop requirements. Commissioners asked about the possibility of partnering and securing funding through the Wildlife Resources Commission (WRC), and Mr. Scanlon explained the county's responsibility to provide the land and the recurring costs associated with such a partnership, such as staffing and maintenance for any such facility.

Commissioner O'Neal stated his desire to keep the setback distance at 300 yards, as there have been no issues and no need to change. The Board asked that Mr. Scanlon look into WRC funding and confirm county requirements and report those findings to the Board. Commissioners requested staff look at options to address backstop composition with height analysis and research how other areas address repetition, distance and firearms in general.

**5:00 CALL TO ORDER**

The Currituck County Board of Commissioners met for its regular meeting at 5 PM in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina. Chairman Griggs called the meeting to order and announced the earlier work session to discuss possible amendments to the county's ordinance regulating the discharge of firearms.

Attendee Name	Title	Status	Arrived
David L. Griggs	Board Chairman	Present	
O. Vance Aydlett	Vice Chairman	Present	
S. Paul O'Neal	Commissioner	Present	
Paul M. Beaumont	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Absent	
Mike H. Payment	Commissioner	Present	

**A) Invocation & Pledge of Allegiance-Susan Fitch-Slater, Sharon United Methodist Church**

Reverend Susan Fitch-Slater of Sharon United Methodist Church gave the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner Aydlett amended the agenda to include an appointment to the Senior Center Advisory Board under Section B, Board Appointments, and moved to approve. Commissioner Gilbert seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

**PUBLIC HEARINGS**

**A. Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2017.**

Chairman Griggs introduced the agenda item and opened the public hearing.

County Manager, Dan Scanlon, recounted the presentation of the budget at the May 16, 2016, Commissioner meeting. The budget was made available for public review as required and Mr. Scanlon said the county had received no calls or questions. He noted one modification from the original presentation which was the addition of an IT position within the Sheriff's Department. Commissioner O'Neal asked about an error in the newspaper regarding the budget, and Mr. Scanlon explained the press had incorrectly reported a budget increase of 11% over the prior year when the increase was actually 2.7%.

With no one signed up to speak, Chairman Griggs closed the public hearing.

Commissioners Payment and O'Neal both had spoken with Commissioner Hall, who told them he had reviewed the final budget and approved.

Commissioner Gilbert moved to approve the adoption of the budget for year ending June 30, 2017. The motion was seconded by Commissioner O'Neal and carried unanimously.

**COUNTY OF CURRITUCK  
BUDGET ORDINANCE**  
For the Year Ending June 30, 2017

BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

**SECTION 1. GENERAL FUND**

<b>A. Estimated Resources:</b>		
Ad Valorem Taxes	\$	28,271,988
Other Taxes and Licenses		5,952,850
Intergovernmental Revenues		3,213,860
Permits and Fees		2,387,473
Sales and Services		611,938
Investment Earnings		75,000
Miscellaneous		259,000
		40,772,109
Transfers In		7,459,058
Fund Balance Appropriated		3,031,017
		10,490,075
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>51,262,184</b>
<b>B. Appropriations:</b>		
Administration	\$	592,593
Legal		406,777
Governing Body		165,397
Elections		195,700
Finance		486,433
Information Technology Services		737,272
Human Resources		161,429
Tax		562,229
Public Works		1,523,781
Public Utilities		279,961
Register of Deeds		665,301
Court Facilities		200,755
Agency Appropriations		39,200
Central Services		755,000
Sheriff		6,432,049
Detention Center		2,345,716
Animal Control		686,450
Jury Commission		2,950
Emergency Medical Services		6,767,646
Emergency Management		201,179
Communications		1,225,199
Inspections		723,741
Fire Services		297,922
Volunteer System		51,000
Moyock Vol Fire Department		241,500

Crawford Vol Fire Department	331,458
Lower Currituck Vol Fire Department	344,257
Corolla Vol Fire & Rescue Squad	301,744
Carova Bch Vol Fire Department	214,620
Knotts Island Vol Fire Department	215,250
Medical Examiner	20,000
Airport	479,660
Inter County Transit Authority	64,376
Soil Conservation	141,634
Forestry	76,250
Cooperative Extension	517,374
Economic Development	438,949
Planning	791,856
Health Administration	127,000
Mental Health	61,012
Social Services Administration	3,748,338
Public Assistance	1,141,714
County Assistance	141,089
Juvenile Justice Programs	104,417
Parks & Recreation	871,456
Rural Center	206,687
Library	575,381
Senior Center	396,770
Local Current Expense	9,773,759
Capital Outlay	1,000,000
College of the Albemarle	190,000
Notes Payable	1,573,089
Interest	106,220
Appropriations to Other Funds	1,560,644
 TOTAL APPROPRIATIONS	 <u>\$ 51,262,184</u>

## SECTION 2. TOURISM DEVELOPMENT AUTHORITY

A. Estimated Resources:	
Other taxes and licenses	10,184,854
Other revenues	679,771
Investment earnings	60,000
Fund Balance Appropriated	531,449
 TOTAL ESTIMATED RESOURCES	 <u>\$ 11,456,074</u>

B. Appropriations:	
Tourism Promotion	3,360,076
Tourism Related Expenditures	
General Tourism Related Expenditures	2,791,126
Whalehead	754,122
Transfers to other funds	4,550,750
TOTAL APPROPRIATIONS	\$ 11,456,074

**SECTION 3. REVALUATION FUND**

A. Estimated Resources:	
Transfer In	121,000
TOTAL ESTIMATED RESOURCES	\$ 121,000
B. Appropriations:	
Operations	121,000
TOTAL APPROPRIATIONS	\$ 121,000

**SECTION 4. CAROVA BEACH SERVICE DISTRICT FUND**

A. Estimated Resources:	
Transfer In	20,000
TOTAL ESTIMATED RESOURCES	\$ 20,000
B. Appropriations:	
Operations	20,000
TOTAL APPROPRIATIONS	\$ 20,000

**SECTION 5. EMERGENCY EQUIPMENT REPLACEMENT FUND**

A. Estimated Resources:	
Transfer In	267,000
TOTAL ESTIMATED RESOURCES	\$ 267,000
B. Appropriations:	
Capital Outlay	267,000
TOTAL APPROPRIATIONS	\$ 267,000

**SECTION 6. EMERGENCY TELEPHONE SYSTEM FUND**

A. Estimated Resources:	
Other taxes and licenses	161,948
Fund Balance Appropriated	240,942
TOTAL ESTIMATED RESOURCES	\$ 402,890
B. Appropriations:	
Operations	166,290
Capital Outlay	236,600
TOTAL APPROPRIATIONS	\$ 402,890

**SECTION 7. GUINEA MILL WATERSHED IMPROVEMENT FUND**

A. Estimated Resources:	
Special district taxes	10,665
Fund Balance Appropriated	100,000
TOTAL ESTIMATED RESOURCES	\$ 110,665

B. Appropriations:		
Operations		110,665
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>110,665</b>

#### **SECTION 8. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND**

A. Estimated Resources:		
Special district taxes		1,439
Fund Balance Appropriated		5,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>6,439</b>

B. Appropriations:		
Operations		6,439
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>6,439</b>

#### **SECTION 9. MOYOCK WATERSHED IMPROVEMENT FUND**

A. Estimated Resources:		
Special district taxes		16,836
Fund Balance Appropriated		57,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>73,836</b>

B. Appropriations:		
Operations		73,836
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>73,836</b>

**SECTION 10. NORTHWEST WATERSHED IMPROVEMENT FUND**

<b>A. Estimated Resources:</b>	
Special district taxes	2,672
Fund Balance Appropriated	19,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 21,672</b>
<b>B. Appropriations:</b>	
Operations	21,672
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 21,672</b>

**SECTION 11. OCEAN SANDS NORTH & CROWN POINT WATERSHED IMPROVEMENT FUND**

<b>A. Estimated Resources:</b>	
Special district taxes	239,818
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 239,818</b>
<b>B. Appropriations:</b>	
Operations	239,818
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 239,818</b>

**SECTION 12. WHALEHEAD WATERSHED IMPROVEMENT FUND**

<b>A. Estimated Resources:</b>	
Special district taxes	870,006
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 870,006</b>
<b>B. Appropriations:</b>	
Operations	206,472
Transfers to other funds	663,534
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 870,006</b>

**SECTION 13. WHALEHEAD BEACH SOLID WASTE COLLECTION & DISPOSAL SERVICE DISTRICT**

<b>A. Estimated Resources:</b>	
Special district taxes	140,324
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 140,324</b>
<b>B. Appropriations:</b>	
Operations	140,324
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 140,324</b>

**SECTION 14. CAPITAL IMPROVEMENT FUND**

<b>A. Estimated Resources:</b>	
Other taxes and licenses	1,665,774
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 1,665,774</b>
<b>B. Appropriations:</b>	
Transfers out	1,665,774
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,665,774</b>

**SECTION 15. SCHOOL CAPITAL FUND****A. Estimated Resources:**

Other taxes and licenses	1,250,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 1,250,000</b>

**B. Appropriations:**

Transfers out	1,250,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,250,000</b>

**SECTION 16. TRANSFER TAX CAPITAL FUND****A. Estimated Resources:**

Other taxes and licenses	2,277,700
Investment earnings	50,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 2,327,700</b>

**B. Appropriations:**

Operations	700
Transfers out	2,327,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 2,327,700</b>

**SECTION 17. LAND BANKING FUND****A. Estimated Resources:**

Transfers in	200,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 200,000</b>

**B. Appropriations:**

Capital outlay	200,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 200,000</b>

**SECTION 18. OCEAN SANDS WATER AND SEWER FUND****A. Estimated Resources:**

Special district taxes	229,677
Operating revenues	1,251,350
Investment earnings	10,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 1,491,027</b>

<b>B. Appropriations:</b>	
Administration	75,820
Water Treatment Operations	590,200
Sewer Treatment Operations	476,446
Capital outlay	119,000
Transfer out to Construction Fund	229,561
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,491,027</b>

**SECTION 19. MAINLAND WATER FUND**

<b>A. Estimated Resources:</b>	
Operating revenues	3,162,511
Investment earnings	10,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 3,172,511</b>
<b>B. Appropriations:</b>	
Administration	469,533
Water Treatment Operations	1,046,841
Debt Service	1,444,907
Capital Outlay	211,230
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 3,172,511</b>

**SECTION 20. SOLID WASTE FUND**

<b>A. Estimated Resources:</b>	
Operating revenues	2,809,000
Non-operating revenues	104,000
Transfers in	1,142,376
Investment earnings	40,000
Retained earnings appropriated	420,907
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 4,516,283</b>
<b>B. Appropriations:</b>	
Administration	195,481
Solid Waste Operations	4,255,802
Capital Outlay	65,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,516,283</b>

**SECTION 21. MAPLE COMMERCE PARK FUND**

<b>A. Estimated Resources:</b>	
Operating revenues	22,000
Non-operating revenues	3,600
Transfers in	30,268
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 55,868</b>
<b>B. Appropriations:</b>	
Administration	9,868
Water Operations	41,000
Capital assets	5,000
<b>\$</b>	<b>55,868</b>

**SECTION 22. SOUTHERN OUTER BANKS WATER FUND**

A. Estimated Resources:	
Operating revenues	3,475,044
Non-operating revenues	169,561
Investment earnings	15,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 3,659,605</b>

B. Appropriations:	
Administration	232,408
Water Operations	1,102,186
Capital assets	415,500
Debt service	1,909,511
<b>\$ 3,659,605</b>	

**SECTION 23. MOYOCK CENTRAL SEWER FUND**

A. Estimated Resources:	
Operating revenues	427,468
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 427,468</b>

B. Appropriations:	
Administration	29,176
Sewer Operations	137,500
Debt service	239,792
Capital assets	21,000
<b>\$ 427,468</b>	

**SECTION 24. WALNUT ISLAND SEWER FUND**

A. Estimated Resources:	
Operating revenues	90,692
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 90,692</b>

B. Appropriations:	
Administration	21,192
Sewer Operations	64,500
Capital assets	5,000
<b>\$ 90,692</b>	

**SECTION 25. POST-EMPLOYMENT RETIREMENT BENEFITS FUND**

A. Estimated Resources:	
Retiree benefits	262,024
Investment earnings	8,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 270,024</b>

B. Appropriations:	
Operations	270,024
<b>\$ 270,024</b>	

**SECTION 26. AD VALOREM TAX RATE ESTABLISHED**

There is hereby levied a tax rate of Forty-Eight cents (\$0.48) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2016 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.

The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$5,839,952,726 and an estimated rate of collection of 98.83%. The estimated rate of collection is based on the fiscal year ended June 30, 2015.

### **SECTION 27. SPECIAL DISTRICT TAX RATES ESTABLISHED**

There is hereby levied tax rates (in cents) for Special Districts per One Hundred dollars (\$100) valuation of all real and personal property situated in said district on January 1, 2016 for the purpose of raising the revenue listed as "Special District Taxes" in Part A, Sections 6 through 11, Section 16 and Section 21 of this ordinance.

Guinea Mill Watershed Improvement District	0.010
Hog Bridge Ditch Watershed Improvement District	0.010
Moyock Watershed Improvement District	0.015
Northwest Watershed Improvement District	0.020
Ocean Sands North and Crown Point Watershed Improvement District	0.050
Whalehead Watershed Improvement District	0.155
Whalehead Beach Solid Waste Collection & Disposal Service District	0.025
Ocean Sands Water & Sewer District	0.050

### **SECTION 28. ANIMAL TAX RATE ESTABLISHED**

There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2016.

### **SECTION 29. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED**

There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Seventy-three dollars (\$73.00) per ton for in-County waste and Eighty-three dollars (\$83.00) per ton for out-of-County waste.

There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Two Hundred Fifty dollars (\$250) for all units on the Southern Outer Banks and One Hundred Fourteen dollars (\$114) for all units located elsewhere within the County of Currituck.

### **SECTION 30. EMPLOYEE COMPENSATION**

Employee compensation is included in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.

### **SECTION 31. OTHER FEES**

The County of Currituck charges various fees. These fees are detailed in the master Fee schedule that is presented in the appendix of the budget document.

### **SECTION 32. DISBURSEMENT OF SCHOOL APPROPRIATIONS**

The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.

	<p>The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.</p>
	<p>A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.</p>
<b>SECTION 33. SPECIAL APPROPRIATIONS AND RESTRICTIONS</b>	
The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions:	
a.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
b.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
c.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an official report on such transfers at a regular meeting of the Board of Commissioners.
d.	He may make inter-fund loans for a period of not more than sixty (60) days.
e.	He may not transfer any amounts between funds or from any contingency line items within any funds.
<b>SECTION 34. CONTRACTUAL OBLIGATIONS</b>	
The County Manager and the County Attorney are hereby authorized to execute contractual documents under the following conditions:	
a.	They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
b.	They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
c.	They 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.
d.	They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
e.	They 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 35. MEMORANDA**

A. Officers:  
 Daniel F. Scanlon II is the Budget Officer  
 Leeann Walton is the Clerk to the Board  
 Eileen M. Wirth is the Deputy Clerk to the Board  
 Sandra L. Hill is the Finance Director  
 Bridget T. Brinkley is the Deputy Finance Director  
 Tracy L. Sample is the Tax Collector  
 Michelle Rose is the Deputy Tax Collector

B. Facsimile Signatures:  
 The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

C. Official Depositories  
 The official depositories of the County of Currituck are:  
 Bank of America, North Carolina  
 Branch Bank and Trust, North Carolina  
 North Carolina Cash Management Trust, Charlotte, North Carolina  
 Towne Bank of Currituck, North Carolina  
 Yadkin Bank, Currituck, North Carolina  
 Wells Fargo, North Carolina

D. Bank for Imprest Expenditure Accounts for Health Benefits:  
 Citibank, N.A.

E. Daily deposits are required by all departments when the amount of money held on had sums to Two Hundred Fifty dollars (\$250).

F. Returned Check or Electronic Funds Transfer Fees:  
 The County will assess a returned check charge consistent with G.S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

G. Policy on Appropriations:  
 The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

**SECTION 36. USE OF BUDGET ORDINANCE**

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

ADOPTED this 6th day of June 2016.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	S. Paul O'Neal, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

## OLD BUSINESS

### A. Moyock Crossing: PB 13-17: Request to Consider Modification of Condition for Preliminary Plat Extension.

Assistant Planning Director Laurie LoCicero reviewed the applicant's request to modify conditions after approval of a two year extension for installation of a wastewater line in the Moyock Crossing subdivision. The extension was approved by the Board of Commissioners at a hearing held April 18, 2016.

David Gianscoli of Gee's Group, Virginia Beach, and a partner in the Moyock Crossing subdivision for which the extension was requested, reported that an engineering assessment had been performed on the route for the wastewater line that was agreed to at the earlier hearing. He discussed the challenges associated with required depth, the inaccessibility, and the additional costs involved and asked the board to allow continued installation and use of the existing route, which would run the line underneath the railroad.

Mr. Scanlon said the county agrees with the engineering assessment, as it would be a very expensive boring operation, and although the hope was that the school and area businesses would benefit, the new route would not provide the public benefit originally anticipated.

Commissioner O'Neal said he concurred with the analysis and moved to allow the modification. Commissioner Aydlett seconded and the motion carried unanimously.

Mr. Gianscoli confirmed for the record that staff had not recommend a direction for the water line, but approved of the route proposed by Gee's Group after they were required to remove the original installation through Shingle Landing subdivision.

April 19, 2016

Gees Group of North Carolina, Inc.  
 Attn: David Gianscoli  
 600 Lynnhaven Parkway, Suite 200  
 Virginia Beach, VA 23452

**RE: PB 13-17 Moyock Crossing - Preliminary Plat/Use Permit Extension**

Dear Owner/Applicant:

At its April 18, 2016 meeting, the Currituck County Board of Commissioners approved a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 76 residential lots located on Shingle Landing Road; east of Fox Lane and south of Shingle Landing subdivision, Tax Map 9, Parcel 41, Moyock Township. All conditions of the use permit dated April 21, 2014 will apply and the added condition:

- A sewer force main shall be extended in accordance with Option 1 on original public hearing exhibit.

If you have any questions, please call me at 252-232-6029.

Sincerely,  
Ben E. Woody, AICP Planning and CD Director

May 27, 2016

Ben E. Woody Planner Director County of Currituck  
Planning & Community Development

RE: Moyock Crossing

Dear Ben,

Gee's Group would like to ask the Board of Commissioners to allow us to finish using the new sewer line that we installed running west on Shingle Landing Road, towards RT 168. As you heard in our meeting on May 9th 2016, most of the new sewer line was installed prior to the board's vote that they would rather see a new line towards the elementary school. A new line running alone Shingle Landing Road towards the school would

require us to bore the whole way and at a depth that would make any other use of that line impossible. Since this line would be of no increase value to the county, we would hope that the board would allow us to go back to the original sewer line, this line could be used by businesses and or homes that back up to Shingle Landing Road.

I thank you for your time and hope that the board looks favorably towards our request.

David M. Gianscoli, President  
Gee's Group of North Carolina

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	O. Vance Aydlett, Vice Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

## NEW BUSINESS

## A. Resolution of the Currituck County Board of Commissioners Establishing the Historic Boat and Building Advisory Board

Ike McRee, County Attorney, reviewed the purpose of the advisory board who would be tasked with the oversight of the restoration of historic boats and the building of a facility for boat display. He answered Board questions regarding the dissolution of the Whalehead Trust, saying it was a unanimous decision of members to dissolve the Whalehead Trust. Mr. Scanlon said auditors had raised financial concerns in the last audit.

After discussion, Commissioner Aydlett moved to adopt the resolution as presented and the motion was seconded by Commissioner Gilbert. The motion carried unanimously.

### A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS ESTABLISHING THE HISTORIC BOAT AND BUILDING ADVISORY BOARD

WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a Board of Commissioners may change the composition and manner of selection of boards, commissions, and agencies, and may generally organize and reorganize the county government in order to promote orderly and efficient administration of county affairs; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may appoint advisory boards, committees, councils and agencies composed of qualified and interested county residents to study, interpret and develop community support and cooperation in activities conducted by or under the authority of the board of commissioners; and

WHEREAS, the county owns a collection of working boats historically used to support waterfowl hunting within the county and desires to provide for the renovation, care, maintenance, display and interpretation of the boats.

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

Section 1. The Historic Boat and Building Advisory Board is established.

Section 2. The advisory board shall be appointed and serve at the pleasure of the Board of Commissioners in the manner set forth in Section 2-96 and 2-97 of the Currituck County Code of Ordinances. The initial advisory board will consist of three appointees for a term of one year and four appointees for a term of two years. Thereafter, all appointments will be for terms of two years.

Section 3. The Board of Commissioners may remove any member of the advisory board at will and appoint a replacement member.

Section 4. The advisory board is charged with the duty and responsibility to investigate, study and make recommendations to the board of commissioners pertaining to the repair, renovation, care and maintenance of the county's working boat collection and the creation, construction, enlargement, improvement, maintenance, equipment, operation and financing of a building for the display, interpretation and storage of the county's working boat collection.

Section 5. The advisory board shall have no legislative powers of its own but shall simply be an advisory body to the board of commissioners concerning the matters with which it is charged, and the board of commissioners will receive and consider the advisory board's recommendations.

Section 6. The advisory board shall appoint from its membership a chairman and any other officers as it may deem necessary for the orderly conduct of its business.

Section 7. The advisory shall hold meetings at least once quarterly and at hours as may be fixed by the advisory board. Special meetings may be held on call of the chairman upon 48 hours' notice to all members of the board. A copy of the minutes of all meetings shall be submitted to the county manager. All meetings or other business of the board shall be conducted in accordance with the Open Meetings Law.

Section 7. The advisory board and its authority will dissolve upon the completion of a facility to display, interpret, maintain and store the county's historic boat collection.

Section 8. This resolution is effective upon its adoption.

ADOPTED this 6th day of June, 2016.

After the vote, Mr. Scanlon said a committee had been selected and formed through the Trust, and those names would be brought to the Board for consideration and possible appointment at the next meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

## B) Board Appointments

### 1. ABC Board-Designation of Chairman by Board of Commissioners

Mr. McRee reviewed the requirement of the North Carolina General Statutes which provide that the appointing body for the ABC Board also designate an appointed member to serve as Chairman.

Commissioner O'Neal nominated David Griggs to serve as Chairman of the ABC Board. Commissioner Beaumont seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### 2. Initial Appointments to the Ocean Sands North-Crown Point Service District for Watershed Improvement & Drainage Advisory Board

County Manager, Dan Scanlon, recalled the Board's approval and creation of the district and noted the slate of names before the Board were the members of the community committee who began the effort, performed the preliminary legwork to explore engineering solutions and made the recommendation for creation of the district. He said Braxton Hill of Coastland Corporation was included in the list of nominees, as Coastland Corporation had requested representation on the board.

Commissioner Gilbert moved to nominate Terry Anderson, Gerri Adams, Al Marzetti, Linda Garczynski, Barbara Marzetti, Ed Pence and Braxton Hill. Commissioner Payment seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### 3. Appointment to the Fire and EMS Advisory Board

Commissioner Aydlett suggested this appointment be postponed to the next meeting. Commissioner O'Neal seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	S. Paul O'Neal, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### 4. Game Commission

Jason Belangia was nominated to serve on the Game Commission by Chairman Griggs. The nomination was seconded by Commissioner Aydlett and unanimously approved.

Commissioner Payment postponed his appointment.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	David L. Griggs, Board Chairman
<b>SECONDER:</b>	O. Vance Aydlett, Vice Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### 5. AMENDED-Board Appointment to Senior Center Advisory

Commissioner Aydlett nominated Cynthia Scott to serve on the Senior Center Advisory, filling an unexpired term due to a member resignation. Commissioner Gilbert seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### C) Consent Agenda

Commissioner Gilbert moved to approve the consent agenda. Commissioner Aydlett seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	O. Vance Aydlett, Vice Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### 1) Approval Of Minutes-May 16, 2016

##### 1. Approval of BOC Minutes of May 16, 2016.

##### 2. Budget Amendments

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10794-545002	Restitution	\$ 3,600	
10330-447000	JCPC		\$ 3,600
		<u>\$ 3,600</u>	<u>\$ 3,600</u>
<b>Explanation:</b>	JCPC - Resitution (10794) - Increase State funding for restitution, no additional County funding required. The 30% match is currently budgeted within the Cooperative Extension budget. Funds must be spent by June 30, 2016.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$3,600.		

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10330-445000	Emergency Mgmt		\$ 17,917
10531-532000	Supplies	\$ 17,917	
		<u>\$ 17,917</u>	<u>\$ 17,917</u>

**Explanation:** Emergency Management (10531) - Increase appropriations to record Emergency Management Planning Grant funds received.

**Net Budget Effect:** Operating Fund (10) - Increased by \$17,917.

### 3. Surplus Resolution-EMS Ambulance

#### RESOLUTION

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on June 6, 2016, authorized the following, pursuant to GS 160A and 270(b), property listed below, be disposed of:

<b>Asset</b>	<b>Description</b>
5632	2002 Ford Ambulance Vin #1FDXE45F42HB44820

**ADOPTED**, this 6th day of June, 2016.

### 4. Surplus Resolution-Public Utilities-Currituck Club Treatment Equipment

#### RESOLUTION

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on June 6, 2016, authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be disposed of:  
Equipment will be offered for sale.

<b>Asset</b>	<b>Currituck Club</b>	<b>Description</b>
	Reverse Osmosis Train(1)	AES Model #33-8-H-160-L-TF

Cartridge Filter Vessels(2)	282gpm 316 SS filter
Cleaning System(1)	RO cleaning system
RO Feed Pump(1)	Goulds Model #5SVD1M5D1
Greensand Filters(2)	Ermco Automatic 200gpm filters
Hydro-pneumatic Tank (1)	10,0000 gallon pressure tank
Ground Storage Tank (1)	20,0000 gallon ground storage
Ground Storage Tank (1)	424,000 gallon ground storage
Booster Pump Station (1)	200 gpm pumping station
RO Concentrate Tank (1)	80,700 gallon holding tank
<b>Corolla Light</b>	
Ammonia Feed Building (1)	Ammonia feed with scale
Hydro-pneumatic tank (1)	Pressure tank
Aeration tower (1)	Aeration for iron removal
Air compressor (1)	Air compressor

**ADOPTED**, this 6th day of June, 2016.

5. **Consideration and Approval of Assignment and Assumption Agreement for Outer Banks Conservationists Annual Payment**
6. **Carr, Riggs & Ingram LLC Contract to audit FY 2016 financial statements**
7. **Consideration and Approval of Job Description Revisions**

**D) Commissioner's Report**

Commissioner Payment congratulated all of the graduating seniors and wished them well in their endeavors. He also asked the Board to consider changing the regular meeting time to 6 PM. Commissioner O'Neal concurred, stating when the time was originally changed to 5 PM the issue would be revisited if needed, and he believes 6 PM is a more workable time. Chairman Griggs also agreed. Mr. Scanlon explained the change requires codification in the code of ordinances and that a revised ordinance could be brought forward for consideration at the next meeting.

Commissioner Gilbert thanked everyone who participated in the Currituck Kids fundraiser over the weekend and said she looks forward to attending graduation this week. She announced the free or reduced breakfast and lunch program available from June 13 to August 26, 2016, as part of the summer nutrition program, with meals available to children 18 and under Monday through Friday at Griggs Elementary cafeteria, concession stands at Maple fields, and Knotts Island. Call Angela Rodriguez at 232-2223, x1024 or log on to the school website for information. Commissioner Gilbert also said Habitat for Humanity applications were available through the Department of Social Services, noting applicants have two weeks to apply.

Commissioner Beaumont reported there have been several dangerous driving events near the Shawboro Post Office and asks that the North Carolina Department of Transportation review the area, noting it is a passing zone and needs to be assessed.

Commissioner O'Neal said he had been contacted by citizens who asked if there were going to be local meetings to discuss voting districts. He said the districts are way out of whack and need to be looked at and asked, if the Board concurs, to allow staff to hold meetings and get public feedback. The Board asked staff to move forward with planning and holding community meetings.

#### **E) County Manager's Report**

The County Manager had nothing to report.

#### **PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.***

With no one wishing to speak, the Public Comment period was opened and closed.

#### **ADJOURN**

##### **Motion to Adjourn Meeting**

With there being no further business, Commissioner Beaumont moved to adjourn. Commissioner Gilbert seconded, the motion carried unanimously, and the meeting of the Currituck County Board of Commissioners was concluded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### **SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY**

##### **Public Hearing and Possible Action on the Tourism Development Authority Budget for the Fiscal Year Ending June 30, 2017**

Tourism Director, Tameron Kugler, joined the Board at the bench as a member of the Tourism Development Authority.

Chairman Griggs opened the Public Hearing, noting no one was signed up to speak. Ms. Kugler confirmed she had not received any comments pertaining to the budget that had been presented. Chairman Griggs closed the public hearing and Commissioner Gilbert moved to adopt the Tourism Development Authority budget for fiscal year ending June 30, 2017. Commissioner O'Neal seconded and the motion carried unanimously.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY**  
**BUDGET ORDINANCE**  
For the Year Ending June 30, 2017

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

**SECTION 1. OCCUPANCY TAX - PROMOTION**

A. Estimated Resources:

Occupancy Tax	10,184,854
Other revenues	679,771
Investment earnings	60,000
Appropriated Fund Balance	531,449
	<u>11,456,074</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u>\$ 11,456,074</u></b>

B. Appropriations:

Occupancy Tax - Promotion	\$ 3,470,076
Occupancy Tax - Tourist related	7,985,998
	<u>11,456,074</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 11,456,074</u></b>

The information above is presented in summary form. Complete detailed information is on file with the Finance Director.

**SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d. He may make interfund loans for a period of not more than sixty days (60).
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

**SECTION 3. CONTRACTUAL OBLIGATIONS**

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They 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.
- d. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They 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 4. MEMORANDA**

A.	Officers: Daniel F. Scanlon II is the Budget Officer Leeann Walton is the Clerk to the Board Eileen Wirth is the Deputy Clerk to the Board Donald Ikerd McRee is the County Attorney Sandra L. Hill is the County Finance Director Bridget T. Brinkley is the Deputy Finance Director
B.	Facsimile Signatures: The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.
C.	Official Depositories: The Official depositories of the Tourism Development Authority are: Towne Bank of Currituck, Moyock, North Carolina Bank of America, North Carolina Bank of Hampton Roads (dba Gateway Bank), North Carolina Branch Bank and Trust, North Carolina North Carolina Cash Management Trust, Charlotte, North Carolina Yadkin Bank, North Carolina Wells Fargo, North Carolina
D.	Daily Deposits: Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250).
E.	Returned Check or Electronic Funds Transfer Fees: The Tourism Development Authority will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).
F.	Policy on Appropriations: The Tourism Development Authority will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

**SECTION 5. USE OF BUDGET ORDINANCE**

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

ADOPTED this 6th day of June 2016.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	S. Paul O'Neal, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### **Tourism Development Authority-Budget Amendments**

County Manager, Dan Scanlon, reviewed the budget amendments with the Board.

Commissioner Aydlett moved to approve and was seconded by Commissioner O'Neal. The motion carried unanimously.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-587050	T T - Co Govt Construction	\$ 6,769	
15320-415000	Occupancy Tax		\$ 6,769
		<b>\$ 6,769</b>	<b>\$ 6,769</b>

<b>Explanation:</b>	Tourism Related Activities (15447) - Transfer funds to County Governmental Facilities Construction for 10% County match for Corporate Aircraft Parking Apron Design, Bid & Environmental Documentatio.
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$6,769.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-590000	Capital Outlay	\$ 1,325	
15442-526200	Promotional Efforts		\$ 1,325
15447-532795	Supplies - Carova Park	\$ 309	
15447-545795	Contract Services - Carova Park		\$ 309
15448-526200	Promotional Efforts	\$ 200	
15448-554500	Insurance	\$ 2,069	
15448-590000	Capital Outlay	\$ 9,554	
15448-590001	OCB Maintenance Fees	\$ 147	
15448-545100	Credit Card Fees		\$ 2,000
15448-532500	Retail Sales		\$ 2,500
15448-531000	Fuel		\$ 2,500
15448-516000	Repairs & Maintenance		\$ 4,970
		<b>\$ 13,604</b>	<b>\$ 13,604</b>

<b>Explanation:</b>	Tourism Poomotion (15442); Tourism Related (15447); Whalehead (15448) - Transfer budgeted funds for operations for the remainder of this fiscal year.
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After the vote, Commissioner O'Neal said he would like the Board to hold a work session to discuss how we might address getting the Whalehead channel dredged. After discussion, Commissioners directed staff to initiate the process again, with Commissioner Beaumont asking for the Army Corps of Engineers to come before the Board. Mr. Scanlon told the Board the County has been working on this project for 25 years and the Army Corp has denied the request every time. He explained the county has worked with Congressman Walter Jones and Senators Burr and Hagan, to no avail.

Mr. Scanlon recalled the Army Corps denial of the first two permit applications submitted by the county, and said at a pre-submittal meeting on the third attempt, with a team of professionals assembled by the County, the Army Corp told us they would not support a third application, as they had already denied us twice. Commissioner O'Neal said money is being put into dredging in Manteo, where channels don't exist. We have an existing channel, and said he believes it is punishment for a past attempt to clear the channel. Commissioner O'Neal and Commissioner Aydlett agreed that we need to start the process again and keep moving forward with persistence.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	S. Paul O'Neal, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### **Motion to adjourn meeting of the Tourism Development Authority**

With there being no further business, Commissioner O'Neal moved to adjourn. The motion was seconded by Commissioner Gilbert, carried unanimously, and the meeting of the Tourism Development Authority was concluded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### **SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD**

##### **Public Hearing and Possible Action on the Ocean Sands Water & Sewer District Budget for the Fiscal Year Ending June 30, 2017**

Chairman Griggs opened the public hearing and Dan Scanlon, County Manager, reviewed the presentation of the budget to the Board previously, and said no inquiries had been made.

Jeannie Marcinko of Coastland Corporation, Ocean Trail, Corolla, distributed a document to Commissioners and asked that it be accepted as part of the record and that answers to questions posed in the document be forwarded to Coastland Corporation. The Board accepted the document as proffered, and with no one else wishing to speak, Chairman Griggs closed the Public Hearing.

Commissioner O'Neal moved to approve the budget and was seconded by Commissioner Gilbert. The motion carried unanimously.

## OCEAN SANDS WATER AND SEWER DISTRICT

## BUDGET ORDINANCE

For the Year Ending June 30, 2017

BE IT ORDAINED by the Ocean Sands Water and Sewer District, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2016 and ending June 30, 2017.

**SECTION 1. OCEAN SANDS WATER AND SEWER DISTRICT**

## A. Estimated Resources:

Special District Taxes	229,677
Charges for Services	1,237,729
Other revenues	13,621
Investment earnings	10,000
	<u>1,491,027</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 1,491,027</b>

## B. Appropriations:

Ocean Sands Water and Sewer	\$ 1,261,466
Transfers to other funds	229,561
	<u>1,491,027</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,491,027</b>

The information above is presented in summary form. For complete detailed information, tax rates and fee schedules refer to the budget ordinance for the County of Currituck.

**SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d. He may make interfund loans for a period of not more than sixty days (60).
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

**SECTION 3. CONTRACTUAL OBLIGATIONS**

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They 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.
- d. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They 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 4. MEMORANDA**

A.	Officers: Daniel F. Scanlon II is the Budget Officer Leeann Walton is the Clerk to the Board Eileen Wirth is the Deputy Clerk to the Board Donald Ikerd McRee is the County Attorney Sandra L. Hill is the County Finance Director Bridget T. Brinkley is the Deputy Finance Director
B.	Facsimile Signatures: The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.
C.	Official Depositories: The Official depositories of the Ocean Sands Water and Sewer District are: Towne Bank of Currituck, Moyock, North Carolina Bank of America, North Carolina Bank of Hampton Roads (dba Gateway Bank), North Carolina Branch Bank and Trust, North Carolina North Carolina Cash Management Trust, Charlotte, North Carolina Yadkin Bank, North Carolina Wells Fargo, North Carolina
D.	Daily Deposits: Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250)
E.	Returned Check or Electronic Funds Transfer Fees: The Ocean Sands Water and Sewer District will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).
F.	Policy on Appropriations: The Ocean Sands Water and Sewer District will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

**SECTION 5. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting  
ADOPTED this 6th day of June 2016.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

**Ocean Sands Water & Sewer District-Budget Amendments**

County Manager, Dan Scanlon, reviewed the amendments with the Board, consisting of year end adjustments moving money among line items.

Commissioner Gilbert moved to approve and was seconded by Commissioner Payment. The motion carried unanimously.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-514500	Training & Education	\$ 64	
60808-532000	Supplies - Water	\$ 1,000	
60808-533801	Chemicals - Sewer	\$ 3,000	
60808-553000	Dues and Subscriptions - Water	\$ 119	
60808-553001	Dues and Subscriptions - Sewer	\$ 500	
60808-561000	Professional Services - Water	\$ 2,742	
60808-590001	Capital Outlay - Sewer	\$ 7,430	
60360-450500	Administrative Revenue		\$ 7,306
60808-511001	Telephone and Postage		\$ 2,500
60808-532001	Supplies		\$ 2,500
60808-533201	Lab Test		\$ 2,549
		<u>\$ 14,855</u>	<u>\$ 14,855</u>

**Explanation:** Ocean Sands Water and Sewer District (60808) - Transfer funds for operations and record administrative revenue.

**Net Budget Effect:** Ocean Sands Water and Sewer District (60) - Increased by \$7,306.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-587059	T T - Ocean Sands Construction	\$ 250,000	
60390-499900	Appropriated Retained Earnings		\$ 250,000
		<u>\$ 250,000</u>	<u>\$ 250,000</u>

**Explanation:** Ocean Sands Water and Sewer District (60808) - Transfer funds to accumulate funding for future expansion of the Ocean Sands Sewer.

**Net Budget Effect:** Ocean Sands Water and Sewer District (60) - Increased by \$250,000.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

**Motion to adjourn meeting of the Ocean Sands Water & Sewer District**

With no further business, Commissioner Gilbert moved to adjourn. The motion was seconded by Chairman Griggs and carried unanimously. The meeting of the Ocean Sands Water and Sewer District was concluded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	David L. Griggs, Board Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike H. Payment, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1573)**

### **Agenda Item Title**

JCPC Certification

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

This is an annual certification required for JCPC funding. Some of the positions are blank. If you are aware of anyone that would be willing to serve in those capacities, please notify Sandra Hill.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Sandra Hill, Director

### **Presenter of Agenda Item**

Daniel F. Scanlon



NC Department of Public Safety  
Juvenile Crime Prevention Council Certification

Fiscal Year: 2016 -2017

County: **Currituck**

Date: **5/27/2016**

**CERTIFICATION STANDARDS**

**STANDARD #1 - Membership**

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?  yes
- B. Is the membership list attached?  yes
- C. Are members appointed for two year terms and are those terms staggered?  yes
- D. Is membership reflective of social-economic and racial diversity of the community?  yes
- E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846?  yes

If not, which positions are vacant and why?

Student, SA professional, business and faith community are vacant

**STANDARD #2 - Organization**

- A. Does the JCPC have written Bylaws?  yes
- B. Bylaws are  attached or  on file (Select one.)
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure.  yes
- D. Does the JCPC have written policies and procedures for funding and review?  yes
- E. These policies and procedures  attached or  on file. (Select one.)
- F. Does the JCPC have officers and are they elected annually?  yes

JCPC has:  Chair;  Vice-Chair;  Secretary;  Treasurer.

**STANDARD #3 - Meetings**

- A. JCPC meetings are considered open and public notice of meetings is provided.  yes
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings?  yes
- C. Does the JCPC meet bi-monthly at a minimum?  yes
- D. Are minutes taken at all official meetings?  yes
- E. Are minutes distributed prior to or during subsequent meetings?  yes

**STANDARD #4 - Planning**

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process?  yes
- B. Is this Annual Plan presented to the Board of County Commissioners and to DPS?  yes
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval?  yes

**STANDARD #5 - Public Awareness**

A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? ( RFP, distribution list, and article attached) \_\_\_\_\_ yes \_\_\_\_\_

B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? \_\_\_\_\_ yes \_\_\_\_\_

**STANDARD #6 – No Overdue Tax Debt**

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? \_\_\_\_\_ yes \_\_\_\_\_

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/ OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.

The JCPC Certification **must be received by June 30, 2016**.

**JCPC Administrative Funds  
SOURCES OF REVENUE**

**DPS JCPC**

Only list requested funds for  
JCPC Administrative Budget. \_\_\_\_\_ \$6538 \_\_\_\_\_

**Local**

\_\_\_\_\_

**Other**

\_\_\_\_\_

**Total**

\$6538

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

## Juvenile Crime Prevention Council Certification (cont'd)

4.D.2.a

Currituck

County

FY 2016-17

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Athena Chasteen	Licensed School Therapist	<input checked="" type="checkbox"/>	W	F
2) Chief of Police	n/a		<input checked="" type="checkbox"/>		
3) Local Sheriff or designee	Mathew Beikert	Cheif Deputy	<input checked="" type="checkbox"/>	W	M
4) District Attorney or designee	Zack Beasley	Asst. DA	<input checked="" type="checkbox"/>	W	M
5) Chief Court Counselor or designee	Laqreshia Bates-Harley	Chief Court Counselor	<input checked="" type="checkbox"/>	B	F
6) Director, AMH/DD/SA, or designee	Tracey Webster	System Care Coordinator	<input checked="" type="checkbox"/>	B	F
7) Director DSS or designee	Patty Halstead	Social Worker	<input checked="" type="checkbox"/>	W	F
8) County Manager or designee	Sandra Hill	Finance Officer	<input checked="" type="checkbox"/>	W	F
9) Substance Abuse Professional			<input type="checkbox"/>		
10) Member of Faith Community			<input type="checkbox"/>		
11) County Commissioner	Mike Hall	Commissioner	<input type="checkbox"/>	W	M
12) Two Persons under age 18 (State Youth Council Representative, if available)			<input type="checkbox"/>		
13) Juvenile Defense Attorney	Bill Brumsey	Juv. Defense Attorney	<input checked="" type="checkbox"/>	W	M
14) Chief District Judge or designee	Hon. Edgar Barnes	District Court Judge	<input checked="" type="checkbox"/>	W	M
15) Member of Business Community			<input type="checkbox"/>		
16) Local Health Director or designee	Trey Wright	Triple P	<input checked="" type="checkbox"/>	B	F
17) Rep. United Way/other non-profit	Cameron Lowe	Coop. Extension	<input checked="" type="checkbox"/>	W	F
18) Representative/Parks and Rec.	Jason Weeks	Director	<input checked="" type="checkbox"/>	W	M
19) County Commissioner appointee	Paul Pollock	Court Counselor	<input checked="" type="checkbox"/>	W	M
20) County Commissioner appointee	Pete Aitken	Court Counselor	<input checked="" type="checkbox"/>	W	M
21) County Commissioner appointee			<input type="checkbox"/>		
22) County Commissioner appointee	Alysia Mizelle	PASS/Teen Cou Prog. Mananger	<input checked="" type="checkbox"/>	B	F
23) County Commissioner appointee	Ray Matusko	Clerk of Court	<input checked="" type="checkbox"/>	W	M
24) County Commissioner appointee	Jennifer Goscinski	School Social Worker	<input checked="" type="checkbox"/>	W	F
25) County Commissioner appointee			<input type="checkbox"/>		

Attachment: Currituck CERTIFICATION 16-17 (1573 : JCPC Certification)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1592)**

### **Agenda Item Title**

Softball Fields, Currituck Community Park - Change Order #1

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

Staff recommends approval of Change Order #1 to A.R. Chesson's Softball Fields construction contract, approval of Dominion right-of-way agreement, and authorization for the County Manager to execute.

This change order is a credit back to the County in the amount of \$25,000 from A.R. Chesson's contract. The purpose of this credit is to fund a contract between the County and Dominion Power to install a 3phase transformer and service to the concession stand. This also includes a right-of-way agreement for Dominion to perform these installations. The change order and right-of-way agreement are attached.

A.R. Chesson's original contract amount is \$4,906,342.52. This change order, in the form of a reduction of the contract by \$25,000, results in an adjusted contract amount of \$4,881,342.52.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Michelle Perry, Engineer Technician

### **Presenter of Agenda Item**

Daniel F. Scanlon


**AIA® Document G701™ – 2001**
**Change Order**

<b>PROJECT</b> ( <i>Name and address</i> ):	<b>CHANGE ORDER NUMBER:</b> 001	<b>OWNER:</b> <input checked="" type="checkbox"/>
Currituck Community Park Phase Two	<b>DATE:</b> 6/16/16	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> ( <i>Name and address</i> ):	<b>ARCHITECT'S PROJECT NUMBER:</b> 17000091	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
AR Chesson Construction Co., Inc. PO Box 2266 Elizabeth City, NC 27909	<b>CONTRACT DATE:</b> 12/8/2015	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
Amount to be deducted from general contingency.

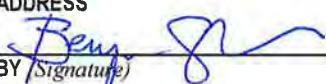
The original Contract Sum was	\$ 4,906,342.52
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 4,906,342.52
The Contract Sum will be decreased by this Change Order in the amount of	\$ 25000.000
The new Contract Sum including this Change Order will be	\$ 4,881,342.52

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>Alfred Benesch &amp; Company</u> <b>ARCHITECT</b> ( <i>Firm name</i> )	<u>AR Chesson Construction</u> <b>CONTRACTOR</b> ( <i>Firm name</i> )	<u>Currituck County</u> <b>OWNER</b> ( <i>Firm name</i> )
<u>2320 West Morehead St. Clt, NC 28208</u> <b>ADDRESS</b>	<u>PO Box 2266 Elizabeth City, NC 27909</u> <b>ADDRESS</b>	<u>152 Courthouse Rd., Currituck, NC 27929</u> <b>ADDRESS</b>
<u></u> <b>BY</b> ( <i>Signature</i> )	<u></u> <b>BY</b> ( <i>Signature</i> )	<u></u> <b>BY</b> ( <i>Signature</i> )
<u>Benjiman Simpson</u> <i>(Typed name)</i>	<u></u> <i>(Typed name)</i>	<u></u> <i>(Typed name)</i>
<u></u> <b>DATE</b>	<u></u> <b>DATE</b>	<u></u> <b>DATE</b>



## Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between

County of Currituck

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in North Carolina as Dominion North Carolina Power, with its principal office in Richmond, Virginia ("GRANTEE").

### WITNESSETH:

1. That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, GRANTOR grants and conveys unto GRANTEE, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

Initials: \_\_\_\_\_

**This Document Prepared by Virginia Electric and Power Company and should be returned to:**  
Dominion North Carolina Power, 200 W. Vepco St. Roanoke Rapids, NC 27870.

(Page 1 of 5 Pages)  
DNCPIDNo(s). 71-16-0028

Form No. 721043-1 (Jun 2015)  
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## Right of Way Agreement

- 1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said easement shall extend fifteen (15) feet in width across the lands of **GRANTOR**; and
2. The easement granted herein shall extend across the lands of **GRANTOR** situated in Currituck County, North Carolina, as more fully described on Plat(s) Numbered 71-16-0028 , attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.
3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.
4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.
5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

Initials: \_\_\_\_\_

(Page 2 of 5 Pages)  
DNCPIDNo(s). 71-16-0028

Form No. 721043-2 (Jun 2015)  
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## Right of Way Agreement

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE**'s exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE**'s rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE**'s exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE**'s exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such of its facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE** shall have the right to assign or transfer, without limitation, to any public service company all or any part of the perpetual right, privilege and easement granted herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: \_\_\_\_\_

(Page 3 of 5 Pages)  
DNCPIDNo(s). 71-16-0028

Form No. 721043-3 (Jun 2015)  
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## Right of Way Agreement

11. **GRANTOR** covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of **GRANTOR** warrants that they have been duly authorized to execute this easement on behalf of said County.

**IN WITNESS WHEREOF, GRANTOR** has caused its name to be signed hereto by authorized officer or agent, described below, on the date first above written.

**APPROVED AS TO FORM:**

**COUNTY OF Currituck**

By:

Title:

(Title)

**State of** \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

I, \_\_\_\_\_, a Notary Public in and for the State of \_\_\_\_\_ at Large, do hereby certify that this day personally appeared before me in my jurisdiction aforesaid

(Name of officer or agent) \_\_\_\_\_ (Title of officer or agent) \_\_\_\_\_

on behalf of Currituck County, North Carolina, whose name is signed to the foregoing writing dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and acknowledged the same before me.

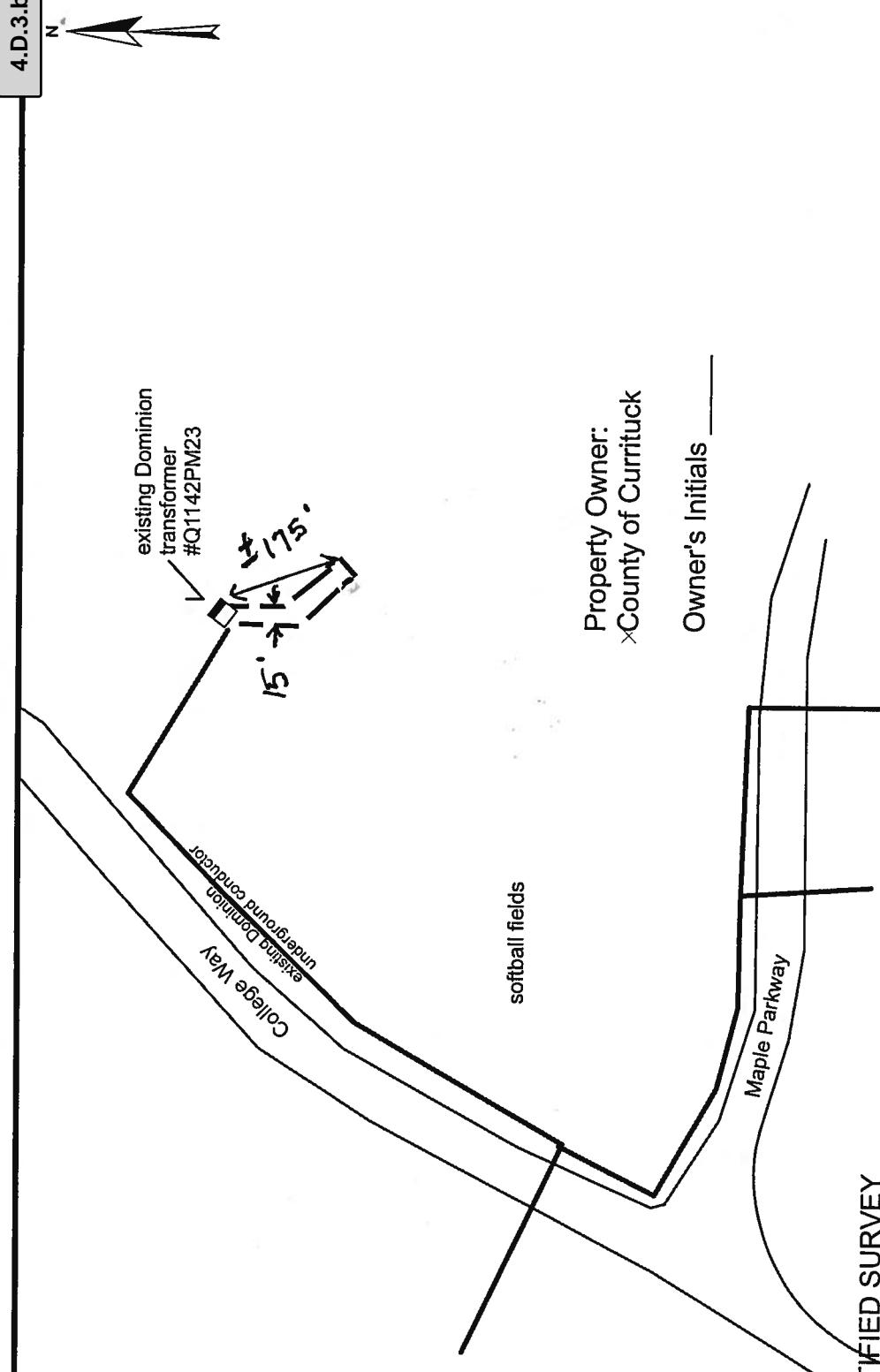
Given under my hand 20

Notary Public (Print Name)

Notary Public (Signature)

### **My Commission Expires:**

(Page 4 of 5 Pages)



THIS MAP IS NOT A CERTIFIED SURVEY  
AND HAS NOT BEEN REVIEWED BY A LOCAL  
GOVERNMENT AGENCY FOR COMPLIANCE  
WITH ANY APPLICABLE LAND DEVELOPMENT  
REGULATIONS

## LEGEND

— - - - - Location of Boundary Lines of Right-of-Way

— - - - - Indicates Property Line is Right-of-Way Boundary

NOT TO SCALE

## District

Elizabeth City

## District-Township-Borough

Crawford

## County - City

Currituck

## State

NC

## Office

Elizabeth City

## Plat Number

71-16-0028

## Estimate Number

7617474

## Grid Number

Q1142

## PLAT TO ACCOMPANY

## RIGHT-OF-WAY AGREEMENT

VIRGINIA ELECTRIC AND POWER COMPANY  
doing business as

Dominion North Carolina Power

UG

DATE: 6/9/2016 BY: Norma N. Cook



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1587)**

**Agenda Item Title**

Approval of Application for Alcohol at Ruritan Park-Knotts Island Peach Festival

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## APPLICATION FOR ALCOHOL BEVERAGES AT SPECIAL EVENTS ON COUNTY-OWNED PROPERTY

Please complete form & return to County Manager's Office 153 Courthouse Road, Suite 204 Currituck, NC 27929  
 Fax 252-232-3551 Email: [leeann.walton@currituckcountync.gov](mailto:leeann.walton@currituckcountync.gov)

Contact Information					
Name of Applicant	Anita Waterfield				
Organization Name	Knotts Island Ruritan Club				
Address	101 Sea Breeze S				
City, State & Zip	Knotts Island, Nc 27950				
Phone	757-270-1338	Cell Number			
Email	awaterfield2003@msn.com				
Event Information					
Name of Event	Knotts Island Peach Festival				
Date of Event	June 25,2016 thru June 26,2016				
Assembly Area (Please check one)	<input checked="" type="checkbox"/> Knotts Island Ruritan Park <input type="checkbox"/> Historic Corolla Park <input type="checkbox"/> Soundside Park <input type="checkbox"/> Currituck County Rural Center (CCRC)	Time Period:	9am		
		Time Period:	6pm		
Approximate # of persons	4500	ABC Permit From NC State Liquor Board	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
<b>Attachments:</b>					
<input type="checkbox"/> Types of alcoholic beverages to be served (i.e. beer, malt beverages, wine, liquor, etc.) <input type="checkbox"/> Copy of ABC Permit <input type="checkbox"/> Copy of Insurance Certificate showing the County as additional named secured <input type="checkbox"/> Drawing or map of reserved area where the alcohol will be served <input type="checkbox"/> Description of proposed special event and reasons for its occurrence					
<b>Policy:</b>					
<ul style="list-style-type: none"> <li>Alcohol may be sold and/or served providing all local, state and federal alcohol laws and policies are adhered to, and any permits conspicuously posted;</li> <li>The non-profit organization shall secure all proper North Carolina ABC permits for each event;</li> <li>An area shall be designated and clearly marked where the possession and consumption of alcohol may occur during the event. The non-profit organization shall post a responsible person at each point of ingress/egress to the designated area to ensure that persons do not leave the designated area with an alcoholic beverage;</li> <li>Provide food during the event consisting of heavy hors d'oeuvres or a small meal;</li> <li>The nonprofit organization shall verify the age of persons to whom alcoholic beverages are disbursed and provide patrons wristbands or another</li> </ul>					

designating item to identify that they are of legal drinking age. The non-profit organization shall not serve alcohol to patrons that are intoxicated;

- Provide for clean-up of all debris/litter following the special event;
- Provide on-site signage for special event stating alcoholic beverages are prohibited beyond the approved permitted area and that underage drinking is prohibited;
- Furnish liability insurance in the amount of at least one million dollars with the County shown as the additional named insured;
- Non-alcoholic beverages must be available during the event;
- Patrons of the event may not bring alcoholic beverages into the event;
- Beverages may not be served in glass containers;
- The non-profit organization is responsible for the purchase and transportation of all alcoholic beverages;
- All event workers shall be provided with highly visible identification such as a button, badge, apron, uniform or other form of identification;
- A law enforcement officer must be retained by the non-profit organization and at the event from opening to closing of the event; and
- The non-profit organization shall comply with all county ordinances, rules and regulations.

If the event will be held at Historic Corolla Park the following additional rules will apply:

- The event planner must make application through the Travel and Tourism Department providing the same information as required for a non-profit organization special event permit;
- The event must be approved by the Travel and Tourism Director and a specific area of the grounds reserved for the private event;
- The event must take place and alcohol may be consumed only in the reserved area on the grounds;
- The private event must be catered and the event planner or caterer shall be responsible for any required North Carolina ABC permits;
- The event planner shall provide for cleanup of all debris/litter following the event;
- The event planner must furnish liability insurance in the amount of at least one million dollars with the County shown as the additional named insured;
- A law enforcement officer must be retained by the event planner and at the event from opening to closing of the event; and
- The event shall comply with all other Currituck County ordinances, rules and regulations.

Signature of Applicant:				Date:	May 20, 2016
<b>OFFICE USE ONLY</b>					
Date:	Approved:	Denied:	Chairman of Board of Commissioners:		



North Carolina Alcoholic Beverage Control Commission  
**SPECIAL ONE TIME PERMIT**  
**T00240664**



Authorized by G.S. 18B-1002(2)(5)

**START DATE/TIME:** 06/25/2016 10:00 AM

**END DATE/TIME:** 06/26/2016 06:00 PM

**ISSUED TO:**

Ruritan National/Knotts Island Ruritan Club  
 Knotts Island Ruritan Park  
 126 Brumley Road  
 Knotts Island, NC 27950

**COUNTY:** Currituck

This certifies that the above named nonprofit or political organization is authorized to sell beer and/or wine at a ticketed fundraising event held by the organization stated above, in accordance with the applicable provisions of G.S. 18B-1002(2)(5) and the Rules of the Commission. This permit is valid only for the period of time listed above unless sooner suspended or revoked, and is not transferable. It is recommended that you keep this permit with you at all times during working hours as it is subject to examination by ALE and ABC Officials.

James C. Gardner, Chairman

## Currituck County

We are planning the 26th annual Peach Festival this year on June 25-26, 2016. We would like to sell Beer, Wine and Malt Beverages (Wine Coolers). We have got Deputy Neal Nosay approved thru the sheriff office already for this event.

This is the Ruritan's Clubs major fund raiser of the year sales of alcohol will be used to support projects in the Island community like the School, Both Churches, Sports Teams, Boy and Girl Scouts, Food Bank, The Toy Drive for children in need, people in need. Last year The Knotts Island Ruritan Club contributed back in the local community in the amount of \$18,000.

Thank you for your support

  
Vice President  
Knotts Island Ruritan Club

7/20  
Knots Island Peach festival





## **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.  
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Chesterfield Insurers, Inc. 3535 Ironbridge Rd. P. O. Box 34220 Richmond	VA 23234	CONTACT NAME: <b>Fred Weymouth, Sr.</b>	
		PHONE (A/C No.): (804) 271-9426	FAX (A/C No.): (804) 271-9108
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		<b>INSURER A: Mid-Atlantic Insurance Service</b>	
		INSURER B:	14014 (TV)
		INSURER C:	12016
		INSURER D:	11142
		INSURER E:	11145
		INSURER F:	310
REVISION NUMBER:			
Knotts Island NC 27950-0000			

## COVERAGES

**CERTIFICATE NUMBER:CL1652610508**

**REVISION NUMBER:**

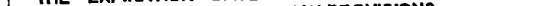
COVERAGES CERTIFICATE NUMBER: \_\_\_\_\_  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD  
INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS  
CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS  
EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

-EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ADDED INSURANCE.

INSR LTR	EXCLUSIONS AND CONDITIONS OF INSURANCE		ADD'L SUBR INSD / WND	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	TYPE OF INSURANCE	AMOUNT					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CP02418591	10/20/2015	10/20/2016	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000	
						PERSONAL & ADV INJURY \$ 1,000,000	
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMP/OP AGG \$ 2,000,000	
						Employee Benefits \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000	
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROJECT	<input type="checkbox"/> LOC			BODILY INJURY (Per person) \$ 1,000,000	
	OTHER:					BODILY INJURY (Per accident) \$ 1,000,000	
	AUTOMOBILE LIABILITY					PROPERTY DAMAGE (Per accident) \$ 1,000,000	
	<input type="checkbox"/> ANY AUTO					TERMS, THIS	
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				TERM, THIS	
	Hired Autos	<input type="checkbox"/> NON-OWNED AUTOS				TERM,	
	UMBRELLA LIAB		<input type="checkbox"/> OCCUR			EACH OCCURRENCE \$ 1,000,000	
	EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE			AGGREGATE \$ 1,000,000	
	DED	RETENTION \$				\$ 100,000	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		<input type="checkbox"/> Y/N			PER STATUTE	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> N/A				
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$ 1,000,000	
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

**REASONABLE IN VEHICLE ACCORD 101. Additional Remarks Schedule, may be attached if more space is required)**

1-10-16 - June 25, 26, 2016 @ 126 Brumley Rd. Knotts Island, NC 27950.

<b>CERTIFICATE HOLDER</b>  Currituck County 126 Brumley Rd Knotts Island, NC 27950	<b>CANCELLATION</b>  <b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b>  Chesterfield Insurers
	

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## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1586)**

### **Agenda Item Title**

Petition for Road Addition-Lloyd's Lane, Aydlett

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

Developer is petitioning NCDOT for the addition of Lloyd's Lane in the Aydlett's Choice subdivision, Aydlett, for road maintenance.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Lloyds Lane  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Aydlett's Choice Length (miles): 0.30 Miles

Number of occupied homes having street frontage: 7 Located (miles): 0.00

miles N  S  E  W  of the intersection of Route SR 1137 and Route SR 1162.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Aydlett's Choice in  
Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: C. A. Howard, Jr. Phone Number: 252-202-3500

Street Address: 2854-A Caratoke Hwy, Currituck, NC 27929

Mailing Address: 2854-A Caratoke Hwy, Currituck, NC 27929

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
Claude R. & Alice P. Avery	664 Aydlett Road, Aydlett, NC 27916	252-453-3136
Jason & Veronika Dowdy	P.O. Box 595, Grandy, NC 27939	252-619-7606
Dallas W. & Dawn A. Hamilton	126 Lloyds Lane, Aydlett, NC 27916	252-267-0475
Clayton A. & Rebecca W. Howard, Jr.	2854-A Caratoke Hwy, Currituck, NC 27929	252-202-3500
Neil H. Jantzen	130 Lloyds Lane, Aydlett, NC 27916	260-691-3439
Ronald P. & April M. Setnikar	134 Lloyds Lane, Aydlett, NC 27916	516-322-9252
Clinton Scott & Heather Payment	133 Lloyds Lane, Aydlett, NC 27916	757-777-5374

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

Rural Road  Subdivision platted prior to October 1, 1975  Subdivision platted after September 30, 1975

## **REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.





**SOLUTIONS FROM THE GROUND**  
150 US Hwy 158 E.  
PO Box 339  
Camden, NC 27921  
(252) 338-2913  
(252) 338-5552 fax  
[www.hymansrobey.com](http://www.hymansrobey.com)



FINAL PLAT  
FOR  
**AYDLETT'  
CHOICE**  
POPLAR BRANCH  
TOWNSHIP  
CURRITUCK COUNTY  
NORTH CAROLINA

POPLAR BRANCH  
TOWNSHIP  
CURRITUCK COUNT  
NORTH CAROLINA

**404 WETLAND DELINEATION SEE NOTE 10**

**JOAN D. COOPER**  
N/F  
D.B. 480, PG. 530  
ZONING: A & R

**CURRITUCK A & H PROPERTIES, LLC**  
D.B. 187, PG. 778  
M.L. 10, PG. 59  
51.29 AC  
BY COORDINATE METHOD

**CURRITUCK B & H PROPERTIES, LLC**  
D.B. 89, PG. 301  
D.B. 188, PG. 566  
37.12 AC  
BY COORDINATE METHOD

**PROPERTY LINE TO BE VACATED**

**3545.66'**

**3864.85'**

**2244.12'**

**588105.02'W**

**588105.27'E**

**612.00'**

**1054.12'**

**127.00'**

**2244.12'**

**3545.66'**

**ZONING: A**

**ZONING: R**

**Flood Zone Seaward**

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SEE SHEET 1 OF 4 FOR NOTES AND CERTIFICATES

**SHEET TITLE:**  
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**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Currituck

Road Description: Lloyds Lane, Aydlett's Choice Subdivision, Poplar Branch Township

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Currituck requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Currituck that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Currituck at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Official Seal**

Clerk, Board of Commissioners

County: \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1585)**

### **Agenda Item Title**

Consideration and Approval of Job Description Revisions

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

Revisions to job descriptions for various positions in several departments, including Personnel, Finance, Public Works, Fire & EMS, Airport, Engineering, Planning, and Public Utilities.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: DEVELOPMENT TECHNICIAN PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

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

Under general supervision, performs technical work in permitting, planning, and code enforcement, ~~and inspections~~ for the Planning & Community Development Department. This is a hybrid position that performs daily job tasks in the disciplines of planning and inspections. Work involves review of development applications to ensure compliance with applicable county ordinances and state regulations; applying and enforcing rules and regulations relating to zoning, CAMA, flood standards, ~~and the construction and repair of buildings codes~~; and explaining and interpreting ordinances and regulations as necessary. Work also involves researching and compiling information; and preparing and maintaining reports and records. Employee must exercise independent judgment and use considerable tact and courtesy in frequent contacts with county, state and federal officials, and the public. Reports to the Planning & CD Director or their designee.

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

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

Reviews development applications including building permits, building plans, site plans, and minor stormwater plans to ensure compliance with county ordinances, building codes, and state regulations; conducts on-site zoning and project inspections.

Provides information and assistance to the public for obtaining CAMA permits; reviews and issues CAMA permits; inspects improvements; and prepares reports to be submitted to the State.

Applies FEMA regulations including verifying flood certifications and identifying flood zones; issues flood development permits and flood determination letters, processes LOMA applications.

Interprets, applies and enforces county Unified Development Ordinance and Code of Ordinances relating to zoning, subdivision, flood, and nuisance standards.

~~Interprets, applies and enforces rules and regulations governing the following areas of the building trades: building, mechanical, plumbing, and electrical. Inspects properties and buildings in the process of construction, alteration, or repair for compliance with code requirements.~~

Researches and compiles information on a variety of development issues from multiple sources.

Performs routine office-administrative tasks including file maintenance, typing letters and reports, maintaining department records, and responding to customer inquiries.

Assists with permitting intake and administrative duties in the Mainland or Corolla offices as needed.

Acts as clerk to advisory boards and committees, including but not limited to, preparing agenda packets, typing minutes, and attending regularly scheduled meetings.

## DEVELOPMENT TECHNICIAN

Prepares public notices, correspondence, reports, maps and diagrams as required.

### **ADDITIONAL JOB FUNCTIONS**

~~Assists with permitting intake and administrative duties in the Mainland or Corolla offices as needed.~~

Attends occasional public meetings, including evenings, as required by the Planning & CD Director.

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associates degree in urban planning, geography, architecture, engineering, construction management, engineering, architecture, building trades, science, or a related field; one to two years of related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

~~Ability to obtain Within twothree years of employment, a Certified Floodplain Manager Certification or possession of a Level I Building Code Certificate, from the North Carolina Code Officials Qualification Board for each area(s) of the building trades as determined by the Director.~~

Possession of a valid North Carolina driver's license.

### **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 typewriters, copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, 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 a negligible amount 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 of those for Medium Work.

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

## DEVELOPMENT TECHNICIAN

**Interpersonal Communication:** Requires the ability of speaking and/or signaling 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, forms, ordinances, maps, plans, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, forms, 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 a 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 architectural, construction, engineering, legal, and mapping terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

**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 hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, 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.

**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 a telephone.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices and objectives of land use planning, including zoning and subdivision control.

Knowledge of modern building, ~~plumbing, electrical and mechanical construction practices, materials and equipment of the various stages of construction when violations and defects should be observed and corrected.~~

## DEVELOPMENT TECHNICIAN

Knowledge of state and local ordinances and codes, the Unified Development Ordinance, FEMA regulations, and CAMA regulations.

Considerable knowledge of modern office practices, procedures and equipment and standard clerical techniques.

Ability to interpret maps, surveys, engineering drawings, site plans, building plans, diagrams, specifications, codes and building regulations.

Ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to use ~~Munis~~ permitting software, ArcMap GIS technologies, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Ability to use common measurement tools, calculate square footage and measure distances, and apply basic algebraic or geometric knowledge in practical situations.

~~Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections.~~

Ability to effectively express ideas orally and in writing; and to exercise tact, courtesy and firmness with government officials, design professionals, developers, contractors and the general public.

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

ED: 06/20/2016 (BOC REV)

## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: BUILDING SUPERINTENDENT / SOLID WASTE DIRECTOR  
PUBLIC WORKS DEPARTMENT****GENERAL STATEMENT OF JOB**

Performs complex duties supervising and exercising direct administrative and management responsibilities for the County Public Works Facilities Management, Solid Waste / Recycling Department, Mosquito Control, and Public Beach Facilities. Work involves planning, managing and coordinating all activities necessary preparing and administering departmental budgets, administering and managing contractual services, significant accountability for planning, program development and implementation, and supervising and evaluating employees within the departments in accordance with federal, state and local environmental laws and regulations. Work requires considerable independent judgment. Individual in this capacity is on call 24 hours per day, 7 days per week. Preparing a variety of correspondence, reports, invoices and other material; receiving, recording and reporting various fees for County services; and maintaining supply inventories. Performs a variety of clerical tasks. Reports to the County Engineer.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Plans, supervises, coordinates and implements the management of the County's Public Works Department, Solid Waste/Recycling, Mosquito Control, Public Beach Facilities with Contract Administration and Capital Improvements pertaining to the aforementioned programs; identifies, negotiates and selects organizations to provide services to the County; recommends any changes to the County Manager.

Acts as a liaison between other departments and the County Manager; directs department supervisors in policy and procedures established by the County Manager.

Plans department budgets and oversees expenditures; prepares various financial reports, as necessary. Develops, implements and manages annual budgets for Public Works, Solid Waste/Recycling, Public Beach Facilities, Court Facilities and Mosquito Control.

Prioritize daily workload and assign proper resources to accomplish tasks.

Monitors Department activities to determine problems and needs, and recommends solutions.

Maintains current knowledge of legislative trends and developments in the industry for application to regulatory compliant solid waste operations.

Oversees transfer station operation and contract to ensure compliance with NC DENR.

Enforces the Solid Waste Ordinance.

Interviews applicants and makes recommendation for hiring. Review work of subordinates through reports, periodic conferences, results of directives and annual evaluations.

Reviews and formulates bid specifications and requests for proposals.

Oversees and administers contracted services operations and ensures compliance with contract specifications.

Conducts or directs the completion of special projects as assigned by the County Manager.

## **BUILDING SUPERINTENDENT- SOLID WASTE DIRECTOR PUBLIC WORKS**

~~Types material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports, meeting agendas, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes correspondence to appropriate parties; compiles the annual solid waste report; prepares grant applications and draft budget documents; prepares solid waste tonnage reports.~~

Develops solid waste collection and recycling programs, applies for grant funding, implements programs as funding is secured.

~~Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.~~

~~Processes scale house tickets, tabulating data and recording information.~~

~~Prepares invoices, purchase order requisitions, and various reports and correspondence.~~

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials and work conditions are adequately maintained to prevent accidents.

~~Prepares schedule for the public works department and community service workers; prepares and maintains verifies and authorizes time sheets. ; assigns duties to community service workers.~~

~~Initiates and generates work orders for work requests.~~

Conducts surplus auction, vehicle title transfers and reconciliation of funds collected.

~~Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate.~~

~~Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail.~~

~~Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.~~

~~Establishes and maintains a variety of tangible files, filing and retrieving materials as requested or as otherwise necessary.~~

### **ADDITIONAL JOB FUNCTIONS**

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

Performs other related work as required.

**BUILDING SUPERINTENDENT- SOLID WASTE DIRECTOR  
PUBLIC WORKS  
CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person, by telephone contact and electronic means.

**SUPERVISION**

Direct supervision over a number of individuals, including supervisory and indirect supervision over other individuals. Includes assigning, directing, evaluating and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, planning or related field, and three to five years of experience in management, preferably related to public works; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid North Carolina driver's license.

**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, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing 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 to or divergent from obvious standards) or data, people or things.

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

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

## **BUILDING SUPERINTENDENT- SOLID WASTE DIRECTOR PUBLIC WORKS**

**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.

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

**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 automated 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.

**Personal 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/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

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

Thorough knowledge of modern techniques and methods used in the development and operation of Public Works and Solid Waste programs.

Thorough knowledge of federal, state and local laws, rules, regulations and ordinances.

Considerable knowledge of the current literature, trends, and developments of County operations within various departments.

Considerable knowledge of the principles and practices used in public speaking and making presentations.

Ability to deal tactfully and courteously with business and industrial officials and the general public.

Ability to promote and educate the public with concerns.

Ability to express ideas effectively both orally and in writing.

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

**Ability to supervise employees in a manner conducive to full performance and high morale.**

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

## **BUILDING SUPERINTENDENT- SOLID WASTE DIRECTOR PUBLIC WORKS**

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

ED:06/06/2016 (REV: BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: EMERGENCY MEDICAL TECHNICIAN – EMS TRAINING OFFICER**

### **DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES** **Training/Administration Division**

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

Under general supervision, provide skilled and technical training to the Currituck County Fire-Emergency Medical Services employees and Currituck County EMS Volunteers. This position is responsible for maintaining a pre-hospital emergency care Continuing Education program in accordance with the Currituck County Emergency Medical Services System Plan, policies, and procedures. The position will be responsible for EMS personnel training, continuing medical education and skills maintenance, credentialing and re-credentialing programs, quality improvement studies, records management, and coordination of the volunteer EMS program. Work is usually performed independently within established practices and procedures. Work is performed under the supervision of the Chief of the Department.

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

Assists Medical Director and Chief with the Fire - EMS Department quality assurance / performance improvement program;

Reviews patient care reports to identify training needs, performance improvement measures, and conducts studies to analyze quality of services; serves on Quality Management / Peer Review Committee and makes recommendations for system or process modifications to ensure compliance with state, county and local mandates and standards.

Participates in formulating objectives, policies and procedures for the CCFEMS emergency medical services (EMS) training program.

Responsibility of educational institute including in-services and refresher training meeting national and state standards to ensure re-credentialing opportunities for all Fire-EMS employees and volunteers.

Coordinates and oversees Field Training Evaluation Program of new employees, remediation, and volunteers.

Coordinates and oversees EMS Student preceptor program and monitors EMS student performance and progress during the training and credentialing period.

Coordinates schedules and/or conducts the required Continuing Medical Education (CME) and skills maintenance sessions for all EMS personnel;

Evaluates training results to ensure performance standards are met; monitors the re-credentialing and accreditation process to ensure compliance with State, county and local laws and regulations;

Prepares and maintains emergency medical services personnel records of Continuing Medical Education hours, skills training and prepares reports, including utilizing the records management system;

Participates in the preparation and monitoring of the Training budget with specific emphasis on EMS training needs, volunteer support, and training equipment needs.

Coordinate and assist scheduling for out of town seminars, conferences, and meetings for staff of CCFEMS.

Assist with system compliance training for Ocean Rescue personnel.

Coordinates and assist with EMD Continuing Education.

Designated infectious Control Officer for CCFEMS, coordinates infectious control issues, coordinates counseling and treatment for CCFEMS employees and volunteers.

Coordinates and maintains immunizations for CCFEMS employees and volunteers, maintains immunization records.

Coordinates, schedules and participates in the presentation of public awareness and educational programs related to emergency medical services; responds to public inquiries regarding emergency medical services.

Acts as the liaison with regulatory and associate EMS agencies, hospital personnel, paramedic training institutes, and ambulance staff; participates on regional advisory committees to provide input and represent the interests of the department in the formation of policies and procedures.

Analyzes the effects of current and pending legislation impacting emergency medical services.

Observes activities of personnel, reports and discusses perceived problems or deficiencies with the Chain of Command ; and discusses concerns affecting emergency medical services.

Prepares and maintain employee orientation check-off requirements.

Performs related administrative tasks including, but not limited to, faxing documents, preparing reports, maintaining files, and answering operational questions;

Assists Chief and Deputy Chief with 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.

Maintains current certification as an Emergency Medical Technician – Paramedic credentialed by the North Carolina Medical Care Commission to perform medical acts in accordance with the Currituck County EMS System Plan and approved protocols at the level of credentialing; and possesses sufficient Fire Fighting skills to perform tasks in accordance with approved training programs.

Completes ambulance/fire call reports and other activity reports, and submits in accordance with established policies and procedures.

Participates in a continuing training program to improve competence in medical clinical work and in ambulance/fire service operation; maintains knowledge of new or modified operational protocols and procedures; studies street and road patterns and networks of the County in order that future runs may be made with minimum difficulty and delay.

#### **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 his designees during a State of Emergency or other disaster.

Provides assistance to members of volunteer fire and emergency medical services as required.

Additional protocols employed in various emergency medical situations are referenced in the approved Currituck County Fire-EMS System Plan. Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Associates degree with 3-5 years teaching experience and/or clinical coordinating. Demonstrate experience as an EMS provider in a fire department, EMS setting, or hospital setting. Other combinations of experience and education that meet the minimum requirements may be substituted.

#### **SPECIAL REQUIREMENTS**

Certification by the North Carolina Medical Care Commission as an Emergency Medical Technician – Paramedic as outlined in 10A NCAC 13P .0502. Maintain the privilege to practice within the Currituck County EMS System; current ACLS and CPR certifications, 36 hours of continuing education per year, and successfully pass a Technical Scope of Practice Evaluation and local written exam. Must be certified as a CPR Instructor and NC OEMS Level I EMS Instructor with the ability to obtain Level 2 instructor status within a 3 year time period Current ACLS, PALS/ or equivalent. Must complete Blood-borne Pathogens and HIPAA compliance

training, and participates in an annual refresher. Must obtain PHTLS within one year of employment.

Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; out-of-state residents must have an equivalent driver's license if applicable. Certification as an emergency vehicle operator or equivalent.

Must and maintain 36 hours of fire training annually. Hazardous Materials Awareness and Terrorism – Level I desired. NC Firefighter I certification desired; NC Firefighter II certification desired and encouraged. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted. ICS 100 & 200 and NIMS 700 and 800 certifications required and will work towards and achieve ICS 300 and 400 certifications.

#### **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 tankers, ladder trucks, and fire engines, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

**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 EMS reports, fire reports and maintenance reports, etc. 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 and fire terminology.

**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 using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as medical tools, 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 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**

Thorough knowledge of the goals and responsibilities of a municipal fire department and pre-hospital emergency care program; applicable State, county and local laws, rules, regulations and guidelines related to emergency medical care; principles and practices of program administration including program monitoring, budget preparation and control, personnel policy; adult learning and teaching concepts; current trends and developments in the field of emergency medical services.

Skill in conducting training and presenting information before groups.

Thorough knowledge of emergency medical procedures and techniques.

Thorough knowledge of equipment and supplies employed in the emergency medical care of patients, fire suppression, extrication and accident victims.

Considerable experience in the delivery of emergency medical care, including responsibility for training.

General knowledge of procedures of extrication, movement of the injured or infirm, and rescue techniques.

General knowledge of the psychological needs of the injured or infirm.

Knowledge of the principles of supervision, organization and administration.

Knowledge of County geography and of the location of roads and streets within the County.

Knowledge of two-way radio communications procedures and equipment, including emergency response codes.

Ability to plan, coordinate and direct an emergency medical services training program and related training; analyze situations accurately and adopt an effective course of action; understand, interpret and apply pertinent provisions of state, county and local laws, rules, regulations and standards as they relate to emergency medical services; comprehend complex medical concepts related to emergency medical care; conduct research, analytical studies and surveys; express ideas clearly and concisely, verbally and in writing; establish and maintain effective working relationships with others including County employees, EMS volunteers, hospital personnel,

representatives of cooperative agencies, paramedic training institutes and the public; ability to utilize a computer and appropriate software programs.

Ability to respond quickly, calmly and effectively in emergency situations.

Ability to safely drive an ambulance and/or fire engine.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in frequent contact with medical professionals and the general public.

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

## 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.

Recruits, interviews, recommend hiring, promotions, disciplinary and dismissals of employees to

## DEPUTY CHIEF

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, and BTLS/ITLS, as determined necessary by the Chief. If a resident of North Carolina, possession of a valid North Carolina B license, EVOC/CEVO. Must have a minimum of a NC Level II Firefighter certification or 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.

## 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 using office equipment and motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc.

## DEPUTY CHIEF

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.

Ability to use and maintain emergency medical services equipment.

**DEPUTY CHIEF**

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: 7/1/2015 (REV)

ED: 06/06/2016 (REV)



## 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

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**

~~Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; Out of state residents must have an equivalent driver's license if applicable. Must have valid driver's operators license.~~

~~Maintain the privilege to practice within the Currituck County EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, 36 hours of continuing education per year, and successfully pass local exam..~~

Emergency vehicle operator certification, or equivalent

~~International Trauma Life Support – Basic~~

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: 06/06/2016 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

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

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

##### **Operation 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-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 extractions. Work is performed under the supervision of an EMT-Paramedic and the EMS Supervisor and is evaluated through peer review/quality management, observation, and public feedback. Reports to the EMS Supervisor.

#### **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-Intermediate 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 and endotracheal intubation; use of cardiac monitors to acquire and transmit 12-Lead EKG's and the automated external defibrillation, collection of blood for laboratory analysis, establishes peripheral 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. 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 the 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-Intermediate 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-Intermediate as outlined in 10A NCAC 13P .0502; and Basic Life Support, Healthcare Provider (CPR), or equivalent. NC Firefighter II certification or equivalent preferred.

### **SPECIAL REQUIREMENTS**

~~Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; Out of state residents must have an equivalent driver's license if applicable. Must have a valid motor vehicle operator license.~~

~~Maintain the privilege to practice within the Currituck County EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, 36 hours of continuing education per year, and successfully pass local written exam.. Obtain Prehospital trauma life support (PHTLS) within one year of employment.~~

~~International Trauma Life Support, or equivalent~~

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

Successfully complete Incident Command System-100 and the National Incident Management System-700 and 800

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 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.

ED: 06/06/2016 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC/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-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 extractions. Work is performed under the supervision of an EMS Supervisor and is evaluated through peer review/quality management, observation, and 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 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 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. 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 EMS/Fire 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-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; NC Firefighter II certification or equivalent preferred, and 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.

~~Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; Out of state residents must have an equivalent driver's license if applicable.~~

~~Maintain the privilege to practice within the Currituck County EMS system; 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, 36 hours of continuing education per year~~

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

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 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.

ED: 06/06/2016 (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 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 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 manufacturer'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 open 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 Captain or Chiefs for review.

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

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 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 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.

Seeks outside funding for projects 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 I certification required; NC Firefighter II or equivalent certification required~~desired and encouraged~~. 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 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. ~~International Trauma Life Support certifications, or equivalent~~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

~~Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; Out of state residents must have an equivalent driver's license if applicable. Must possess a valid drivers operators license.~~

~~Be an active member in good standing of a Currituck County volunteer fire department. Verification of status is verified semi annually, or upon request of the EMS Chief or Medical Director.~~

~~Maintain the privilege to practice within the Currituck County EMS system; 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., and successfully pass local written exam.~~

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 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 as necessitated by work assignments.

ED:06/06/2016 (REV BOC)

## HUMAN RESOURCE ASSISTANT

### CURRITUCK COUNTY JOB DESCRIPTION

#### JOB TITLE: HUMAN RESOURCES ASSISTANT HUMAN RESOURCES DEPARTMENT

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

Under general supervision, performs responsible clerical and accounting work requiring independent judgment and initiative for the County. ~~Work involves~~ Prepares benefit-related information and ~~employee change information~~ for data entry into biweekly payroll records ~~duties~~ and job recruitment as the primary duties. ~~Employee is responsible for data entry into payroll records.~~ Reports to the Human Resources Director.

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

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

###### **Payroll Functions:**

Maintains garnishments, child support, and bankruptcy payments and enters this information into payroll system.

Maintains payroll tickler sheet and updates various employee changes into the payroll system, such as insurance plan changes, leave-without-pay status (LWOP), retirement plan contribution changes, direct deposit, flex accounts application, calculations and fees, Credit Union updates, withholding allowances, etc. into payroll system.

Accrual process biweekly by computer.

Process payroll biweekly, transmit to bank, prepare payable checks for payroll, and transmit other AP files electronically.

Prepares and submits reports as required for County payroll payments to state and federal. Reviews timesheets for accuracy; maintains files of timesheets.

Prepare monthly, quarterly and yearly reports for payroll.

Reconciles payroll to general ledger; transmits retirement funds; transfer funds to cover payroll taxes.

**Recruitment Functions:** Post recruitment announcements: Obtain quotes and create purchase orders from various vendors for new recruitment announcements. Post recruitment announcements on various sites to include SharePoint, County website, newspapers, North Carolina Department of Commerce ESC, and bulletin boards, interoffice mail, post offices.

Answer applicant questions and hand out applications and announcements. Administers applicant typing tests for applicants.

Scans, logs and maintains files on employment applications.

Compiles and prepares interview packets for department heads to review. Department Heads prior to interview.

Schedules drug screens, conducts criminal background checks and applicable driving record checks of finalist applicant(s)

Ensure completeness of personnel file before hire date.

## HUMAN RESOURCE ASSISTANT

I-9 verification process to include Federal E-Verify software system.

~~Prepare year end reports and print w-2s.~~

**Benefits Administration:**

Assists in conducting Open Enrollment on annual basis.

Works with providers, and employees and retirees to resolve benefit issues.

Assists employees with FMLA process. Completes and obtains all required FMLA paperwork to include Notice of Rights and Responsibilities, Physician Certification, Return to Work Authorizations, with final approval of FMLA designation by Human Resources Director. Maintains regular contact with staff on FMLA leave to obtain status and updates and documents this contact. Tracks and monitors all aspects of FMLA leave and performs role as Record keeper for FMLA.

Organizes and oversees Red Cross Blood Drives.

Accepts and tracks retiree insurance payments.

~~Files worker's compensation claims/follow up/ liaison/end of year reporting for OSHA log~~

~~Maintains accrual files biweekly~~

~~Prepares spreadsheets for insurance invoicing~~

**Reports:**

~~Prepares salary census for various government organizations (NC DOL, US DOL, IOG, DMG).~~

Monthly DOL Report processing and recording.

Prepares Employment Security Commission North Carolina Department of Commerce Reports. Reporting for employment security commission

Accepts, tracks, processes and updates insurance payments for retirees.

Reports for State new hire program.

**New Employee Orientation:**

Schedules and conducts new employee orientation to include benefits enrollment, review of various personnel policies, employee ID card appointment.

Schedule Employee ID cards.

Performs entrance interviews for new employees and notifies appropriate County departments of hire dates and/or other changes.

Processes sick leave accruals for employees' transfers within North Carolina Retirement Systems.

Background checks

## HUMAN RESOURCE ASSISTANT

### **Employee Exit Interviews:**

Performs exit interviews for exiting employees.

Ensures accuracy and completeness of exit paperwork, to include, but not limited to, insurance, Cobra, elective benefits, retirement information, updated address.

### **General Office Functions:Management:**

Performs routine clerical tasks, such as greeting visitors, recording and relaying messages, typing routine correspondence, addressing envelopes, processing and distributing mail, etc. Greets visitors, records and relays messages, types routine correspondence, addresses envelopes, processes and distributes mail, etc.

Answers telephone and receives inquiries, provides information or referring callers to other County officials, as appropriate.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

Maintains inventory of office supplies, orders ordering items as appropriate and monitors monitoring expenditures; maintains files including worker's compensation and employee personnel files.

Assists auditors with annual audit as appropriate.

Maintains annual evaluations files.

### **ADDITIONAL JOB FUNCTIONS:**

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Two year degree from accredited college in Human Resources or related field. Plus two years experience in Human Resources setting or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Typing proficiency to net 45 words per minute. Prefer North Carolina Notary Public.

### **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, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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

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

## HUMAN RESOURCE ASSISTANT

**Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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 such as accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.

**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 automated 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.

**Personal 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/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the organization, operation, programs and policies of the Human Resources Department.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of terminology used within the Human Resources Department.

General knowledge of modern office practices and procedures.

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

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

**HUMAN RESOURCE ASSISTANT**

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

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

## LINE MAINTENANCE MECHANIC

General Statement of Duties

Performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of water and sewer lines, and appurtenances.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled work as a member of a crew engaged in the construction, installation and repair of water and sewer lines. Work involves operating construction equipment and participating in the installation, replacement and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, and making repairs to the water and sewer system. Work requires operation of backhoes and other heavy equipment in tight spaces, around parked cars and overhead and underground utilities. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and ResponsibilitiesEssential Duties and Tasks

Operates heavy construction equipment requiring skill and care around parked cars and overhead and/or underground utility lines; operates front end loader, dump trucks, jackhammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.

Locates and marks water lines in different locations in the county.

Performs hydrant and valve exercising; paints hydrants; mows and trims around hydrants and other utility facilities.

Performs work order tasks including inspecting meters for leaks; connect and disconnect water service for moving or non paying customers; flushes hydrants to insure water is fresh.

Operates tapping machine to make water and sewer taps and service connections.

Lays water and sewer pipes; repairs and replaces sewer and water lines and related facilities.

Installs, services and tests water meters and meter yokes.

Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.

Maintains assigned truck properly stocked and in proper operating condition.

Keeps customers informed when water service is turned off for repairs.

Assists with inspection and repair of pumping stations, reading water meters, and other related tasks.

### Additional Job Duties

Completes assigned work by the Public Utilities Director or their designee. Performs other related tasks as required.

### Knowledges, Skills, and Abilities

Considerable knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

Considerable knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

Considerable knowledge of the use of common hand and power tools.

Considerable knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Some knowledge of the operating requirements of sewer lift stations and water pumping stations. Some knowledge of the water service policies and procedures.

Skill in the operation of a backhoe and other heavy construction equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as loaders in a safe manner to fit pipes and other parts, read gauges, and make written records.

### Desirable Education and Experience

Graduation from high school and considerable experience in construction-related utility work, including considerable experience in water distribution and/or sewer collection system maintenance involving the operation of back hoes and excavators; or an equivalent combination of education and experience.

Special Requirements

Possession of valid North Carolina commercial driver's license.

Currituck County  
2009

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## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: PROJECT ENGINEER PUBLIC WORKS**

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

The Project Engineer is responsible for assisting the County Engineer in providing professional engineering services to the county. This position provides engineering services to the County within the Department of Public Works under the supervision of the County Engineer.

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

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

Maintains communication with other departments and County Engineer to exchange information relating to planning, engineering and construction of county projects.

Assists the County Engineer related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Assist 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.

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

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

Help 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.

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

Review, approve and inspect private road construction for subdivision and site plans.

Review and approve Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.

Review 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 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 ~~civil~~ engineering, ~~management, or related field~~ and extensive experience in municipal utilities construction and engineering. Prefer experience in including supervision and administration. Requires four year degree in engineering.

Desired 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.

ED: 06/06/2016 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: LIEUTENANT DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

#### 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 blood borne pathogens. Participates in firefighting activities to include: driving fire apparatus, operating fire department equipment, fighting fires and extricating patients. Reports to the Shift Captain.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS (LIEUTENANT)

Assist EMS Captain with the development, coordination, and implementation of the policies, procedures, and guidelines for the department; 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; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; 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; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, 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 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 open shifts until a suitable replacement can be found; delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, forwarding discrepancies to EMS Captain and/or Deputy Chief for review.

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

### **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 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 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. 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.

### **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.

Assist the Shift Captains in 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.

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 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, Fire-EMS Chief 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.

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.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; NC (or other equivalent) Firefighter II certification. 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) provider certification, or equivalent;

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, or equivalent. PEPP may be substituted for PALS. Obtain PHTLS within one year of employment date.

Emergency Vehicle Operator Certification, CEVO or equivalent.

#### **SPECIAL REQUIREMENTS**

~~Residents of North Carolina must have, at a minimum, a valid North Carolina class B driver's license for weighted vehicles; Out of state residents must have an equivalent driver's license. Must possess a valid driver operator license.~~

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

Maintain the privilege to practice within the Currituck County EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, Pediatric Advanced 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 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 Incident Management Systems and procedures.

Working knowledge of Mass Causality Incident Management processes and procedures.

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 supervise and manage personnel.

Ability to coordinate and manage emergency and non-emergency incident scenes.

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.

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## PUBLIC UTILITIES DIRECTOR

General Statement of Duties

Performs difficult professional and managerial work planning, organizing and directing the construction, operations, maintenance, and analysis of water and wastewater treatment plants, and related laboratory facilities, collection and distribution systems, and utility customer services including billing and collections.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the construction, operations and maintenance of the water treatment plants, distribution systems, pumping facilities, and related facilities and equipment. Work also includes responsibility for the utility long range planning for service needs for capacity, environmental compliance, information technology systems, and customer service and utility billing and collections function. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for department staffing, budget development and administration; assistance with and advising county 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; thus the position may be subject to OSHA's blood borne pathogens standards. General administrative direction is received from the County Engineer and County Manager 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 ResponsibilitiesEssential Job Tasks

Plans, organizes and directs the work of subordinate supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution and collection system construction, operations and maintenance, pumping stations, and preventive maintenance and repair; oversees utility customer service, billing, and collections services; participates in storm water management activities.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency or regulatory compliance; attends County Commissioner meetings to advocate for system needs and provide advice and information.

Manages the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the department in consultation with the County Manager; plans and implements safety programs including training, procedures, and equipment as necessary.

Researches and recommends strategies for meeting new regulatory requirements; manages contracted wastewater treatment plant operations and maintenance.

Evaluates utility customer service policies and procedures, billing and collections procedures for effectiveness; recommends improvements.

Participates in planning and supervision of contracted construction and maintenance projects; insures proper inspection and adherence to plans and standards prior to County acceptance.

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, and directs the utility system through ~~subordinate~~ supervisors including the maintenance and repair of water and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; supervises the meter reading program, water service connections and disconnections, and related utility customer response.

Requests division resources as part of annual budget process; reviews and submits budget requests of subordinate supervisors; controls allocated resources once approved; participates in capital budgeting to construct and maintain utility infrastructures; researches and recommends fee schedule.

Participates in development plan review and review of all plans and specifications regarding utility systems.

**Additional Job Duties**

Performs related work as required.

**Recruitment and Selection Guidelines**

**Knowledges, Skill, and Abilities**

Thorough knowledge of the principles and practices of water and wastewater treatment, distribution and collection system, pumping stations, metering, and other utility systems appurtenances.

Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment and distribution and sewer collection and treatment.

Thorough knowledge of the County budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including hiring, staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Thorough knowledge of the application of information technology to the work of the department.

Considerable knowledge of the effective organization and implementation of customer service, billing, and collections functions.

Considerable knowledge of principles of customer accounts management.

Working knowledge of engineering principles and their application to utilities construction and maintenance.

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 light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently or 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 college with a degree in environmental sciences, civil engineering, chemistry, or related field and extensive experience supervising water and/or wastewater treatment and/or distribution and collection systems; or an equivalent combination of education and experience.

### Special Requirement

~~May~~ Requires certification for water or wastewater treatment and/or collections or distribution systems operations by the State of North Carolina or the ability to obtain within two years.

Possession of a valid North Carolina ~~driver=s~~ driver's license.

~~Currituck County~~

~~2009~~

ED: 6/6/2016 (REV BOC)

## PUBLIC UTILITIES SUPERINTENDENT

General Statement of Duties

Performs difficult professional and managerial work planning, organizing and supervising the operations, maintenance, and laboratory analysis of wastewater treatment plants, water treatment plants, and related laboratory facilities, and the water distribution and sewer collection system 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, wastewater treatment plants, distribution and collections 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 in coming in contact with wastewater samples. General administrative direction is received from the Public Utilities 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 ResponsibilitiesEssential Job Tasks

Plans, organizes and directs the work of subordinate supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution and 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 department; plans and implements safety programs including training, procedures, and equipment as necessary; provides performance coaching and evaluation for subordinates associates and subordinate 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 and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water

taps and meters; ~~supervises the meter reading program~~, 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 ~~subordinate~~ 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 water plant, distribution and/or collection system.

#### Additional Job Duties

Completes assigned work by the Public Utilities 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 and wastewater treatment, distribution and collection 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 and wastewater treatment, distribution 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 department.

Skill in collaborative conflict resolution.

Working knowledge of the principles and practices of civil engineering and the County's engineering standards for the water and 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 water and/or wastewater treatment or distribution and collection systems; or an equivalent combination of education and experience.

experience.

#### Special Requirement

May Requires certification at Grade A for well water treatment and/or certifications for distribution system or collection system operations by the State of North Carolina or the ability to obtain within two years.

Possession of a valid North Carolina driver's license.

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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: 06/06/2016 (REV BOC)

## UTILITY CUSTOMER SERVICES SUPERVISOR

### General Statement of Duties

Performs supervisory and administrative work in support of the utility billing, cashiering, and customer service functions for the County; provides office management and general administrative support to department management.

### Distinguishing Features of the Class

An employee in this class is responsible for managing, supervising and participating in the activities which involve the utility billing and collections in multiple field locations and handling customer inquiries relating to utility billings. Work involves heavy public contact functions and coordination with other departments within the County organizational structure; insuring the timely and accurate billing of utility fees; creating invoices for bulk customers, and supervision of staff. Considerable tact and courtesy are required in these public contact functions. Employee also works with other employees and departments in trouble shooting problems, generating computer records and reports, and makes recommendations for computer programming and software changes. Work is performed under the general supervision of the Public Utilities Director and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

### Duties and Responsibilities

#### Essential Duties and Tasks

Supervises and participates in the collection of money for payment of utility billings, services, fines, etc. including the billing, receipting, posting, and balancing process associated with this responsibility; supervises and participates in preparation of work orders for customer changes; creates monthly billing cycle and staff schedules.

Participates in hiring of assigned staff; trains, assigns, and monitors work of employees; delegates duties appropriately; provides backup when employees are absent; cross trains employees in several functions; provides performance coaching and evaluation.

Supervises the work of all employees of the utility customer services function including the meter readers and coordinates with meter readers in scheduling, billing cycles, reading, service connections and disconnections.

Answers complaints from citizens, researches problems, and renders decisions or answers to their questions; refers precedent setting issues to higher level management for advice and consultation.

Supervises billing processes and handles any special problems associated with the utility billing cycles.

Monitors the appropriate billing cycles and assure that all records are submitted on a timely basis in order that established deadlines will be met.

Develops various spreadsheets and collects and manipulates data for management information and monitoring including trend analysis on consumption, etc.

Creates invoices for bulk customers; creates electronic bank draft files and emails to the finance department; processes returned checks for ~~non~~=sufficient nonsufficient funds, etc.; performs delinquent account collection including preparation of letters, phone contact and debt set-off program utilization.

Processes departmental invoices for payment; codes and submits; maintains receipts for all procurement cards; reconciles statements.

Participates in department budget development; prepares departmental request for customer service functions; orders and maintains supplies for work unit and administers approved budget.

Approves customer bill adjustments; makes arrangements for payments; works with community agencies for customer emergency or destitution problems.

Supervises the administrative support functions of the department in multiple field locations.

#### Additional Job Duties

Completes assigned work by the Public Utilities Director or their designee. Performs related duties as required.

#### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of local policy and state statutes regarding utility billing, collections, rules and regulations, and utility maintenance.

Considerable knowledge of generally accepted principles of accounting for the receipt of cash payments.

Considerable knowledge of standard operating practices involved in modern office operation and public service.

Considerable knowledge of supervisory practices and the ability to implement them in an office environment.

Considerable knowledge of the application of information technology to the work supervised including use of utility billing and accounting applications, spreadsheet design, word processing, data base and other relevant applications.

Skill in collaborative conflict resolution and customer service.

Ability to schedule, assign, review, and direct the work of a group of employees.

Ability to train and mentor assigned employees.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt, tax, and customer oriented operation.

Ability to operate calculator, computer terminal, download and upload information from handheld meter readers and automatic meter readers, typewriter, cash register, and related office equipment.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, standing, fingering,

grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, accounting process, operate a computer, and read extensively,

**Desirable Education and Experience**

Graduation from a two year college in business administration, accounting, or related field and considerable experience in a utilities or computer service operation involving heavy public contact and some supervisory experience; or an equivalent combination of education and experience.

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ED: 06/06/2016 (REV BOC)

## UTILITY CUSTOMER SERVICE REPRESENTATIVE

General Statement of Duties

Performs difficult administrative and clerical work in support of the utilities billing, collections, and customer service functions.

Distinguishing Features of the Class

An employee in this class is responsible for the activities which involve the generation and mailing of the utility bills; handling customer inquiries relating to utility billings and general customer services; preparing and verifying a variety of reports and records; collecting utility bills and other revenues, and coordinating with the utility field staff. Work requires multiple detailed procedural steps and knowledge of the utility billing process and computer application. Work involves public contact functions, and requires considerable tact and courtesy. Work is performed under regular supervision and is evaluated through conferences, by accuracy and timeliness of customer service records and bills, and thoroughness of assigned responsibilities.

Duties and ResponsibilitiesEssential Duties and Tasks

Uploads hand held meter reading computers with customer accounts for use in the field; downloads readings into billing system; manually keys in readings as needed.

Enters meter readings and meter numbers into accounts as they change; enters customer deposits into system; calculates interest on deposits to refund and/or apply to final bill for customers closing their accounts.

Prints edit list and reviews after initial meter readings are entered; identifies potential mis-reads and other potential problems; determines which meters require re-reading.

Answers incoming phone calls and walk-in customer inquiries regarding utility services, billing, meter issues and consumer disputes by researching and applying county regulations and policies.

Receives and posts payments to data base for water bills, deposits, lab fees, impact and installation fees, etc.; receives payments through mail, drop box, and customer visits.

Prints, bursts, and prepares bills for mailing.

Coordinates the activities of the office with field personnel; coordinates with utility personnel the meter reading functions and the cutting on and off of services to customers.

Answers complaints from citizens, researches problems, and answers to their questions; adjusts bills for leaks, incorrect meter readings, etc.

Establishes new customer accounts; insures proper initial readings are entered; establishes, updates, and deletes accounts for multiple temporary development needs.

Monitors the billing cycle and assures that all records are prepared on a timely basis in order that established deadlines will be met.

Provides general office and administrative support, reception, office management and records management for the Utilities Department.

Prepares daily deposits and performs daily reconciliation of cash drawer.

Assists customers with water tap applications, prepares work orders on various service needs for field staff, takes deposits for new service.

Updates changes of accounts in the data base such as transfers of ownership, meter change outs, etc.

#### Additional Job Duties

Performs related duties as required.

#### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Considerable knowledge of local policy, billing and customer service cycle regarding water and electric wastewater systems.

Considerable knowledge of the utility billing software application and ability to operate hardware to produce accurate, timely bills.

Considerable knowledge of the principles and practices of office and general administrative support.

Working knowledge of the ~~organization=s~~ organization's purchasing procedures.

Working knowledge of state statutes related to utility billing and customer service.

Working knowledge of standard operating practices involved in modern office operation and serving the public.

Working knowledge of water meter operations.

Some knowledge of accounting principles and practices.

Skill in collaborative conflict resolution.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer oriented operation.

Ability to operate calculator, computer terminal, download and upload information from handheld meter readers and automatic meter readers, typewriter, cash register, and related office equipment at the desired level of speed and accuracy.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read maps and written material extensively.

#### Desirable Education and Experience

Graduation from high school, supplemented by courses in business or accounting, and considerable experience in a billing operation involving multiple step tasks and use of billing software; or an equivalent combination of education and experience.

Currituck County  
2009

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: 06/06/2016 (REV BOC)

## WATER DISTRIBUTION SYSTEM SUPERVISOR

### General Statement of Duties

Performs responsible technical work supervising the County's water distribution system in an assigned area.

### Distinguishing Features of the Class

An employee in this class supervises staff involved in the maintenance and repair of water lines and appurtenances and in providing field customer service to water customers, distribution sampling, and related tasks. Work involves responding to public complaints and issues; installation, maintenance and repair of water meters, lines, services, hydrants, valves, pumping stations, elevated water tanks, etc., and maintaining records of materials and work schedule and quality. Other tasks include supervising and participating in repairing water leaks, testing meters, and locating lines for other contractors. Work subjects the employee to environmental conditions, extreme temperatures, construction noise and hazards. The employee's performance is evaluated based on the adherence to schedule and design standards of the work inspected and supervised, cost effectiveness, public acceptance, and accuracy of records.

### Duties and Responsibilities

#### Essential Duties and Tasks

Provides supervision to employees involved in maintenance and repair of water meters, lines, hydrants, valves, elevated storage tanks, pumping stations and other appurtenances; turning service on and off; installing water taps and meters; repairing leaks, hydrants and valves; locating water lines for other contractors; and related tasks.

May serve as Operator in Responsible Charge of the water distribution system including preparing, maintaining and submitting required reports to the state.

Inspects work in progress by contractors and staff for adherence to design, schedule, materials, standards, and for design practicality; maintains a daily log of conversations, construction progress, observations of work and materials, and other relevant project information; meets with contractors to solve problems they encounter while building or designing projects in the County.

Participates in the work of field staff including repairing leaking meters and water lines, locating lines for other contractors, investigating customer complaints regarding high bills, taste, odor, etc.

Operates heavy construction equipment when needed such as back hoes, trenchers, etc.

Purchases supplies and materials as needed for the work of the division; maintains inventory of needed parts and materials; provides input on budget needs.

Provides orientation, training, performance coaching and evaluation, work assignment, and technical guidance to staff; participates in hiring process.

Plans and supervises various programs including valve exercising, hydrant flushing, meter replacement, and related tasks.

Works with GIS staff to develop accurate overlays of lines, hydrants, meters, valves and other appurtenances.

Cooperates and coordinates with other divisions on heavy work loads, staffing needs, covering for absent employees and other activities.

#### Additional Job Duties

Completes assigned work by the Public Utilities Director or their designee. Performs related tasks as assigned.

#### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Considerable knowledge of construction practices, techniques, materials, and equipment, and the maintenance requirements of equipment relating to water line construction, maintenance and repair.

Some knowledge of related engineering practices, specifications, and standards.

Working knowledge of effective supervisory practices, purchasing, and personnel policies and practices, and safety laws, hazards, regulations and related precautions.

Considerable knowledge of distribution system regulatory compliance and reporting requirements.

Considerable knowledge of the hazards and associated safety precautions required by the work.

Some knowledge of County personnel and purchasing policies and procedures.

Working knowledge of the application of information technology to the work of the division.

Skill in collaborative conflict resolution.

Ability to provide effective employee performance coaching and evaluation, motivation, communication, and create high performance work units.

Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress.

Ability to plan repair projects to ~~least disadvantage~~ minimize disruption to customers.

Ability to detect errors in construction materials and projects.

Ability to establish effective working relationships with engineers, contractors, construction workers, County management and staff, employees, and the general public.

Ability to maintain accurate records.

#### Physical Requirements

Must be able to physically perform the basic life operational support functions of stooping, reaching, standing, walking, pulling, lifting, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pound of force constantly to move objects.

Must possess the visual acuity to compile and compute data and statistics, to read and interpret maps, blueprints, and specifications, and to inspect construction work for adherence to standards.

#### Desirable Education and Experience

Graduation from high school and considerable experience in utility construction work or inspections, including some supervisory experience; or an equivalent combination of education and experience.

#### Special Requirement

Certification as a Competent Person in OSHA-required trenching and shoring.

Possession of Grade A water distribution operator certification issued by the North Carolina AWWA Water Treatment Facility Operator's Board of Certification.

Possession of Cross Connection/Backflow Prevention certification.

Possession of a valid North Carolina ~~driver's~~ driver's license.

Possession of North Carolina DOT Flagger certification.

#### Currituck County

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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: 06/06/2016 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: WATER PLANT OPERATOR** **MAINLAND CURRITUCK COUNTY WATER DEPARTMENT**

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

Under general supervision, performs responsible technical work in the operation and minor maintenance of equipment at a water treatment plant on an assigned shift. Work involves collecting and testing water samples, and controlling mechanical, electrical, and chemical equipment involved in pumping and/or treating water. Adjusts chemical feed as required, monitors tank levels, and answers inquiries or complaints from the general public. Reports to the Chief Operator-Water Plant Supervisor.

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

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

Obtains water samples for required tests including, but not limited to, checking water acidity, turbidity, chlorine, and levels of irons, nitrates, alkalinity, fluoride, color, hardness, and conductivity.

Operates and maintains wastewater disposal equipment; performs maintenance on pumps, motors, and mixers etc. as needed.

Inspects ~~recording charts~~ control systems and meters, and on the basis of such information makes adjustments to controls in conformance with operating instructions; obtains information pertaining to external water distribution systems and makes repairs or adjustments to controls and instruments; calibrates instruments, as necessary.

Utilizes mathematical formulas to calculate chemical feed rates; adjusts feed rates accordingly.

Monitors and records tank water levels.

Starts and stops pumps to maintain proper pressures.

Maintains plant records, including operating logs and maintenance work sheets.

Responds to inquiries from the general public pertaining to plant operations, procedures, programs, etc.

Performs routine custodial duties in various areas of plant, as necessary.

##### **ADDITIONAL JOB FUNCTIONS**

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

Completes assigned work by the Public Utilities Director or their designee. Performs other related work as required.

## WATER PLANT OPERATOR

### MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with one to two years experience in the operation of water treatment plants; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

**Must Prefer** possession of a Class C Water Treatment Plant Operators Certification, Wastewater Operator Grade I Certification issued by the State of North Carolina. Possession of a valid driver's license issued by the State of North Carolina.

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

**Physical Requirements:** Must be physically able to operate a variety of office machinery and water treatment plant equipment including pH meters, turbidimeters, computers, calculator, water pumps, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for that of Light Work.

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

**Interpersonal Communication:** Requires the ability of speaking and/or signaling 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, maintenance records, letters and memos, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak 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; utilize decimals and percentages; understand and apply the theories of algebra, and geometry.

**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 and water treatment plant equipment.

## WATER PLANT OPERATOR

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. 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.)

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

General knowledge of the operating principles and practices and the maintenance requirements of water treatment plant equipment and machinery.

General knowledge of the occupational hazards and safety precautions associated with water plant and related activities.

General knowledge of chemistry as applied to water treatment.

General knowledge of water testing procedures.

Knowledge of standard laboratory principles, techniques, terminology and equipment.

Ability to understand and follow specified operating and recording procedures.

Ability to detect defects and to take appropriate action in the operation of water treatment equipment chemical feed systems and other related equipment.

Ability to keep accurate records and prepare reports.

Ability to exercise considerable tact and courtesy in contact with the general public.

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

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## WATER TREATMENT PLANT SUPERVISOR

### 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. 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 subordinates 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 subordinate 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.

#### Additional Job Duties

Completes assigned work by the Public Utilities 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.

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 gas.

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 ~~an~~ 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

Certification at level A Well by the State of North Carolina for well water treatment. Physical/chemical Grade I certification. Possession of a valid North Carolina driver's license.

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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: 06/06/2016 (REV BOC)

## WASTEWATER ORC

### General Statement of Duties

Performs difficult technical and administrative work planning and performing tasks necessary to provide wastewater treatment at multiple locations in the County.

### Distinguishing Features of the Class

An employee in this class is accountable for providing and insuring environmental preservation in the collection, treatment and disposal of wastewater and in compliance with the County's NPDES permits. Work requires operating the plants, collecting and processing samples, and insuring proper maintenance of plants and related equipment resolving problems and handling requests for all systems and facilities. Work requires consultation with engineering consultants in resolving technical problems and in planning expansions, extensions, and repairs. General administrative direction is received from the Public Utilities Director concerning matters of policy, budget, long range plans, and work priorities. Work involving inside and outside environments. The employee is subject to extreme hot and cold weather, and exposed to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, poor ventilation, and oils. Work that brings the employee in contact with sewage may subject the employee to compliance with OSHA standards on blood borne pathogens. Work is evaluated through conferences and reports and the acceptance of the community for the overall effectiveness of the wastewater systems.

### Duties and Responsibilities

#### Essential Job Tasks

Serves as Operator in Responsible Charge of the County's wastewater systems involving multiple treatment processes including biological, subsurface, and spray field plants; prepares and reviews a wide variety of records and reports required for regulatory compliance; analyses system performance and makes adjustments based on flow and laboratory analysis results.

Makes regular inspections of plant operations noting volume, flow, and other parameters, taking samples, and observing the operations of machines and equipment.

Inspects irrigation field for proper maintenance; determines when irrigation operations are needed and when to waste sludge.

Takes samples and transports to state certified laboratories; performs some standardized laboratory analysis for process control.

Administers the Fats, Oils and Grease (FOG) program for the County including monthly inspections of restaurants and other facilities' grease traps.

Prepares monthly reports and submits to state and federal agencies as required.

Performs preventive maintenance to pumps, motors, and equipment at the plants; cleans lagoons, clarifiers, and bar screens; makes repairs to plant equipment as needed.

Reads various charts, graphs, gauges, and meters; computes from readings and records the sewer volume pumped.

Provides technical advise advice and guidance to County management regarding sewer utilities and services, ordinances, fees, policies, and related issues.

Participates with management in the planning for provision of wastewater services to the community; inspects wastewater operations, equipment and facilities to determine adequacy and effectiveness of the system.

Prepares and administers division budget; obtains quotes and requisitions equipment, materials, supplies, and chemicals.

Works with other departments and staff in collaborative effort to manage storm water and help prevent flooding.

Manages a variety of contracts including those for lagoon cleaning, grass mowing, laboratory ~~Wastewater Treatment Plant~~ ORC

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analysis, pumping and hauling biosolids, and telemetry repair.

#### Additional Job Duties

Completes assigned work by the Public Utilities Director or their designee. Performs related work as required.

#### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices of municipal wastewater utilities administration, planning, and organization.

Considerable knowledge of the principles, methods, and administration of wastewater treatment and pumping operations.

Thorough knowledge of federal, state, and local laws, ordinances and regulations governing the operations of wastewater systems.

Considerable knowledge of mechanical, electrical and other repairs and maintenance requirements for a variety of wastewater treatment processes.

Considerable knowledge of standard laboratory methods for a wastewater treatment plant.

Working knowledge of the application of information technology to wastewater treatment operations, laboratory analysis, preventive maintenance programs and reporting.

Working knowledge of municipal budgeting and purchasing.

Working knowledge of civil engineering principles, practices, and procedures related to sewer utility.

Working knowledge of hazards and associated safety practices associated with the work including confined space entry and chemical safety.

Ability to conduct field inspections, read and interpret specifications, blueprints, and schematic

drawings, and make recommendations to resolve construction, maintenance and design problems.

Ability to conduct standard laboratory analyses of wastewater.

Ability to research and prepare technical reports.

Ability to establish and maintain effective working relationships with town officials, other public officials, employees, contractors, and the general public.

Ability to communicate effectively orally and in writing.

#### Physical Requirements

Must be able to perform the basic life functions of walking, standing, fingering, talking, climbing, balancing, stooping, kneeling, reaching, walking, pushing, pulling, lifting, grasping, 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 to inspect plans, designs, and written reports, prepare and analyze figures and data, read measuring devices, and operate a computer terminal.

#### Desirable Education and Experience

Graduation from high school supplemented by chemistry, biology, or mechanical maintenance course work, or AS from a community college with a degree in environmental sciences, or related field preferred, and considerable progressively responsible related experience in a wastewater plant; or an equivalent combination of education and experience.

#### Special Requirement

Possession of a valid North Carolina driver's license.

Possession of grade II wastewater treatment certification.

Possession of Spray Field Irrigation Operator certification.

Possession of Grade I collection system operation certification.

Prefer ~~May~~ require possession of land application operator certification.

Currituck County  
2009

ED: 06/06/2016 (REV BOC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1595)**

### **Agenda Item Title**

Amended Agenda Item-Resolution of the Currituck County Board of Commissioners Supporting Certain Sections of HB 1030 2016 Appropriations Act Related to Modifications to the North Carolina Marine Fisheries Commission and its Authority.

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

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Amended: Item 10  
Consent Agenda



## COUNTY OF CURRITUCK

**A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
SUPPORTING CERTAIN SECTIONS OF HB 1030 2016 APPROPRIATIONS ACT  
RELATED TO MODIFICATIONS TO THE NORTH CAROLINA MARINE FISHERIES  
COMMISSION AND ITS AUTHORITY**

**WHEREAS**, a healthy and fairly managed fishery is vital to a balanced economic base for Eastern North Carolina and Currituck County; and

**WHEREAS**, recent change in leadership of the North Carolina Division of Marine Fisheries is promising for the future of the State's fisheries; and

**WHEREAS**, there appears to be a finding of compromise and common ground by willingness by commercial and recreational fishermen and their advocates to continue to lessen past fisheries management conflicts that will be further enhanced by the adoption of certain language in HB 1030 2016 Appropriations Act to modify the North Carolina Marine Fisheries Commission and its authority.

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

**SECTION 1.** Currituck County supports the following language in HB 1030:

Section 14.16(a), page 113 – requiring a supermajority (5 of the 7 members) of the Marine Fisheries Commission to take an action;

Section 14.16(b), page 114 – reducing the size of the Marine Fisheries Commission by eliminating the two at-large appointments and providing that the Marine Fisheries Commission will be comprised of 3 commercial seats, 3 recreational seats and 1 scientist; and

Section 14.17, page 114 – clarifying and defining the authority granted to the Marine Fisheries Commission when developing a temporary supplement to an existing Fishery Management Plan (FMP) to require the Marine Fisheries Commission to follow the management strategies contained in the original FMP or subsequent amendments to the plan and go through a stakeholder process that includes public hearings, economic analyses and the rulemaking process as defined by the Administrative Procedure Act.

**SECTION 2.** The Clerk to the Board of Commissioners shall transmit a copy of this resolution to the county's legislative delegation and North Carolina Watermen United.

**SECTION 3.** This resolution is effective upon its adoption.

ADOPTED the 20<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
David L. Griggs, Chairman

ATTEST:

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

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1588)**

### **Agenda Item Title**

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Preserve the Attorney-Client Privilege and to Consult With the County Attorney Regarding Matters Entitled Price Solar, LLC v. Currituck County; Wheeler v. Currituck County; Ecoplexus, Inc. v. Currituck County; Moyock Commercial Properties, LLC v. Currituck County and Swan Beach Commercial, LLC v. Currituck County.

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

### **Board Action Requested**

Information

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Donald (Ike) I. McRee Jr