



**Board of Commissioners
Agenda Packet**

August 6, 2018

Work Session

4:00 PM Solar Array Ordinance

5:00 PM Emergency Management-Currituck Alert System

6:00 PM Call to Order

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

B) Approval of Agenda

Public Comment

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

Commissioner's Report**Public Hearings**

A) **PB 18-17 Jay Winslow and Jason Graham:** Request for a text amendment to Chapter 4 Use Standards of the Unified Development Ordinance to allow automotive painting/body shops in the General Business (GB) Zoning District.

Old Business

A) **Consideration & Action-PB 18-15 Eagle Creek Golf Course and Grill:** Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, to modify off-premise directional sign standards.

B) **Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Section 2-96(a) of the Currituck County Code of Ordinances to Require Statement of Interest for Nominees to Advisory Boards and Amending Section 2-98 of the Currituck County Code or Ordinances to Clarify Concurrent Membership on Authorities, Boards and Commissions**

New Business

A) **Board Appointments**

1. Animal Services and Control Advisory
2. Game Commission
3. Senior Citizens Advisory
4. Veterans Advisory Board
5. Amended Item: Board of Adjustment Appointment
6. Amended Item: Recreation Advisory Board Appointment

B) **Consent Agenda**

1. Approval of Minutes for July 16, 2018

2. Budget Amendments
3. Vehicle Surplus Resolution
4. Resolution for Sole Source Purchase of Supervisory Control & Data Acquisition (SCADA) System from Instrulogic, LLC for the Southern Outer Banks Water System
5. Consideration of Grant Agreement with the Currituck County Historical Society for Celebration of 350th Anniversary
6. Job Description Revisions-Planning and Community Development Department
7. Job Description Revisions-Fire and EMS

C) County Manager's Report

Adjourn

Special Meeting-Tourism Development Authority

Budget Amendments

Adjourn Special Meeting



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2225)

Agenda Item Title

4:00 PM Solar Array Ordinance

Brief Description of Agenda Item:

Planning and Community Development will review and discuss the proposed language for the revised Solar Array Ordinance.

Board Action Requested

Discussion

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Laurie LoCicero



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2226)

Agenda Item Title

5:00 PM Emergency Management-Currituck Alert System

Brief Description of Agenda Item:

The Department of Emergency Management will present information on the emergency notification process through the Currituck Alert system.

Board Action Requested

Information

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Mary Newns



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2211)

Agenda Item Title

PB 18-17 Jay Winslow and Jason Graham:

Brief Description of Agenda Item:

Request for a text amendment to Chapter 4 Use Standards of the Unified Development Ordinance to allow automotive painting/body shops in the General Business (GB) Zoning District.

Planning Board Recommendation:

Planning Board Recommendation - July 10, 2018:

Planning Board recommends approval of the proposed text amendment with a copy of the initial EPA compliance report to be provided to the county as well as any change notification reports.

Planning Board Motion:

Mr. Craddock motioned to approve PB 18-17 Jay Winslow and Jason Graham text amendment, striking the section discussed and changing the verbiage concerning the yearly EPA test report. The requested zoning text amendment is consistent with the 2006 Land Use Plan because:

- New and expanding industries and businesses are encouraged, especially those that diversify the local economy, train and use a more highly skilled labor force, and are compatible the environment.
- Small business start-ups are encouraged.
- Site and building design along major highway corridors require improved appearance and development standards (driveway access, landscaping, buffering, signage, lighting, and tree preservation).
- Adequate public facilities must be available to support the request.

Also the request is reasonable and in the public interest because:

- It is consistent with the purpose and intent of Section 1.3 of the UDO.
- It encourages business growth while protecting the aesthetic and environmental aspects of the county.

Mr. O'Brien seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]

AYES: C. Shay Ballance, Vice Chairman, Carol Bell, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jeff O'Brien, Board Member, Jane Overstreet, Board Member

ABSENT: Fred Whiteman, Chairman, J. Timothy Thomas, Board Member

Board Action Requested

Action

Person Submitting Agenda Item

Tammy Glave,

Presenter of Agenda Item

Laurie LoCicero



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: July 11, 2018

Subject: PB 18-17 Jay Winslow and Jason Graham Text Amendment

In the current UDO "Automotive Painting/Body Shop" is only allowed in the LI (Light Industrial) and HI (Heavy Industrial) zoning districts. The applicants are requesting that painting/body shops be allowed in the GB (General Business) zoning district. Currently automobile repair and servicing is allowed as a permitted use in GB. In the past, the noxious fumes and pollutants emitted from paint booths were an environmental concern and one reason automotive painting/body shops were placed in our industrial zoning districts. The EPA (Environmental Protection Agency) now strictly governs paint and auto body shops to reduce emissions (cadmium, chromium, lead, manganese, and nickel) emitted during the spray application surface coating operation. The EPA requires that all spray booths, stations, and enclosures catch at least 98% of the fumes.

In addition to the initial Environmental Protection Agency Compliance Report, the UDO requirements for automobile repair and servicing would apply to automotive painting/body shop to protect neighboring properties:

- (a) The repair facility shall be located at least 125 feet from any residential district, school (except vocational school), or child care center.
- (b) Repair of all vehicles shall occur within an enclosed building. Temporary outdoor vehicle storage may be allowed in an outdoor storage area that is no larger than 25 percent of the buildable area of the lot, located behind or to the side of the principal structure, and screened in accordance with Section 4.3.3.R, Outdoor Storage.
- (c) If gasoline is sold on-site, the use shall also comply with the standards for a gasoline sales use in Section 4.3.3.K Gasoline Sales
- (d) Vehicles shall not be parked or stored as a source of parts or the purpose of sale or lease/rent.
- (e) Vehicles that are repaired and are awaiting removal shall not be stored or parked for more than 30 consecutive days. In cases where a vehicle is abandoned by its lawful owner before or during the repair process, the vehicle may remain on site as long as is necessary after the 30 day period, provided the owner or operator of the establishment demonstrates steps have been taken to remove the vehicle from the premises using the appropriate legal means.

Staff Recommendation:

Staff recommends approval of the proposed text amendment due to its consistency with the Land Use Plan and the UDO. The text amendment is reasonable and in the public interest because it promotes economic growth and small business startups while protecting the environment from a previously less regulated, noxious, more intense use. Staff recommends that a copy of the EPA initial compliance report be provided to the county as well as any change notification reports.

Planning Board Recommendation – July 10, 2018:

Planning Board recommends approval of the proposed text amendment with a copy of the initial EPA compliance report to be provided to the county as well as any change notification reports.

Planning Board Motion:

Mr. Craddock motioned to approve PB 18-17 Jay Winslow and Jason Graham text amendment, striking the section discussed and changing the verbiage concerning the yearly EPA test report. The requested zoning text amendment is consistent with the 2006 Land Use Plan because:

- New and expanding industries and businesses are encouraged, especially those that diversify the local economy, train and use a more highly skilled labor force, and are compatible the environment.
- Small business start-ups are encouraged.
- Site and building design along major highway corridors require improved appearance and development standards (driveway access, landscaping, buffering, signage, lighting, and tree preservation).
- Adequate public facilities must be available to support the request.

Also the request is reasonable and in the public interest because:

- It is consistent with the purpose and intent of Section 1.3 of the UDO.
- It encourages business growth while protecting the aesthetic and environmental aspects of the county.

Mr. O'Brien seconded the motion and the motion carried unanimously.

RESULT: RECOMMENDED APPROVAL [UNANIMOUS]

AYES: C. Shay Ballance, Vice Chairman, Carol Bell, Board Member, Steven Craddock, Board Member, John McColley, Board Member, Jeff O'Brien, Board Member, Jane Overstreet, Board Member

ABSENT: Fred Whiteman, Chairman, J. Timothy Thomas, Board Member

Planning Board Discussion:

Senior Planner Tammy Glave presented the staff report. The text amendment is requesting painting/body shops be allowed in the General Business (GB) zoning district. Currently automobile repair and servicing is allowed as a permitted use in GB. In the past, the noxious fumes and pollutants emitted from paint booths were an environmental concern and one

reason automotive painting/body shops were placed in our industrial zoning districts. The Environmental Protection Agency (EPA) now strictly governs paint and auto body shops to reduce emissions (cadmium, chromium, lead, manganese, and nickel) emitted during the spray application surface coating operation. The EPA requires that all spray booths, stations, and enclosures catch at least 98% of the fumes. Ms. Glave also reviewed the Unified Development Ordinance (UDO) requirements and said painting /body shops standards are within the Light Automobile Repair and Servicing section.

Ms. Overstreet asked the zoning districts currently allowed for painting/body shops and Ms. Glave said the Light Industrial (LI) zoning district and the Heavy Industrial (HI) zoning district.

The applicant, Jay Winslow, came before the board and stated his current address as 115 Deerfield Drive in South Mills.

Mr. O'Brien asked Mr. Winslow his current Environmental Protection Agency (EPA) Compliance Report reading for his spray booth and Mr. Winslow stated 99.3 percent.

Discussion was held on whether the EPA required a yearly testing report for spray booths and Mr. Winslow said it is only required at the startup of the business and is not tested yearly as stated in the staff report. Mr. Glave reviewed the EPA requirements and said she had misread the requirement. She will make the corrections to the staff report memo and the text amendment to reflect the change.

Mr. McColley said he believes this should require a Use Permit. Ms. LoCicero explained the differences in Use Permits and Conditional Rezoning.

Mr. Craddock asked about the landscaping requirements for on the highway and off of the highway businesses of this type. Ms. Glave said both have the same requirements.

PB 18-17
Jay Winslow and Jason Graham

Amendment to the Unified Development Ordinance Chapter 4: Use Standards, to an automotive paint/body shop in the GB zoning district.

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 4 is amended by adding the following bold underlined language and deleting the strikethrough language in Section 4.1.2 Use Table:

TABLE 4.1.1: SUMMARY USE TABLE

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;
 CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.-----)		
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O	
COMMERCIAL USE CLASSIFICATION																			
Vehicle Sales and Services, Light	Automotive parts and installation									Z		Z	Z	Z			M P	M P	4.1.1
	Automobile repair and servicing <i>(without including painting/bodywork)</i>									Z		Z	Z	Z			M P	M P	4.1.2
	Automobile sales or rentals									U		Z	Z	Z			M P	M P	4.1.3
	Car wash or auto detailing									Z		Z	Z	Z		M P	M P	M P	4.1.4
	Taxicab service									Z	Z	Z	Z			M P	M P	M P	4.1.5
Vehicle Sales and Services, Heavy	Aircraft parts, sales, and maintenance													Z	Z				
	<i>Automotive painting/body shop</i>													Z	Z				<i>4.H. 1</i>
	Automotive wrecker service													Z	Z			M P	4.H. 2
	Boat and marine rental, sales, and service									Z				Z	Z				4.H. 3

Item 2: That Chapter 4 is amended by deleting the strikethrough language in Section 4.1.2.4 Commercial Uses:

A. Vehicle Sales and Services, Heavy (sections to be renumbered accordingly)

B. ~~Automotive Painting/Body Shop~~

Attachment: 18-17 J and J Autobody Shop TA PB (PB 18-17 Jay Winslow and Jason Graham)

~~Automobile painting/body shop uses shall comply with the following standards:~~

- ~~a. The use shall be located at least 250 feet from any residential district, school (except vocational schools), or child care center.~~
- ~~b. Vehicles shall not be parked or stored as a source of parts or for the purpose of sale or lease/rent.~~
- ~~c. Repair and storage of all vehicles shall occur within an enclosed building. Temporary outdoor vehicle storage may be allowed in an outdoor storage area that is no larger than 25 percent of the buildable area of the lot, located behind or to the side of the principal structure, and screened in accordance with Section 4.3.3.R, Outdoor Storage.~~
- ~~d. Vehicles that are repaired and are awaiting removal shall not be stored or parked for more than 30 consecutive days. In cases where a vehicle is abandoned by its lawful owner before or during the repair process, the vehicle may remain on site as long as is necessary after the 30 day period, provided the owner or operator of the establishment demonstrates steps have been taken to remove the vehicle from the premises using the appropriate legal means.~~

Item 3: That Chapter 4 is amended by adding the following bold underlined language and deleting the strikethrough language in Section 4.2.4 Commercial Uses:

I. Vehicle Sales and Services, Light

2) Automotive Repair and Service (~~Without~~ including Painting /Body Shop)

- (f) Painting/body shop operations must provide the department with the initial Environmental Protection Agency Compliance Report and any subsequent change notification reports.**

Item 4: Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the 2006 Land Use Plan because:

- New and expanding industries and businesses are encouraged, especially those that diversify the local economy, train and use a more highly skilled labor force, and are compatible the environment. POLICY ED1
- Small business start-ups are encouraged. POLICY ED4
- Site and building design along major highway corridors require improved appearance and development standards (driveway access, landscaping, buffering, signage, lighting, and tree preservation). POLICY CA1:
- Adequate public facilities must be available to support the request. POLICY PP2:

The request is reasonable and in the public interest because:

- It is consistent with the purpose and intent of Section 1.3 of the UDO.

- It encourages business growth while protecting the aesthetic and environmental aspects of the county.

Item 5: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Item 6: This ordinance amendment shall be in effect from and after the ____ day of _____, 2018.

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: 7/10/18
PLANNING BOARD RECOMMENDATION: Approved
VOTE: 5 AYES 0 NAYS
ADVERTISEMENT DATE OF PUBLIC HEARING: 7/25/18 & 8/1/18
BOARD OF COMMISSIONERS PUBLIC HEARING: 8/6/18
BOARD OF COMMISSIONERS ACTION: _____
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____
AMENDMENT NUMBER: _____

Attachment: 18-17 J and J Autobody Shop TA PB (PB 18-17 Jay Winslow and Jason Graham)



Text Amendment Application

OFFICIAL USE ONLY:

Case Number: _____
 Date Filed: _____
 Gate Keeper: _____
 Amount Paid: _____

Contact Information
APPLICANT:

Name: Jay Winslow / Jason Graham
 Address: 1140 Deerfield Drive
South Mills NC 27976
 Telephone: 252-562-2916 (Jay) 252-619-2313 (Jason)
 E-Mail Address: g2autobodyandpaint@gmail.com

Request

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

Amend Chapter(s) 4.2 Section(s) H & I-2 as follows:

We are requesting to change Auto Paint/Body (4.2-H)
which requires LI or HI zoning, and move
that under Light Auto Services allowing
paint/body repair in GB zone. (4.2-I2)

*Request may be attached on separate paper if needed.

Petitioner

Date

Text Amendment Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

Text Amendment Submittal Checklist

Date Received: _____

Project Name: Graham's Collision Center

Applicant/Property Owner: Jason Graham / Jay Winslow

Text Amendment Submittal Checklist

1	Complete Text Amendment application	
2	Application fee (\$150)	
3	2 hard copies of ALL documents	
4	1 PDF digital copy of all documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only**Pre-application Conference**

Pre-application Conference was held on _____ and the following people were present:

Comments

PAINT ARRESTANCE FILTER TEST REPORT **Spray Removal Efficiency & Paint Holding Capacity**

Tested for: Air Flow Technology Inc.
 Filter Mfr.: Air Flow Technology Inc.
 Filter Name: 22 Grams Paint Arrestor
 Report#/Test#: R 661 T 761
 Report Date: March 16, 2005

Test Information

FILTER DESCRIPTION:

White/Yellow highloft fiberglass

PAINT DESCRIPTION:

High Solids Baking Enamel (S.W. #1 Permaclad 2400, red)

PAINT SPRAY METHOD:

Conventional Air Gun at 40 PSI

SPRAY FEED RATE:

137 gr/min. 130 cc/min.

AIR VELOCITY:

150 FPM

Test Results

INITIAL PRESSURE DROP of Clean Test Filter

0.02 in. water

FINAL PRESSURE DROP of Loaded Test Filter

0.11 in. water

WEIGHT GAIN on TEST FILTER & Test Frame Trough

4038 grams

PAINT HOLDING CAPACITY of TEST FILTER

1173 grams = 2.6 lbs.

PAINT RUN-OFF

2865 grams

WEIGHT GAIN on FINAL FILTER

39.4 grams = PENETRATION

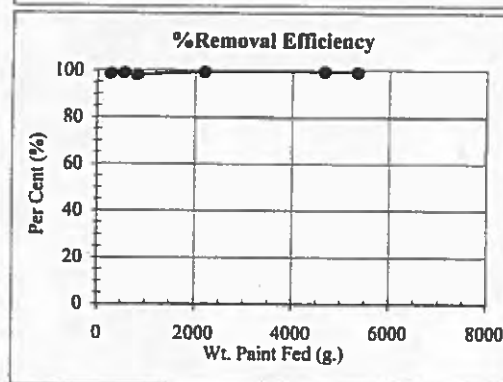
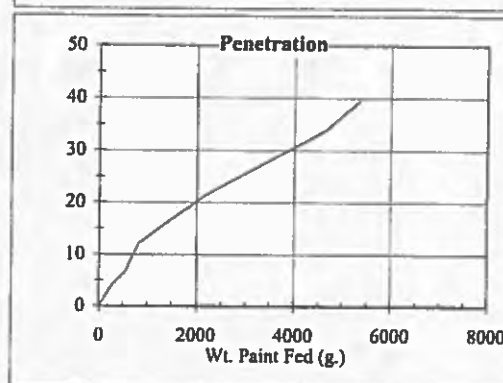
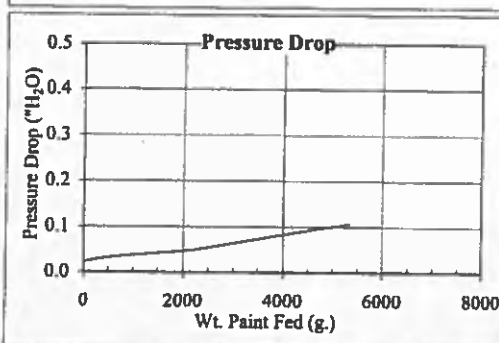
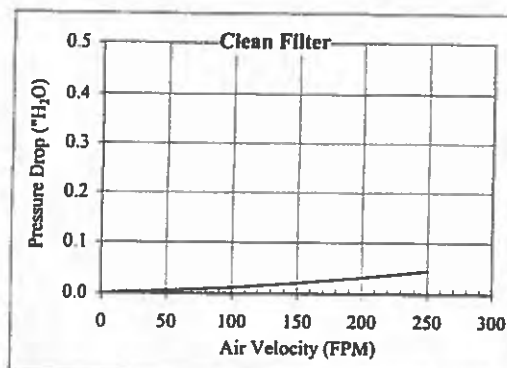
AVERAGE REMOVAL EFFICIENCY of TEST FILTER

99.03 %

COMPLIANT WITH 40 CFR PART 63 NESHAP

Test Engineer: Todd Kruger

Supervising Engineer: K. C. Kwok, Ph.D.



3000 SERIES™



Cabin Design

● Cabin Construction

- Insulated dual skin white powder coated galvanized steel interlocking wall panels
- Drive in back out / Drive-thru models available

● Lighting

- 27" Drive-Thru models come with (24) 4-tube light fixtures for a total of 96 tubes (23/92 DIBO)
- Light fixtures are equipped with 4 energy efficient T8 5000k color corrected fluorescent tubes
- Horizontal orientation for shadow free illumination
- Interior accessible for easier maintenance
- Dual voltage (120/277) electronic instant start ballasts
- Interlock switch disables painting operation when light access door is open
- ETL and ETL-C listed
- 6-tube, 8-tube and reflector upgrades available

● Filtration

- Pre-Filtration: Long lasting washable pre-filters reduce contamination of ceiling filters
- Ceiling Filters: Ideally sized segments allowing for ease of replacement. Filters are held in position by steel knife-edge closures. Achieves 99% capture efficiency 10 micron particulate
- Extract Filtration: Premium fiberglass paint arrestor filters are utilized for maximum particulate removal



● Pit Design

- 3-Row Pit is standard - widest pit in the industry
- Heavy Duty Light Weight Galvanized Pressed Steel Grates
 - Lighter than welded grates while providing the same load bearing capabilities
 - Easily serviced by one person
 - Grates run the entire length of the pit
- Galvanized steel plate filter supports
- Pit and Plenum balancing plates for balanced airflow

External Dimensions			Internal Dimensions		
L	W	H	L	W	H
24' 4-3/8"	13' 6-5/8"	10' 10"	23' 11-5/8"	13' 1-1/2"	8' 10-1/2"
27' 2-1/4"	13' 6-5/8"	10' 10"	26' 9-1/4"	13' 1-1/2"	8' 10-1/2"
31' 10-1/4"	13' 6-5/8"	10' 10"	31' 5-5/16"	13' 1-1/2"	8' 10-1/2"

● Doors

Entrance/Exit

- 10"W tri-fold doors with durable v-seal rubber gaskets for an airtight seal
- Flush mounted tempered observation windows in all doors (32"x35")
- Heavy duty easily adjustable hinges with grease zerk fittings
- Heavy duty latches and handles for years of reliability
- Locking hardware built inside to minimize dirt collection zones

Side Service Door

- Standard on drive-in back out
- Large flush mounted observation window (28"x35")
- Durable v-seal rubber gasket for airtight seal
- Panic latch
- Heavy duty easily adjustable hinges with grease zerk fittings

Fire Suppression

- Designed to accept fire suppression equipment (supplied by others)

Operations & Controls

● Mechanical Configuration

- 10 HP dual inlet reverse incline intake fan
- 10 HP dual inlet reverse incline exhaust fan
- 1 or 1.5 MBTU direct fired burner

● Touch Screen Controls

- ETL listed Control Panel features PLC which sequences spray and bake mode temperature settings
- Stores up to 8 paint recipes
- User friendly interface featuring touch screen and switches
- Maintenance and self-diagnostic functions
- Data retrieval capabilities with upgraded software
- Upgrade to WiFi connectivity for smartphone, tablet and PC operational capabilities



Options

- Accele-Cure®
- 15 HP Upgrade
- Blower systems
- Production enhancing accessories
- Air Knife
- Outdoor temper resistant doors
- Upgraded frontals
- Light Protection Film
- Drive-Thru
- 270E mechanical option

1401 W Stanford, Englewood CO 80110 800-442-7628 Fax 303-781-2683 www.garmat.com / sales@garmat.com

800-4-GARMAT
800-442-7628



CODE COMPLIANCE*

Garmat equipment is built to meet or exceed all applicable codes ETL listed

Conforms to NFPA 33 Standards

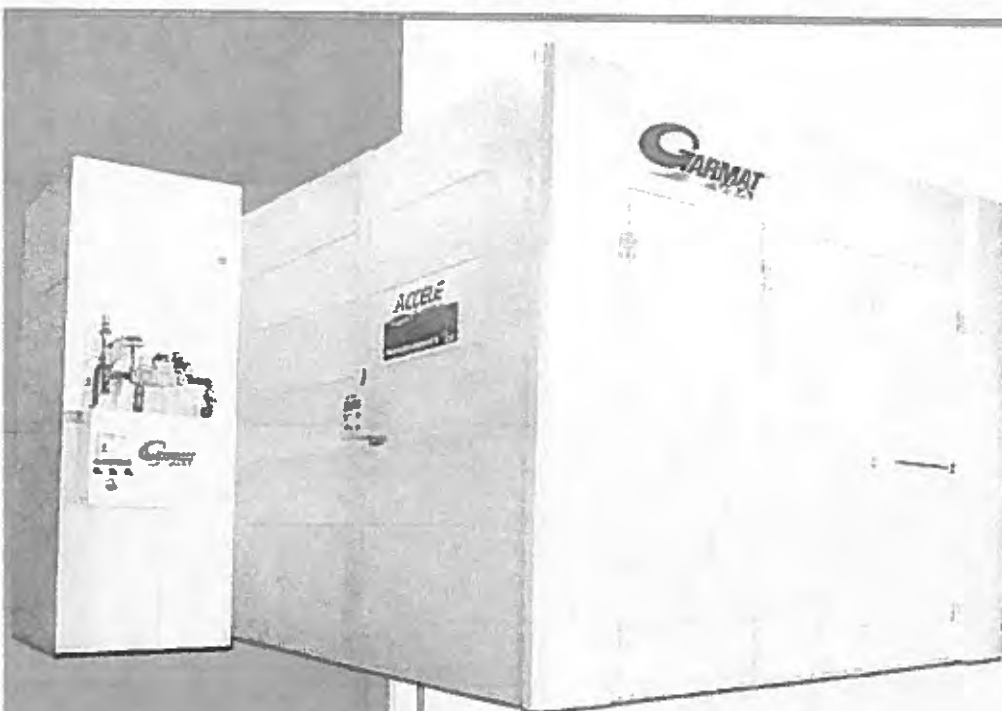
National Emission Standards for Hazardous Air Pollutants - NESHAP SubPart HHHHHH OSHA Safety and Health Standards (29CFR 1910.107)

*Code compliance is dependent upon the manner in which the equipment is installed and used. The equipment installation is dependent on the local jurisdiction authorities. To ensure compliance it is recommended that Garmat equipment be installed by a certified Garmat distributor.



FULL DOWNDRAFT SPRAY BOOTH

3000 SERIES™



Superior Airflow

Dual inlet reverse incline fans for more consistent air flow

Premium Lighting

Horizontal orientation for virtually shadow free illumination

Innovative Controls

PLC based Logic, Garmat USA controls are available in Touchscreen, Touchpad and Standard Design

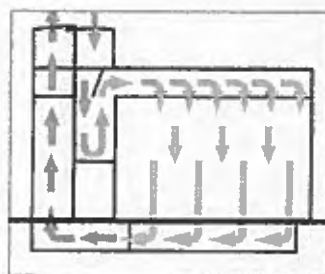
Uncompromised Quality

*Dual Skin Construction
Heavy Duty Doors
Long reliable service life*

The 3000 Series™ Spray Booth is Garmat® USA's top of the line downdraft spray booth. It has superior airflow and the most effective lighting in any booth available in the market today. Standard features include:

- Dual Inlet Reverse Incline Fans with Airfoil Blades on both supply and exhaust
- Superior lighting, horizontally placed for virtually shadow free illumination
- 3-Row pit equipped with light weight, heavy duty grates
- Garmat's Touchscreen controls with a user friendly interface

Garmat Downdraft Paint Booths feature dual inlet reverse incline fans providing the most consistent airflow of any downdraft booth on the market.



Downdraft Airflow



Dual Inlet Reverse Incline Fans with Air Foil Blades for more consistent airflow



SIC Code 7532 Top, Body, and Upholstery Repair Shops and Paint Shops

Classification/ [Services](#) / [Automotive Repair...](#) / [Automotive Repair...](#) / Top, Body, and Upholstery R...

Industry

Services

Description

Establishments primarily engaged in the repair of automotive tops, bodies, and interiors, or automotive painting and refinishing. Also included in this industry are establishments primarily engaged in customizing automobiles, trucks, and vans except on a factory basis.

Cross References

Establishments primarily engaged in customizing automobiles, trucks, and vans on a factory basis are classified in manufacturing, industry group 371.

Illustrative Examples

Antique and classic automobile restoration, automotive body shops, automotive interior shops, automotive paint shops automotive tops (canvas or plastic), installation, repair, or sales and automotive trim shops, bump shops (automotive repair), collision shops, automotive customizing automobiles, trucks or vans: except on a factory basis upholstery repair, automotive van conversions, except on a factory basis.

Sample Business Listings

- [Spartan Motors Chassis](#)
- [PPG Industries](#)
- [Service King Collision Repair Center](#)
- [Manheim Ohio](#)
- [PPG Industries](#)
- [Terex Utilities](#)
- [Toyota Logistics Services](#)
- [House Of Imports Collision Center](#)
- [Manheim Fort Wayne](#)
- [Nelson Global Products](#)
- [PPG Industries](#)
- [Toyota Logistics Service](#)
- [Point Blank Body Armor](#)
- [Victoria British Limited Auto Parts](#)
- [Kuni Chevrolet Cadillac](#)
- [Houston Freightliner](#)
- [All Star Ford Dodge](#)
- [Terex Utilities](#)
- [Manheim Louisville](#)

- Dattco Body Shop
- Abra Auto Body And Glass
- North Point Collision Center
- Nelson Global Products
- Terry Labonte Chevrolet Collision Center
- PPG Industries

Further Classification

6-digit SIC

- 753201Automobile Body-repairing & Painting
- 753202Automobile Paint
- 753203Automobile Customizing
- 753204Automobile Restoration-antique & Classic
- 753205Automobile-reconditioning
- 753206Truck-painting & Lettering
- 753207Automobile Seatcovers Tops & Upholstery
- 753208Van & Truck Conversions & Accessories
- 753209Wheel Chair Van Lifts
- 753210Motorcycles & Motor Scooters-painting
- 753211Motorcycles-customizing
- 753212Truck Bodies-repairing
- 753213Automobile Pin Striping
- 753214Automobile-wood Refinishing
- 753215Limousine-conversions
- 753216Boat & Yacht Customizing
- 753217Boat Restoration
- 753218Canvas Goods-repairing
- 753220Automobile-new Car Pre-delivery Service
- 753221Truck Chassis Alterations & Equipment
- 753223Bus Conversion
- 753225Automobile Paint Repairing
- 753226Horse Carriages-build Repair Restore

7-digit SIC

- 7532001Automobile Body-repairing & Painting
- 7532002Automobile Body Shops
- 7532003Automobile Painting
- 7532004Automobile Collision Repair
- 7532005Automobile Seat Covers Tops & Upholstery
- 7532006Automobile Restoration-antique & Classic
- 7532007Automobile Customizing
- 7532008Exterior Repair Services
- 7532009Truck-painting & Lettering
- 7532010Truck Body Shops
- 7532011Lettering & Painting Services
- 7532012Interior Repair Services
- 7532013Automobile Top Installation & Repair
- 7532014Automobile Bump Repair
- 7532015Van & Truck Conversions & Accessories
- 7532016Mobile Home & Trailer Repair

- 7532017Automobile Lettering
- 7532018Automobile-reconditioning
- 7532019Wheel Chair Van Lifts
- 7532020Motorcycles & Motor Scooters-painting
- 7532021Motorcycles-customizing
- 7532022Truck Bodies-repairing
- 7532023Automobile Pin Striping
- 7532024Automobile-wood Refinishing
- 7532025Limousine-conversions
- 7532026Boat & Yacht Customizing
- 7532027Boat Restoration
- 7532028Canvas Goods-repairing
- 7532029Automobile-new Car Pre-delivery Services
- 7532030Truck Chassis Alterations & Equipment
- 7532031Bus Conversion
- 7532032Automobile Paint Repairing
- 7532033Horse Carriages-build Repair Restore

8-digit SIC

- 75320000Top And Body Repair And Paint Shops
- 75320100Interior Repair Services
- 75320101Upholstery And Trim Shop, Automotive
- 75320200Lettering And Painting Services
- 75320201Lettering, Automotive
- 75320202Paint Shop, Automotive
- 75320203Truck Painting And Lettering
- 75320300Customizing Services, Nonfactory Basis
- 75320301Van Conversion
- 75320400Exterior Repair Services
- 75320401Body Shop, Automotive
- 75320402Body Shop, Trucks
- 75320403Bump Shops, Automotive Repair
- 75320404Collision Shops, Automotive
- 75320405Tops (canvas Or Plastic), Installation Or Repair: Automotive
- 75329901Antique And Classic Automobile Restoration
- 75329902Mobile Home And Trailer Repair

Free Business Search - SIC 7532**Buy Industry List for SIC 7532**

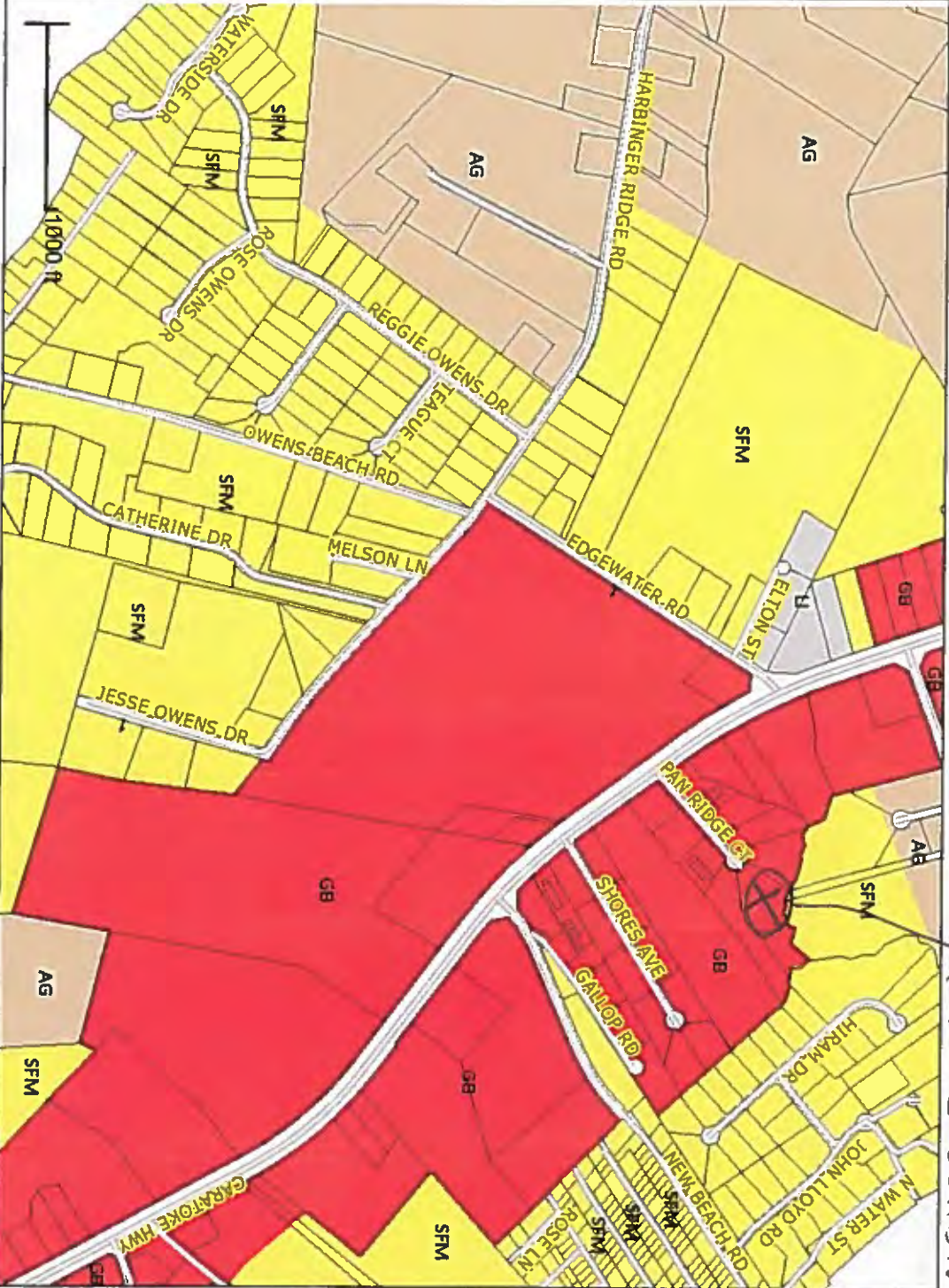
Order Full Details From 15 Million Companies

Business Listings

Total Companies: **13025**
 Est. Employment: **168358**

Currituck County GIS Online Mapping

*Other Body Shop in Currituck
Atlantic Collision & Fiberglass*



Currituck County GIS
(252)232-2034
www.co.currituck.nc.us/Geographic-Information-Services.cfm

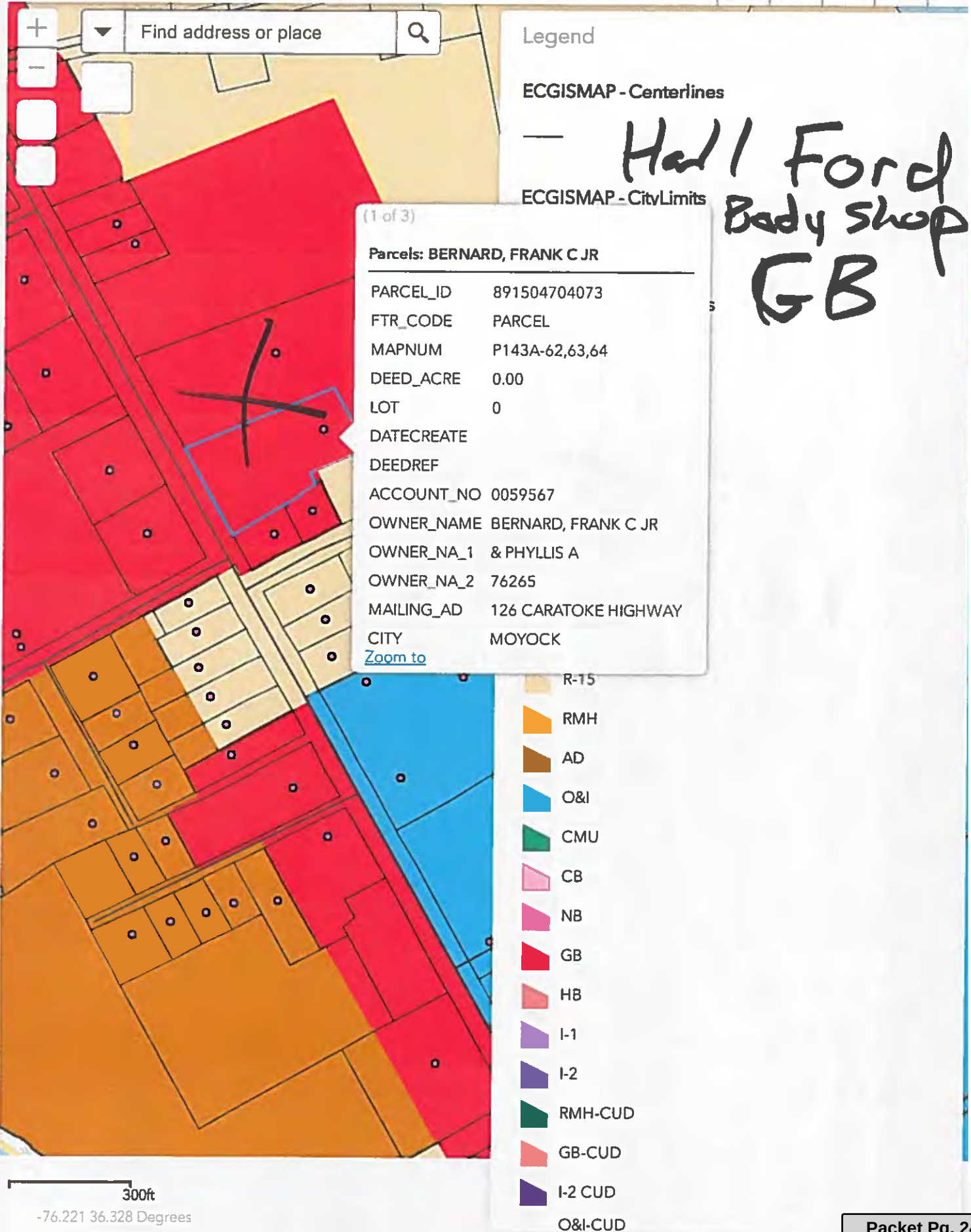
This map should be used for general reference purposes only. Currituck County assumes no legal liability for the information shown on this map.

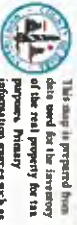
- Communities**
 - Adriatic
 - Banco
 - Carriock
 - Carroll
 - Currituck
 - Glades Woods
 - Grandy
 - Harbinger
 - Jarvisburg
 - Kent's Island
 - Maple
 - Maycock
 - Paint Harbor
 - Poplar Branch
 - Rowette Point
 - Shawboro
 - Sligo
 - Waterbury
- County Boundary**
 - State
 - County
 - Streets
- Wright Memorial Bridge**
- Major Streets**
 - Arterial, Principal
 - Collector, Major
 - Ferry Route
- Parcel Land Hooks**
- Parcels**
- Official Zoning (AP Over)**
- Official Zoning (RET Over)**
- Official Zoning (CDPUD Over)**
- Official Zoning (PUD Over)**
- Official Zoning (Base Dist)**
 - AO
 - AG
 - SFM
 - SFO
 - SFI
 - SFR
 - MXR
 - GB
 - LB
 - LI
 - HI
 - PD M
 - C-HI
 - C-MXR
 - C-SFM
 - C-GB
- Currituck County



The City of Elizabeth City

Harbor of Hospitality





This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.

DARE COUNTY ASSUMES NO LEGAL RESPONSIBILITY FOR THE INFORMATION CONTAINED IN THIS MAP.

Print Date: June 5, 2018



710 N Hwy 64/264
Manteo, NC 27954

Parcel: 023110000

Pin: 988014337386

Tax District: Manteo In

Subdivision: Roanoke Park

Lot-Blk-Sect: Lot: 4 & 15 Blk: Q Sec:

Property Use: Service

Building Type: Service Shop Or Facility

Year Built: 1986

Tax Ownership

Ron & Phil's Body Shop
Inc

Current Tax Value

Land	124,000
Building	124,200
Misc	17,400
Total	265,600

Map Legend

Scale: 1:2,133

Basemap: Aerials(2012)

Parcel Lines

Property Line

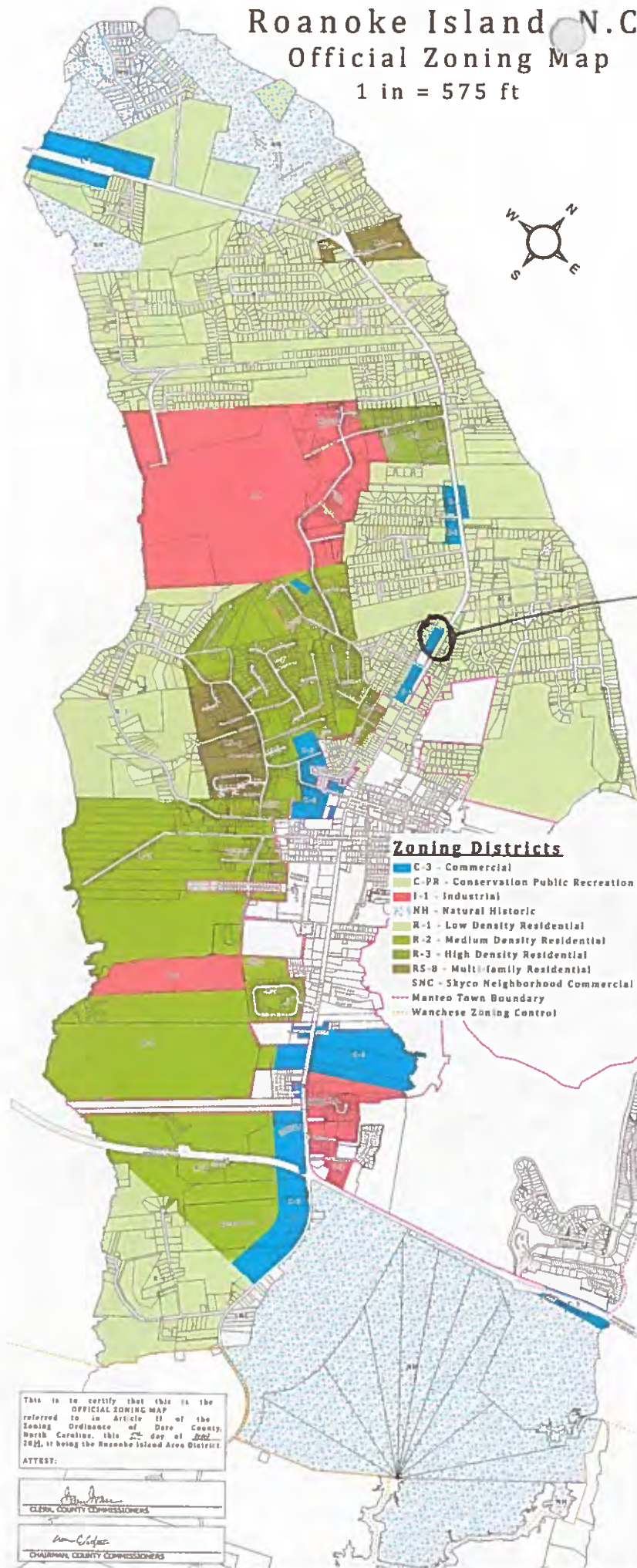
☐ Selected Parcel

Leaflet

Roanoke Island, N.C.

Official Zoning Map

1 in = 575 ft



This is to certify that this is the
OFFICIAL ZONING MAP
referred to in Article II of the
Zoning Ordinance of Dare County,
North Carolina, this 25th day of 2022,
being the Roanoke Island Area District.

ATTEST:

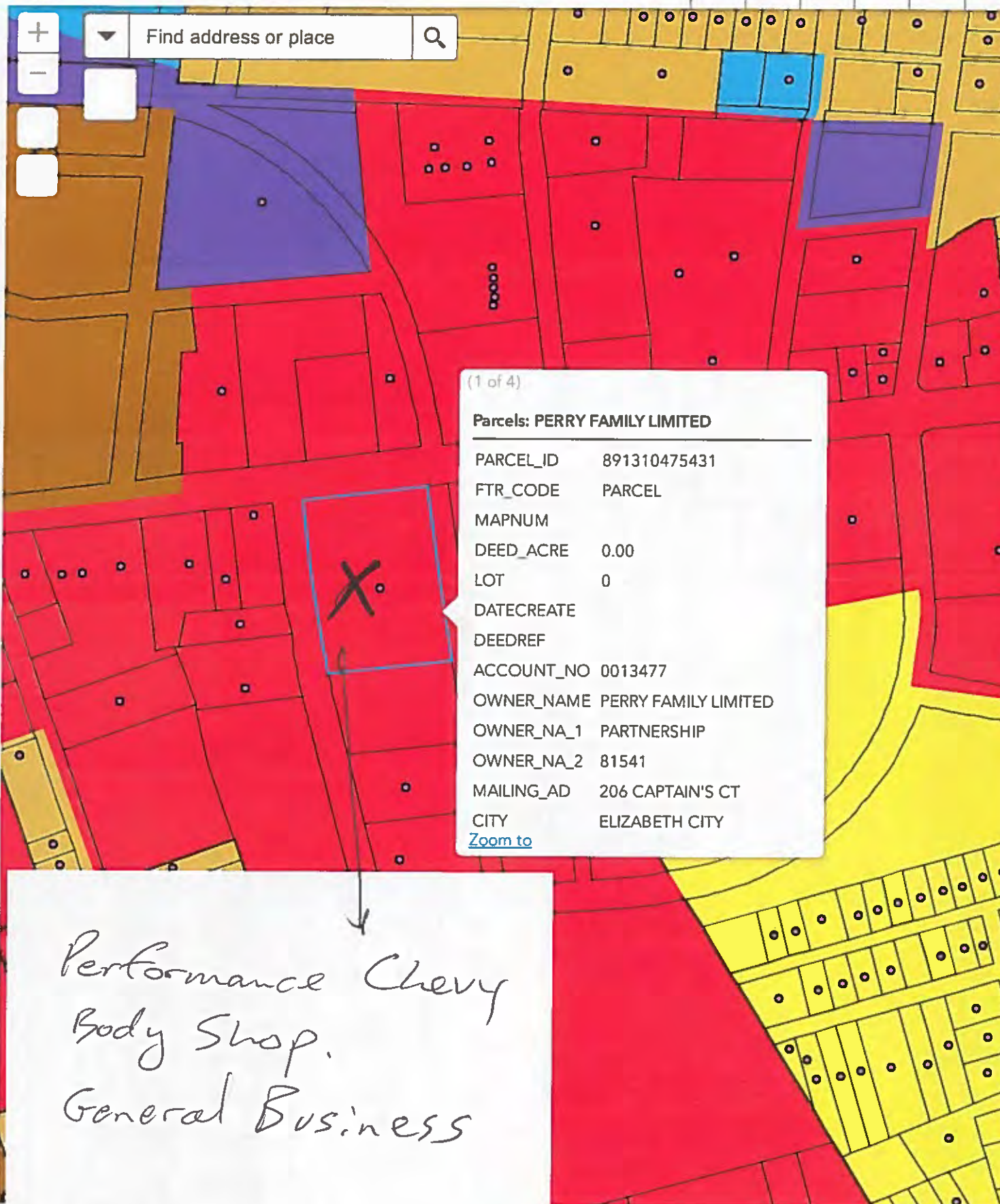
[Signature]
CLERK, COUNTY COMMISSIONERS

[Signature]
CHAIRMAN, COUNTY COMMISSIONERS



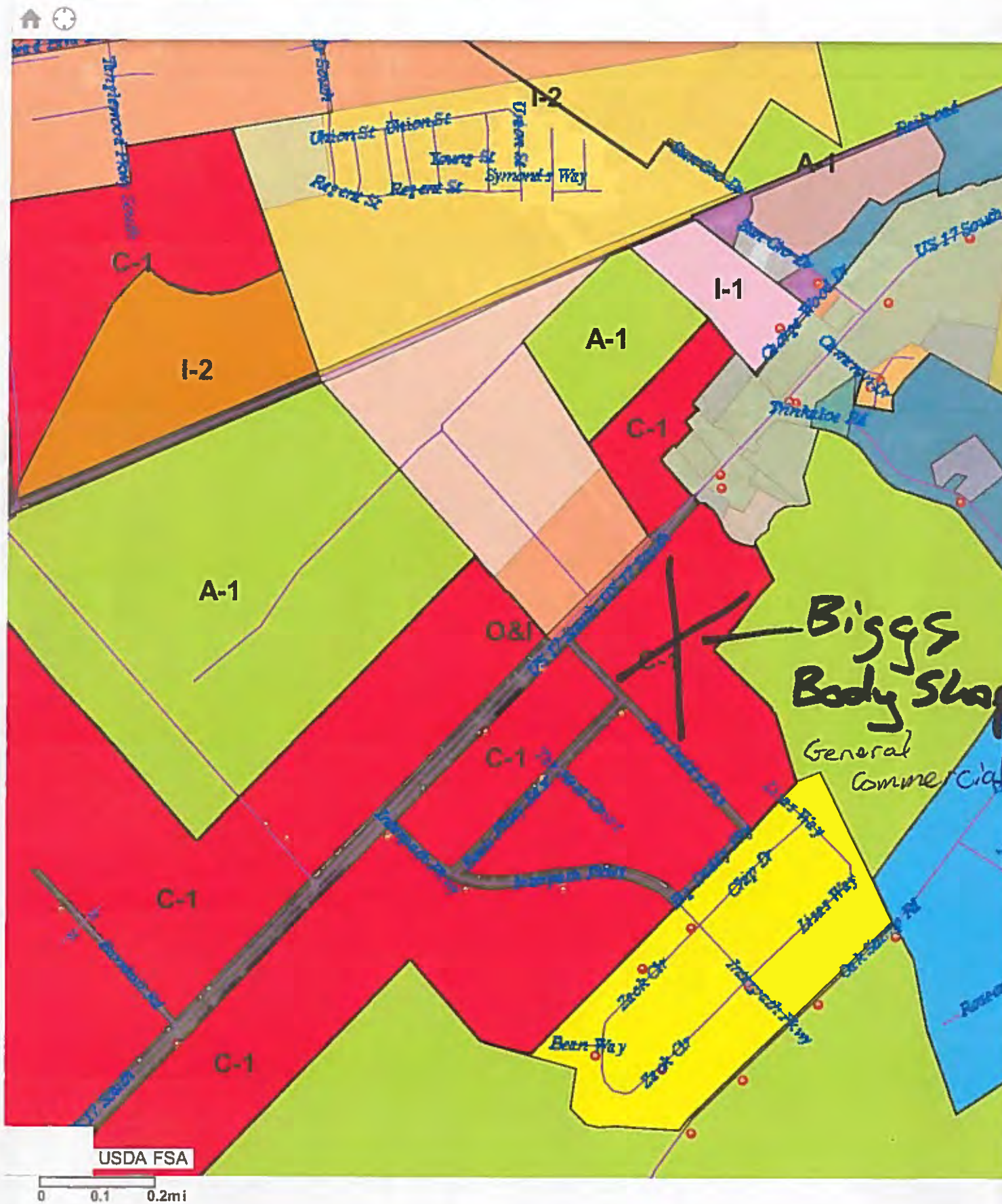
The City of Elizabeth City

Harbor of Hospitality



Attachment: PB 18-17 Applicant Submitted Forms (PB 18-17 Jay Winslow and Jason Graham)

Find address or place



Attachment: PB 18-17 Applicant Submitted Forms (PB 18-17 Jay Winslow and Jason Graham)

▼

Find address or place

🔍



Attachment: PB 18-17 Applicant Submitted Forms (PB 18-17 Jay Winslow and Jason Graham)

 BASE MAPS
0

 MAP LAYERS
0

 MAP TOOLS
0

 SEARCH
0

 PRINT
0

 SHARE
0

 HELP
0

T/ROKMAPS_HELP/ROKMAPS_1
(<https://www.roktech.net>)





Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2187)

Agenda Item Title

Consideration & Action-PB 18-15 Eagle Creek Golf Course and Grill: Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, to modify off-premise directional sign standards.

Brief Description of Agenda Item:

Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, to modify off-premise directional sign standards.

Planning Board Recommendation:

Planning Board Recommendation:

The Planning Board recommends approval of the request with noted changes to allow signs consistent with the NCDOT Tourism Oriented Directional Sign program. They recommend the signs be allowed at 32 square feet and 15 feet tall.

Board Action Requested

Action

Person Submitting Agenda Item

Tammy Glave,

Presenter of Agenda Item

Laurie LoCicero



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: June 13, 2018

Subject: PB 18-15 Eagle Creek Golf Course and Grill Text Amendment

In the current UDO off-premise directional signs are allowed for businesses adjoining the Currituck Sound and Atlantic Intracoastal Waterway. The signs must be placed within two miles from those businesses on property under the same ownership and in a business or mixed-use zoning district. Eagle Creek Golf Course and Grill has submitted a text amendment to modify the off-premise directional sign regulations. The proposed amendment would address the following:

- Off-premise directional signs would be allowed to be erected for businesses located within **two miles of a major arterial street**, in addition to the off-premise directional signs currently allowed two miles from the Currituck Sound and the Atlantic Intracoastal Waterway.
- Off-premise directional signs would be allowed to locate in the AG (Agricultural) zoning district, in addition to business and mixed use districts.
- Off-premise directional sign size and height would be reduced from 64 square feet and 15 feet high to a size and height similar to a street name sign.
- The off-premise directional sign could only list the business name and direction in which the business is located.
- The off-premise directional sign would no longer have to be located on property under the same ownership as the business to be identified on the sign.

Over the years, the UDO was amended to address off-premise advertising. Below is a list of UDO amendments that relate to off-premise directional signs:

- The 1992 UDO allowed off-premise directional signs for businesses in Corolla Village, businesses within 1,200 feet of Caratoke Highway, and businesses located along the Atlantic Intracoastal Waterway (Coinjock Canal). The sign could display the name of the business and the direction in which it was located.
- On April 4, 2011 the Board of Commissioners approved an amendment that removed off-premise directional signs from the UDO. The amendment was part of a comprehensive sign ordinance amendment that was prepared by a sign committee.
- On January 22, 2013, the Board of Commissioners approved an amendment to the UDO that allowed off-premise directional signs for existing businesses (established prior to January 1, 2013) located in a business or mixed use zoning district on the Currituck Sound or Atlantic Intracoastal Waterway. The amendment allowed off-

premise directional signs that did not exceed 64 square feet in area and 10 feet in height and applied to five businesses at that time.

- On May 4, 2015, the Board of Commissioners approved an amendment to the UDO that allowed off-premise directional signs to increase in height from 10' to 15' and clarified that electronic message boards were not allowed.

Examples:

It is important to note that a text amendment applies county wide. For example, Moyock Commons and Currituck Commercial Subdivision have approximately 2,400' of road frontage along Caratoke Highway. Approximately 13 off-premise directional signs could be erected if the proposed text amendment is adopted. The 750'+/- of Sampat Professional Center's Caratoke Highway road frontage would be allowed to erect approximately 14 off-premise directional signs. These are some of the more intense examples, but research based on tax listings and field work indicates that approximately 150 businesses on the mainland could take advantage of this text amendment.

Staff Recommendation:

Staff recommends denial of the proposed text amendment due to its inconsistency with the Land Use Plan, its inconsistency with the purpose and intent of Section 5.12 of the UDO, and it is not reasonable and in the public interest because it does not result in a logical efficient development pattern because it commercializes the landscape along heavily traveled roadways and provides an off-site advertising sign instead of directing traffic. The inconsistent LUP policies are:

LUP POLICY CA4: SIGN POLICIES AND STANDARDS should be established and periodically updated to enhance community appearance and create a quality business image. Such standards may be tailored to achieve different development characters for different parts of the county.

LUP POLICY CA5: Currituck recognizes that attractive, less commercialized landscape particularly along heavily traveled land and water routes, is essential to the tourist-based economy of the area. The placement of additional BILLBOARDS AND OFF-SITE ADVERTISING SIGNS shall not be permitted in Currituck County.

Planning Board Recommendation:

The Planning Board recommends approval of the request with noted changes to allow signs consistent with the NCDOT Tourism Oriented Directional Sign program. They recommend the signs be allowed at 32 square feet and 15 feet tall.

Planning Board Discussion – June 12, 2018

Senior Planner Tammy Glave presented the staff report. The text amendment submitted by Tim Paasch, owner of Eagle Creek Golf Club & Grill, is intended to amend the Unified Development Ordinance (UDO), Chapter 5. Development Standards to allow off-premise directional signs for businesses located within two miles of a major arterial street, in addition to the off-premise directional signs currently allowed two miles from the Currituck Sound and the Atlantic Intracoastal Waterway. Ms. Glave gave examples of how many additional signs this would create if the text amendment was approved and said that staff recommends denial of the proposed text amendment due to its inconsistency with the Land Use Plan,

inconsistency with Section 5.12 of the UDO and not reasonable and in the public interest since it commercializes the landscape along the highway.

Chairman Whiteman asked for questions for staff from board members. Mr. McColley asked what businesses were currently using off-premise directional signs. Ms. Glave said two businesses, one being Coinjock Marina and the other no longer operating.

Further discussion was also held on the number of additional signs it would create, where they would be located and the size of the signs.

Chairman Whiteman asked the applicant to appear before the board. Tim Paasch presented his case for the text amendment. He said there was a previous sign when Mill Run was operating and he wanted to put the sign back up with their business name. He cited the Tourist Oriented Directional Sign (TODS) Program sponsored by the North Carolina Department of Transportation (NCDOT) which allows businesses or facilities to be signed on NCDOT highway right of way. These signs are intended to help tourists find businesses and thereby promote tourism in North Carolina.

Discussion was held on the number of businesses located off the highway and Ms. Glave said 150 businesses are within 2 miles of the highway right of way. Chairman Whiteman said if the TODS Program was used it would not cluster the highway.

Chairman Whiteman asked Mr. Paasch if he was willing to add verbiage to the text amendment including the NC definition of a tourist based business and Mr. Paasch agreed. Mr. Paasch also stated when using the TODS Program, the word "bar" cannot be on the sign. He would just put "golf course".

Mr. Thomas and Vice Chairman Ballance both agreed they would approve the text amendment with the added wording of tourist based according to the TODS Program. Discussion was held on reducing the size of the signs from 64 square feet and 15 feet high to 32 square feet and 15 feet high. Signs would also be limited to the business name and directional arrow.

With no further discussion, Chairman Whiteman asked for a motion. Mr. Thomas motioned to approve PB 18-15 Eagle Creek Golf Course and Grill Text Amendment to allow off-premise directional signs for businesses located within two miles of a major arterial street provided these businesses are tourist based, the sign will be 32 square feet and 15 feet high, with business name and directional arrow only. Mr. Balance seconded the motion and the motion was approved 4-1 with Mr. McColley opposed.

RESULT: RECOMMENDED APPROVAL [4 TO 1]

AYES: Fred Whiteman, Chairman, C. Shay Ballance, Vice Chairman, Carol Bell, Board Member, J. Timothy Thomas, Board Member

NAYS: John McColley, Board Member

ABSENT: Steven Craddock, Board Member, Jeff O'Brien, Board Member, Jane Overstreet, Board Member

SECTION .1100 – TOURIST-ORIENTED DIRECTIONAL SIGN PROGRAM

19A NCAC 02E .1101 TOURIST-ORIENTED DIRECTIONAL SIGN (TODS) PROGRAM

(a) The Tourist-Oriented Directional Sign Program, hereinafter "Program," offered by the North Carolina Department of Transportation, hereinafter "Department," provides directional signing for eligible tourist attractions located on the state non-freeway system which is located within the right-of-way at intersections as specified in the Manual on Uniform Traffic Control Devices (MUTCD).

(b) Requests for information may be directed to the State Traffic Engineer, Division of Highways, Department of Transportation, 1592 Mail Service Center, Raleigh, North Carolina 27699-1592.

(c) Applications for participation in the program shall be accepted by the Division Engineer who is responsible for the county where the attraction is located.

*History Note: Authority G.S. 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.*

19A NCAC 02E .1102 DEFINITIONS

(a) For purposes of the rules in this Section, the following definitions shall apply:

- (1) Panel - A TODS for the purpose of displaying the business identification of and directional information for eligible attractions.
- (2) Trailblazer – A TODS for the purpose of guiding tourists from the mainline intersection to the attraction.
- (3) Attraction – Classes of businesses or facilities as described in G.S. 136-140.15(b)(2) and (3).

(b) In applying the definitions of "tourist-oriented business" in G.S. 136-140.15, the following additional definition of terms shall be used:

- (1) "Substantial Portion" - as used to describe the part of a business's products or services which are of interest to tourists, shall mean at least 30 percent of the products and services are unique to tourists' interests; and
- (2) "Significant Interest" - as used to describe the actual interest that the business may have to tourists and is defined as of such unique interest to tourists, above and beyond the interest that the business's products and services may generate among residents of the immediate area, that tourists account for at least 40 percent of the total revenue of the business.

(c) In applying the definitions of "tourist-oriented facility" in G.S. 136-140.15, the following additional definition of terms shall be used:

- (1) "Major Portion" - 51 percent;
- (2) "Immediate Area" - located within a 20 mile radius of the business or facility; and
- (3) "Residing" - living in a particular place for at least four months of a given calendar year.

*History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.*

19A NCAC 02E .1103 LOCATION OF TODS

The Department shall control the erection and maintenance of official signs giving specific information of interest to the traveling public in accordance with following criteria:

- (1) The Department shall limit the placement of TODS panels to highways other than fully controlled access highways that are either in rural unincorporated areas or in towns or cities with a population of less than 40,000.
- (2) The Department shall only erect panels at intersections (at-grade). An at-grade intersection is an intersection which is controlled by stop signs or traffic signals. Trailblazers shall be installed when an attraction is not located on a state highway and further direction is needed to guide the tourist from the intersection to the attraction.
- (3) Panels shall be located in a manner to take advantage of natural terrain and to have the least impact on the scenic environment.
- (4) A separate sign panel shall be provided on the intersection approach for each eligible attraction. Panels shall be allowed in each direction only when lateral spacing is available. The number of TODS panels shall not exceed a total of six per approach with only one attraction name on each TODS panel.

- (5) The center of the mainline TODS intersection shall not be more than five driving miles from the eligible attraction and shall not be placed where prohibited by local ordinance.
- (6) If an attraction is not directly on a State highway, it is eligible for TODS panels only if both of the following requirements are met:
 - (a) It is located on a street that directly connects with a state maintained road.
 - (b) It is located so that only one TODS Trailblazer, placed on a state maintained road, will lead the tourist to the attraction.
- (7) Sign panels shall not be placed immediately in advance of the attraction if its on-premise advertising signs are readily visible from the highway.
- (8) TODS panels shall be located at least 200 feet in advance of the main intersection. Signs shall be spaced at least 200 feet apart and at least 200 feet from other traffic control devices. TODS panels shall not be located more than one-half (0.5) mile from the center of the main intersection and shall not be placed in the signing sequence for any other prior intersections.
- (9) Existing warning, regulatory, guide or other official highway signs shall take precedence over TODS.

*History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.*

19A NCAC 02E .1104 ELIGIBILITY FOR PROGRAM

- (a) An attraction is eligible to participate in the Program if it meets the criteria in G.S. 136-140-16.
- (b) The maximum distance that an attraction shall be located from the intersection containing TODS panels is five miles. Said distance shall be measured from the center of the intersection coincident with the centerline of a non-controlled access highway route or its median, along the roadways to the respective attraction. The point to be measured to for each attraction is a point on the roadway that leads to the main entrance to the attraction that is perpendicular to the corner of the nearest wall of the attraction to the intersection. The wall to be measured to shall be that of the main building or office. Walls of sheds (concession stands, storage buildings, separate restrooms,) whether or not attached to the main building shall not be used for the purposes of measuring. If the office (main building) of an attraction is located more than two-tenths (0.2) mile from a public road on a private road or drive, the distance to the office along the said drive or road shall be included in the overall distance measured to determine whether or not the attraction qualifies for TODS signing. The office shall be presumed to be at the place where the services are provided.
- (c) Interested parties may show that they meet the definition of "tourist-oriented business" or tourist oriented facility" in either of two ways:
 - (1) An applicant shall certify, through the use of scientific independent surveys, business records, bank records, tax returns, or any other documents which would be admissible in a court proceeding that the applicant or facility meets each aspect of the definition of "tourist oriented business" or the definition of "tourist oriented facility." The applicant has an affirmative burden to provide documentation in support of its showing; or
 - (2) An applicant may show that it is one of the following, which are presumed to be "tourist oriented businesses" or "tourist oriented facilities:"
 - (A) Amusement Park: a permanent area open to the general public including at least three of the following activities: roller coasters, entertainment rides, games, swimming, concerts, and exhibitions;
 - (B) Cultural Center: a facility for cultural events including museums, outdoor theaters, or facilities that exhibit antiques or items painted or crafted by local artists;
 - (C) Facility Tour Location: a facility such as a factory, institution or a plant which conducts tours at least four times daily on a regularly scheduled year-round basis;
 - (D) Historic Site or District: a structure or area listed on the national or state historic register. An historic site must be open to the public at least three months out of each year. Historic districts shall provide the public with a single, central location, such as a self-serve kiosk, welcome center or history museum where motorists can obtain information regarding the district;
 - (E) Recreation area: an attraction which provides tourists with opportunities such as golfing (excluding miniature golf, driving ranges, chip and putt areas, and indoor golf) horseback riding, surfing, bicycling, boating, fishing, picnicking, hiking or rafting and where, either at the attraction or within 10 miles, all necessary equipment can be rented;
 - (F) Natural Phenomenon: a naturally occurring area which is of interest to the general public, such as a waterfall or cavern;

- (G) Zoological/Botanical Parks and Farms: a facility in which living animals or plants are kept and exhibited to the public; and
- (H) Agricultural Facility: a facility that provides tours, on-site samples of agricultural products, or produce stands.

(d) "Tourist oriented businesses" or "tourist oriented facilities" shall be businesses or facilities that are a destination for tourists and must provide products or services that meet tourists' primary needs or interests. Shopping malls, furniture stores, drug stores, movie theaters, community business districts, appliance stores, automobile or truck dealerships or garages, houses of worship, real estate offices, livestock sales facilities, sand and gravel facilities, grocery stores, gas or vehicle service stations, bars, lounges, adult establishments, adult video, book, or novelty stores, medical facilities, and restaurants are not considered either "tourist oriented businesses" or "tourist oriented facilities."

History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.

19A NCAC 02E .1105 COMPOSITION OF SIGNS

- (a) No TODS panel shall be displayed which would mislead or misinform the traveling public.
- (b) Any messages that interfere with, imitate, or resemble any official warning or regulatory traffic sign, signal or similar device are prohibited.
- (c) Each specific TODS panel shall include only information that is related to that specific attraction.
- (d) TODS panel and trailblazer designs shall be in conformance with the standards as specified in the MUTCD and approved by the Department prior to fabrication and shipment.

History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.

19A NCAC 02E .1106 FEES

- (a) The annual fee for each TODS panel or Trailblazer shall be two hundred dollars (\$200.00).
- (b) All participating businesses shall pay the annual fee prior to installation of the TODS panel(s).
- (c) The annual fee shall be paid by check or money order and is due in advance of the period of service covered by said fee. Failure to pay a fee when due is grounds for removal of the TODS panel and termination of the contract.

History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.

19A NCAC 02E .1107 CONTRACTS WITH THE DEPARTMENT

- (a) The Department shall perform all installation, maintenance, removal and replacement of TODS panel(s).
- (b) Applications shall be submitted to the Division Engineer for the Division in which the attraction is located, and must include a layout of the proposed TODS.
- (c) Upon approval of the application for participation in the TODS program, the applicant must agree to submit the required annual fee within 30 days of notification.
- (d) No TODS panel shall be displayed which, in the opinion of the Department, is unsightly, badly faded, or in a state of dilapidation. The Department shall remove, replace, or mask any such TODS panel. Ordinary maintenance services shall be performed by the Department.
- (e) The Department shall remove the TODS panel upon failure to pay the annual fee or for violation of any provision of the rules in this Section and the TODS panel shall be removed.
- (f) When a TODS panel is removed, it shall be taken to the Division Traffic Services Shop of the Division in which the attraction is located. The participant shall be notified in writing of such removal and given 30 days in which to retrieve his sign. After 30 days, the TODS panel shall become the property of the Department and shall be disposed of as the Department shall see fit.
- (g) Should the Department determine that trailblazing to an attraction is desirable as described in 19A NCAC 02E .1103(6), it shall be done in conformance with the standards for a TODS trailblazer as defined in 19A NCAC 02E .1102(2). The participant

shall furnish trailblazing signs required by the Department. In such trailblazer installations, only one TODS trailblazer shall be used per each TODS intersection signed.

(h) Should an attraction qualify for TODS signage at two intersections, the TODS panel shall be erected at the nearest intersection. If the participant desires signing at the second intersection also, it may be so signed provided it does not prevent another attraction from being signed.

(i) An attraction under construction shall not be allowed to apply for participation in the program if its participation would prevent an existing open attraction applicant from participating, unless the open attraction has turned down a previous opportunity offered by the Department to participate in the program as provided in the program. After approval of an application, an attraction under construction shall be allowed priority participation over another eligible attraction that opens for business prior to the time specified for opening in the application by the attraction under construction.

(j) The closest interested eligible attractions at an intersection up to a total of six TODS panels per approach to submit signed contracts shall be allowed TODS panels at that approach. Should the number of attractions at an approach increase to more than the maximum number of TODS panels allowed at that approach and a closer interested eligible participant requests installation of its TODS panels, the farthest qualifying participant shall be removed at the renewal date. Program participants may renew their respective contracts annually provided the attraction maintains program eligibility. An attraction with more than one sign displayed on any intersection approach leg shall have the additional sign(s) removed at the end of a contract period when other eligible attractions apply for space on that approach.

(k) An attraction which has been closed for remodeling or repair shall be granted one year to complete the construction, renovation, or restoration, provided the annual fee is paid and the same type of qualifying service is provided after reopening, even if under a different business name.

(l) Should a participating attraction cease to be in compliance with G.S. 136-140.16 and the rules in this Section, the Division Engineer shall notify the participant that it shall be given 30 days to bring the attraction into compliance or its TODS panel(s) shall be removed. If the attraction is removed and later applies for reinstatement, this request shall be handled in the same manner as a request from a new applicant. When a participating attraction is determined not to be in compliance with G.S. 136-140.16 and the rules in this Section for a second time within two years of the first determination of non-compliance, its TODS panel(s) shall be permanently removed. If an attraction under construction is not open on the specified date in the agreement, the participant shall be given 30 days notification to request the TODS panel installation or forfeit its panel. Future applications shall be treated in the same manner as a new applicant.

(m) The transfer of ownership of an attraction for which an agreement has been lawfully executed shall not affect the validity of the agreement for the TODS agreement provided that the appropriate Division Engineer is given notice in writing of the transfer of ownership within 30 days of the actual transfer and the application is updated.

(n) The Department shall not maintain waiting lists for the program.

*History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.*

19A NCAC 02E .1108 APPEAL OF DECISION

(a) Any applicant who is refused, or any participating attraction which has its contract terminated and signs removed, that believes the program is not being administered in accord with the rules in this Section, may appeal the decision of the Division Engineer to the Secretary of the Department of Transportation. The decision of the Secretary is final.

(b) The applicant or participant shall notify the Division Engineer of his decision to appeal by certified mail, return receipt requested, within 10 days of the receipt of the decision.

(c) Within 20 days from the time of submitting his notice of appeal, the applicant or participant shall submit to the Secretary a written appeal setting forth with particularity the facts upon which its appeal is based.

(d) Within 30 days from the receipt of the written appeal or within such additional time as may be agreed to between the Secretary and the appealing party, the Secretary shall make an investigation of the appeal. The Secretary shall then make findings of fact and conclusions pertaining to the appeal on behalf of the Department and the findings and conclusions shall be served upon the appealing party by certified mail, return receipt requested.

*History Note: Authority G.S. 136-89.56; 136-130; 136-140.15; 136-140.16; 136-140.17; 136-140.18; 136-140.19; 143B-346; 143B-348; 143B-350(f);
Temporary Adoption Eff. January 1, 2003;
Eff. August 1, 2004.*

**PB 18-18
Eagle Creek Golf Club and Grill
(Planning Board Version)**

Amendment to the Unified Development Ordinance Chapter 5: Development Standards, to modify off-premise directional sign standards.

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 5 is amended by adding the following bold underlined language and deleting the strike-through language in Section 5.12.6.D Off-Premise Directional Signs:

5.12.6.D Off-Premise Directional Signs

(1) Applicability

The standards in this section shall apply to **tourist oriented** businesses **or facilities** existing prior to **June 1, 2018** located in an **Agricultural**, Business, ~~and~~ **or** Mixed-Use Zoning District adjoining the Currituck Sound, ~~or~~ Atlantic Intracoastal Waterway, **or within two miles of a major arterial street. Tourist oriented businesses include the following: that contain a use listed in Section 4.1.2 Use Table, Commercial Use Classification.**

- a. **Amusement park**
- b. **Cultural center**
- c. **Facility tour locations**
 - 1. **Must conduct tours at least four times daily on a regularly scheduled year-round basis**
- d. **Historic Register structure or site:**
 - 1. **Must be open to the public at least three months out of the year.**
- e. **Recreation area**
- f. **Natural phenomenon**
- g. **Zoological/Botanical parks and farms:**
- h. **Agricultural Facility:**

(2) Prohibited

Except as provided in Section 5.12.3 Signs Exempt from Signage Regulations, and 5.12.4 Signs Exempted from Sign Permit Requirements, off-premise directional signs are prohibited for the following:

- (a) Commercial uses and properties located on the Outer Banks.
- (b) Commercial uses adjoining a major arterial street

(3) **Exemptions** (Sections to be renumbered accordingly)

Off-premise directional signs erected as a part of an NCDOT program located within the NCDOT right-of-way.

(4) General

- (a) Off-premise directional signs must be located on property within two miles of the intersection of a major arterial street and the collector street accessing the commercial use.
- (b) **Off-premise directional signs must be located on property under the same ownership as the business to be identified on the sign.**

- (c) Off-premise directional signs must be located in an **Agricultural**, Business, or and Mixed-Use Zoning District adjoining a major arterial street.
- (d) A maximum of one off-premise directional sign is permitted per business. A use lot shall have a maximum of one off-premise directional sign.
- (e) Off-premise directional signs shall not exceed 64 32 square feet in area and 15 feet in height.
- (f) An off-premise directional sign shall be allowed to display the name of the business only (no logo) and the direction in which it is located.
- (g) Off-premise directional signs shall not be located within the sight triangle or street right-of-way.
- (h) Off-premise directional signs shall not contain an electronic message board or be lighted in any manner.

Item 2: That Chapter 10 is amended by adding the following bold underlined language in Section 10.5 Definitions:

AMUSEMENT PARK

A permanent area open to the general public including at least three of the following activities: roller coasters, entertainment ridges, games, swimming, concerts, and exhibitions.

CULTURAL CENTER

Museums, outdoor theaters, or facilities that exhibit antiques or items painted or crafted by local artist.

FACILITY TOUR LOCATION

A facility such as a factory, institution, or a plant which conducts tours on a regularly scheduled basis.

RECREATION AREA

Golfing (excluding miniature golf, driving ranges, chip and putt areas, and indoor golf), horseback riding, surfing, bicycling, boating, fishing, picnicking, hiking or rafting and where either the attraction or within 10 miles, all necessary equipment can be rented.

NATURAL PHENOMENON

A naturally occurring area which is of interest to the general public, such as natural habitat areas.

ZOOLOGICAL/BOTANICAL PARK OR FARM

Facility in which living animals or plants are kept and exhibited to the public.

AGRICULTURAL FACILITY

Facility that provides tours, on-site samples of agricultural products, or produce stands.

Item 3: Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the 2006 Land Use Plan because:

- It promotes tourist oriented business on the mainland.

The request is reasonable and in the public interest because:

- It is inconsistent with the purpose and intent of Section 5.12 of the UDO because it reduces the size of allowable off-premise directional signs.

Item 4: 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 5: This ordinance amendment shall be in effect from and after the ____ day of _____, 2018.

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: June 12, 2008
PLANNING BOARD RECOMMENDATION: Approval
VOTE 4AYES 1NAYS
ADVERTISEMENT DATE OF PUBLIC HEARING: 7/3/18 & 7/10/18
BOARD OF COMMISSIONERS PUBLIC HEARING: 7/16/18
BOARD OF COMMISSIONERS ACTION: _____
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____
AMENDMENT NUMBER: _____

SAMPLE MOTION WORKSHEET LEGISLATIVE HEARING

SUGGESTED MOTION FOR DENIAL

I move to **deny** **PB 18-15** because the request is not consistent with the Land Use Plan because:

- LUP POLICY CA4: SIGN POLICIES AND STANDARDS should be established and periodically updated to enhance community appearance and create a quality business image. Such standards may be tailored to achieve different development characters for different parts of the county.
- LUP POLICY CA5: Currituck recognizes that attractive, less commercialized landscape particularly along heavily traveled land and water routes, is essential to the tourist-based economy of the area. The placement of additional BILLBOARDS AND OFF-SITE ADVERTISING SIGNS shall not be permitted in Currituck County.

And the request is not reasonable and not in the public interest because:

- It is inconsistent with the purpose and intent of Section 5.12 of the UDO.
- It does not result in a logical efficient development pattern because it commercializes the landscape along heavily traveled roadways and provides an off-site advertising sign instead of directing traffic.

SUGGESTED MOTION FOR APPROVAL

I move to **approve** **PB 18-15** because the request is consistent with the Land Use Plan because:

- It promotes tourist oriented businesses on the mainland.
- Small business start-ups, expansions, and spin-offs shall be recognized. (LUP POLICY ED4)

And the request is reasonable and in the public interest because:

- It will direct traffic to tourist oriented business locations not fronting a major arterial street and it lessens the size of allowed off-premise directional signs.

The Board must include conditions of approval, if any, in the motion.



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2214)

Agenda Item Title

Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Section 2-96(a) of the Currituck County Code of Ordinances to Require Statement of Interest for Nominees to Advisory Boards and Amending Section 2-98 of the Currituck County Code or Ordinances to Clarify Concurrent Membership on Authorities, Boards and Commissions

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**
2 **COMMISSIONERS AMENDING SECTION 2-96(a) OF THE CURRITUCK**
3 **COUNTY CODE OF ORDINANCES TO REQUIRE STATEMENT OF**
4 **INTEREST FOR NOMINESS TO AN AUTHORITY BOARD OR**
5 **COMMISSION, CLARIFY THE APPOINTMENT OF COUNTY**
6 **COMMISSIONERS TO AN AUTHORITY, BOARD OR COMMISSION AND**
7 **AMENDING SECTION 2-98 OF THE CURRITUCK COUNTY CODE OF**
8 **ORDINANCES TO CLARIFY CONCURRENT MEMBERSHIP ON**
9 **AUTHORITIES, BOARDS AND COMMISSIONS**

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

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

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

21 PART I. Section 2-96(a) of the Code of Ordinances, Currituck County, North
22 Carolina is amended to read as follows:

23 **Sec. 2-96. Method of appointment to and removal from boards.**

24 (a) One appointment to a board shall be nominated by each of the seven
25 members of the board of commissioners which nominee shall become part of a slate
26 of nominees to be acted on by the board of commissioners without amendment.
27 Only persons that have filed a statement of interest with the clerk to the board
28 shall be nominated. A person who holds the office of county commissioner may not
29 be appointed to an authority, board or commission at the board of commissioners
30 first meeting in December unless that person is beginning a new term of office at
31 the first meeting in December.

32 PART II. Section 2-98 of the Code of Ordinances, Currituck County, North
33 Carolina is rewritten to read as follows:

34 **Sec. 2-98. Multiple committee appointments prohibited.**

35 Other than a county commissioner, officer or employee serving ex officio, no
36 person shall hold ~~concurrently two or more~~ than one appointments to a ~~county~~ an
37 authority, board, or commission.

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

PART IV. This ordinance is effective immediately upon adoption.

ADOPTED this 6th day of August, 2018.

Bobby Hanig, Chairman

ATTEST:

Leeann Walton
Clerk to the Board

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 # 2237)

Agenda Item Title

Animal Services and Control Advisory

Brief Description of Agenda Item:

Consideration of reappointments/nominees to the Animal Services and Control Advisory Board.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

ANIMAL SERVICES/CONTROL ADVISORY
2-YEAR TERMS

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
	Consensus	Lynn Christian		5/16/2016	Initial-2 Year 5/30/2018
	Consensus	Donna Corbo		5/16/2016	Initial-2 Year 5/30/2018
Laura Hill	Consensus			6/19/2017	Initial-1 Year 5/30/2019
	Consensus	Michael Shannon		5/16/2016	Initial-2 Year 5/30/2018
Nancy VanClief	Consensus			5/16/2016	1st Term
				6/19/2017	5/30/2019
	Consensus				Initial
Gina Maurer <i>Director</i>					
	Consensus				Initial
Animal Control Officer					
	Ex-Officio				Initial
Marion Gilbert					5/30/2018

Commissioner serves 2-year term, ex-officio, non-voting.
Initial Terms to be designated-4 will serve 2 year terms, 3 will serve 1 year terms.

Animal Advocate	2
Vet Care/Admin	1
Handler/Training	1
Grant Writing/Research	1



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2235)

Agenda Item Title

Game Commission

Brief Description of Agenda Item:

Consideration of reappointments to the Game Commission:

Jason Bellangia

Jeremy Evans

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		Bob White	6/16/2014	2nd term 6/1/2018
Jason Belangia	District 2		Bobby Hanig	6/6/2016	1st term 6/1/2018
Jeremy Evans	District 3		Mike Payment	6/20/2016	1st Term 6/1/2018
Robert Romm	District 4		Paul Beaumont	6/19/2017	1st term 6/1/2019
Richard Bell	District 5	Resigned	Marion Gilbert	6/19/2017	2nd Term 6/1/2019
Curtis Austin	At-Large		Mike Hall	6/5/2017	2nd term 6/1/2019
James Cason, Jr	At-Large		Kitty Etheridge	6/19/2017	1st term 6/1/2019

Must be replaced
Can Be Reappointed



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2236)

Agenda Item Title

Senior Citizens Advisory

Brief Description of Agenda Item:

Consideration of reappointments/nominees to the Senior Citizens Advisory Board.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

SENIOR CITIZEN ADVISORY BOARD
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Cindy Scott	District 1		Bob White	3/6/2017	1st 2/1/2019
Rita Ferebee	District 2		Bobby Hanig	3/7/2016	1st 2/1/2018
Janet Lovell	District 3		Mike Payment	2/6/2017	1st 2/1/2019
David Myers	District 4		Paul Beaumont	7/17/2017	1st 2/1/2019
Mary Ellen Maxwell	District 5		Marion Gilbert	4/3/2017	Unexp 2/1/2018
Marcia Steele	At-Large		Mike Hall	1/19/16	2nd 2/1/2018
Joanne DiBello	At-Large		Kitty Etheridge	1/4/2016	2nd 2/1/2018

Can be reappointed

Must be replaced

Commissioner Etheridge Serves on this Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2227)

Agenda Item Title

Veterans Advisory Board

Brief Description of Agenda Item:

Nominees will be submitted for initial terms of service on the newly-created Veterans 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 # 2239)

Agenda Item Title

Amended Item: Board of Adjustment Appointment

Brief Description of Agenda Item:

The agenda was amended to add the appointment of Cathy Bontemps to the Board of Adjustment, nominated by Commissioner White

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

BOARD OF ADJUSTMENT
3-Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Cathy Bontemps-Alt	District 1		Bob White	08/07/2018	1st Term
					12/31/2020
Matthew Battey	District 2		Bobby Hanig	5/15/2017	Unexpired Term 12/31/2018
Zia Montessi	District 3		Mike Payment	4/3/2017	1st Term 12/31/2019
Greg Hammer	District 4		Paul Beaumont	5/15/2017	1st Term 12/31/2019
Thom Roddy	District 5		Marion Gilbert	3/5/2018	Unexpired Term 12/31/2019
William Rawson-Alt	At Large		Mike Hall		1st Term
				6/18/2018	12/31/2020
Troy Breathwaite	At-Large		Kitty Etheridge		1st Term
				12/4/2017	12/31/2020



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2238)

Agenda Item Title

Amended Item: Recreation Advisory Board Appointment

Brief Description of Agenda Item:

The agenda was amended to add the re-appointment of Ryan Hodges to the Recreation Advisory.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

RECREATION ADVISORY BOARD
2 Year Terms

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
Ryan Hodges	District 1		Bob White	8/6/2018	2nd Term January 2020
Liz Turner	District 2		Bobby Hanig	6/19/2017	1st Term January 2019
Robin Kane	District 3		Mike Payment	4/16/2018	2nd Term January 2020
Rick Vasko	District 4	No longer able to serve	Paul Beaumont	4/3/2017	1st Term January 2019
Peter Aitken	District 5		Marion Gilbert	4/16/2016	2nd Term January 2020
Kevin McCord	At-Large		Mike Hall	1/19/2016	1st Term January 2018
Ellen Owens	At-Large		Kitty Etheridge	1/2017 1st term exp	2nd Term January 2019
				1/3/2017	

Can Reappoint
Must be replaced

Commissioner Beaumont Serves on this Board



**CURRITUCK COUNTY
NORTH CAROLINA**

July 16, 2018

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Emergency Management Departmental Update and Seasonal Hurricane Outlook

The Currituck County Board of Commissioners met in a work session at 5:00 PM in the Conference Room of the Historic Courthouse to hear a report from Bill Sammler, Warning Coordinator and Meteorologist with the National Weather Service, Wakefield, on the seasonal hurricane outlook for Currituck County. Dianne Curtis, Eastern Branch Manager, North Carolina Emergency Management, was also present to provide an update and overview of regional emergency operations and protocols. Presenters responded to Board questions at the close of their presentations and Chairman Hanig thanked Mr. Sammler and Ms. Curtis for their attendance. The work session concluded at 5:51 PM.

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners met at 6:00 PM in the Historic Courthouse located at 153 Courthouse Road, Currituck, North Carolina, for a regular meeting.

Attendee Name	Title	Status	Arrived
Bobby Hanig	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Absent	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Bob White	Commissioner	Absent	

Chairman Hanig called the meeting to order.

A) Invocation & Pledge of Allegiance-Pastor Glenn McCranie, Navy Chaplain, Ret.

Pastor Glenn McCranie attended to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

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

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

Approved agenda:

Work Session

5:00 PM Emergency Management Departmental Update and Seasonal Hurricane Outlook

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Pastor Glenn McCranie, Navy Chaplain, Ret.

B) Approval of Agenda

Public Comment

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

Commissioner's Report

Administrative Reports

A) National Weather Service Presentation-Bill Sammler

B) Presentation of Advanced Law Enforcement Certificates to Lieutenant Terrence Sutton and Sergeant Nathan "Buddy" Capps, Jr.

Public Hearings

A) **Consideration and Action: PB 14-32 Tucker's Cove:** Request for an amended preliminary plat/use permit to add 5 additional lots to the original 25 lot Type II Traditional Development for property located on Tulls Creek Road, Tax Map 39, Parcel 13A, Crawford Township.

B) **PB 18-15 Eagle Creek Golf Course and Grill:** Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, to modify off- premise directional sign standards.

New Business

A) **Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Section 2-96(a) of the Currituck County Code of Ordinances to Require Statement of Interest for Nominees to Advisory Boards and Amending Section 2- 98 of the Currituck County Code or Ordinances to Clarify Concurrent Membership on Authorities, Boards and Commissions**

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

B) Consideration and Acceptance of Bid for County-Owned Property and Adoption of Upset Bid Resolution-103 Bluefish Court, Walnut Island Subdivision

C) Board Appointments

1. Joint Nursing Home/Domiciliary Community Advisory Committee

D) Consent Agenda

1. Approval Of Minutes for June 18, 2018
2. A Resolution of the Currituck County Board of Commissioners Authorizing Currituck County to Engage in Electronic Payments as Defined in N.C. GEN. STAT. §159-28 or
N.C. GEN. STAT. §115C-441
3. Resolution of the Currituck County Board of Commissioners Approving the Currituck County Detention Center Medical Care Plan Pursuant to N.C. GEN. STAT. §153A- 225
4. Amendment No. 1 to the Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Other Post-Employment Benefits Trust Agreement
5. SETTLEMENT OF DELINQUENT TAXES for Fiscal Year 2017-18
6. Report of Insolvents and Resolution Approving the Settlement with the Tax Collector for Insolvents
7. William E. Bradley Grandy Convenience Center Lease

E) County Manager's Report

Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

PUBLIC COMMENT

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

No one was signed up nor wished to speak at public comment.

COMMISSIONER'S REPORT

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

Chairman Hanig reported that the Senior Center received a donation from the Currituck Chamber of Commerce in the amount of \$1,943.59 raised from the Currituck Chamber's Spring Social charitable event held this past spring. The funds will support the Currituck Senior Nutrition Meals on Wheels program. Chairman Hanig attended the 10th annual Moyock Fire graduation ceremony and thanked all involved for their efforts and service to the county.

Commissioner Hall also attended the fire academy graduation and noted attendance from many other areas. He announced the Crawford fire department's acquisition of a new pink fire truck in recognition of Breast Cancer awareness. He recalled a recent funeral he attended and noted too many young people are being lost and encouraged people to find help if needed.

Commissioner Gilbert attended the funeral as well and was touched by the number of attendees from the Currituck community.

Commissioner Beaumont reported on a successful July 4th celebration at Historic Corolla Park. He discussed red flag warnings on the beach and the process behind the decision to post red flags as typically regional in nature involving many coastal communities. He said the county is trying to save lives and those who ignore red-flag warnings can be fined.

ADMINISTRATIVE REPORTS

A. National Weather Service Presentation-Bill Sammler

Bill Sammler of the National Weather Service in Wakefield, VA, used a powerpoint and presented the Seasonal Hurricane Outlook for Currituck County. Information included how ocean temperatures influence storm projections, historical data including annual storm statistics and areas of development. Mr. Sammler said we should prepare each year, but noted there is no correlation between the number of storms and impacts to the United States. The very active 2017 season was reviewed along with storm surge and the factors that effect it. Mr. Sammler presented products and resources available to the public to view weather and storm activity regionally, nationally, and individual storm events.

B. Presentation of Advanced Law Enforcement Certificates to Lieutenant Terrence Sutton and Sergeant Nathan "Buddy" Capps, Jr.

The Board of Commissioners recognized the hard work, dedication and service of Sergeant Nathan Capps, Jr. and Lieutenant Terrence Sutton of the Currituck County Sheriffs Department with a presentation of Advanced Law Enforcement Certificates. Sergeant Capps and Lieutenant Sutton were present, along with their families and Currituck County Sheriff Matt Beichert, for the reading and formal presentation of the certificates by Chairman Hanig and the Board of Commissioners.

PUBLIC HEARINGS

A. Consideration and Action: PB 14-32 Tucker's Cove:

APPLICATION SUMMARY

Property Owner: Tucker's Cove, LLC 417 Caratoke Highway, Unit D Moyock, NC 27958	Applicant: Tucker's Cove, LLC 417 Caratoke Highway, Unit D Moyock, NC 27858
---	--

APPLICATION SUMMARY

Case Number: PB 14-32	Application Type: Amended Preliminary Plat/Use permit for Type II Traditional
Parcel Identification Number: 0039000013A0000	Existing Use: Residential
Land Use Plan Classification: Rural within the Courthouse subarea	Parcel Size (Acres): 46.28 Acres
Number of Units: 30 Residential Lots	Project Density: 0.65 units per acre
Required Open Space: 13.88 Acres	Provided Open Space: 13.95 Acres

SURROUNDING PARCELS

	LAND USE	ZONING
NORTH	TULLS BAY	N/A
SOUTH	RESIDENTIAL/FARMLAND	SFM/AG
EAST	RESIDENTIAL	SFM
WEST	UNDEVELOPED/RESIDENTIAL	SFM

1. The applicant, Tucker's Cove, LLC, is requesting amended preliminary plat/use permit approval for five additional residential lots within a proposed 25 lot subdivision.
2. Tucker's Cove is a Type II traditional subdivision. The development received preliminary plat/use permit approval August 17, 2015, permit extension on August 7, 2017, and construction drawing approval February 27, 2018. Although the developer is proposing a traditional subdivision, it has been designed with preservation of natural features and environmentally sensitive areas of the site.
3. The proposed five lots were considered unsuitable in 2015 due to existing ditches that ran through the property. Construction activities associated with the development of Tucker's Cove have allowed for the relocation and re-establishment of the drainage system. The five lots were re-evaluated by ARHS and are provisionally suitable at this time.
4. The open space will include nature walks that will allow pedestrian access of the environmentally sensitive areas of the site.
5. All lots are designed to meet the minimum lot size of 40,000 square feet and preservation of wetlands.
6. The proposed development contains 9.26 acres of 404 wetlands that were delineated and signed by the US Army Corps of Engineers on February 2, 2015 and may be relied upon for a period not to exceed five years. Additional permits will be required from the USACOE and NC to fill any portion of wetlands for access.
7. An existing 15' access easement is located on the property and provides access to 3 existing properties. The existing easement is located in open space but will not be included in the required open space.
8. Interconnectivity is not proposed in this development. A reduction in in the minimum index score is suggested since it is not possible to achieve due to natural features and adjacent existing development patterns. The proposed connectivity score for the development is 1, and the minimum connectivity score is 1.20
9. Circa Cultural Resource Management, LLC conducted a Phase I assessment of the property in the Spring of 2015. The survey resulted in 1 archeological resource, 15 isolated finds and 3 archeological sites. Circa did not recommend any further testing or investigation of the property.
 - a. Mid-20th century house and shed: no further survey recommended.

- b. 15 isolated finds: Not eligible for inclusion in the National Register of Historic Places - no further archeological testing warranted.
- c. Sites 31CK348, 31CK349, and 31CK350: All artifacts were recovered from a plowed context and the site is recommended as not eligible for the National Register of Historic Places. No further archeological investigations appear warranted and it is recommended that the site be given clearance for any potential development.

INFRASTRUCTURE	
WATER	PUBLIC
SEWER	SEPTIC
TRANSPORTATION	PEDESTRIAN: SIDEWALKS AND TRAILS
	CONNECTIVITY SCORE: 1 (SEE NOTE 8 ABOVE)
STORMWATER/DRAINAGE	ROAD SIDE AND PROPERTY LINE SWALES
LIGHTING	POSSIBLE SUBDIVISION ENTRANCE LIGHTING
LANDSCAPING	RETENTION OF HERITAGE TREES, WHERE POSSIBLE RETENTION AND INSTALLATION OF STREET TREES
PARKING	USPS COMMUNITY BOX UNIT ONLY
COMPATIBILITY	RESIDENTIAL SUBDIVISION IS ADJACENT TO THE PROPOSED DEVELOPMENT WITH SIMILAR LOT SIZES
RECREATION AND PARK AREA DEDICATION	PAYMENT IN LIEU OF DEDICATION (0.765 ACRES) WILL BE ACCEPTED IN THE AMOUNT OF \$5,662.10
RIPARIAN BUFFERS	30' RIPARIAN BUFFER IS REQUIRED ADJACENT TO ALL 404 JURISDICTIONAL WETLANDS

ADEQUATE PUBLIC FACILITIES		
SCHOOL	ACTUAL DEMAND JANUARY 2018	STUDENTS GENERATED BY THIS DEVELOPMENT
MOYOCK ELEMENTARY SHAWBORO ELEMENTARY CENTRAL ELEMENTARY	83%	7 STUDENTS
GRIGGS ELEMENTARY JARVISBURG ELEMENTARY	64%	
KNOTTS ISLAND ELEMENTARY	30%	
MOYOCK MIDDLE CURRITUCK MIDDLE	78%	2 STUDENTS
CURRITUCK HIGH JP KNAPP EARLY COLLEGE	80%	4 STUDENTS

RECOMMENDATIONS
TECHNICAL REVIEW COMMITTEE

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

THE TECHNICAL REVIEW COMMITTEE RECOMMENDS ADOPTION OF THE USE PERMIT AND APPROVAL OF THE PRELIMINARY PLAT SUBJECT TO THE FOLLOWING CONDITIONS OF APPROVAL:

1. The application complies with all applicable review standards of the UDO.
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. The following Archeological Note shall be added to the final plat:
A cultural resources survey was conducted by Circa Cultural Resource Management, LLC in July of 2015. No items were found that are considered eligible for listing on the National Register of Historic Places. The contractor will be advised that if any artifacts or suspect materials are found, the owner and engineer will be contacted immediately and all excavation activity in the vicinity of the artifact be ceased until a formal determination has been completed on the item in question. Upon project completion, should any homeowners encounter any findings that could have historical significance he or she will immediately contact the North Carolina State Archaeologist 919-807-6554.
 - b. In order to provide safe and efficient pedestrian access, all lots that contain a sidewalk shall provide an extended front setback such as 20' from the back edge of the sidewalk.
 - c. All boardwalks located in the 404 wetlands shall be elevated. (LUP WQ5)
 - d. All boardwalks/walkways located in the 30' undisturbed buffer shall be constructed of pervious materials. (LUP WQ5)

PLANNING BOARD

USE PERMIT REVIEW STANDARDS

A USE PERMIT SHALL BE APPROVED ON A FINDING THAT THE APPLICANT DEMONSTRATES THE PROPOSED USE WILL MEET THE BELOW REQUIREMENTS. IT IS STAFF'S OPINION THAT THE EVIDENCE IN THE RECORD, PREPARED IN ABSENCE OF TESTIMONY PRESENTED AT A PUBLIC HEARING, SUPPORTS THE PRELIMINARY STAFF FINDINGS

The use will not endanger the public health or safety.

PRELIMINARY APPLICANT FINDINGS:

1. THE USE WILL ADHERE TO COUNTY HEALTH AND SAFETY STANDARDS, INCLUDING RECOMMENDATIONS MADE BY ALBEMARLE REGIONAL HEALTH SERVICES, ALL LOTS WILL FRONT ON INTERIOR STREETS; NO LOT WILL CONNECT DIRECTLY TO TULLS CREEK ROAD.
2. THE PROJECT SHOULD NOT ADVERSELY AFFECT THE PUBLIC HEALTH OR SAFETY.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

PRELIMINARY APPLICANT FINDINGS:

1. LAND TO THE EAST HAS BEEN DEVELOPED INTO SINGLE FAMILY HOMES.
2. THE TRACT WILL BE DEVELOPED WITH SIMILAR LOT SIZES, BUT A LOWER DENSITY.
3. WETLANDS AND MUCH OF THE WOODLANDS WILL BE PRESERVED.
4. THE USE WILL NOT INJURE THE VALUE OF ADJOINING OR ABUTTING LANDS, AND WILL BE IN HARMONY WITH THE SURROUNDING AREA.

The use will be in conformity with the Land Use Plan or other officially adopted plans.

PRELIMINARY STAFF FINDINGS:

1. The 2006 Land Use Plan classifies this site as Rural within the Courthouse subarea.
2. The Rural area identifies a residential density of 1 unit per 3 acres.

3. The policy emphasis for the Courthouse subarea indicates in areas where on-site wastewater is proposed and other County services are limited, development density should be limited to 1-2 units per acre. The proposed development density is 0.54 units per acre.
4. The proposed use is in keeping with the policies of the plan, some of which are:

POLICY PR6: All new residential development shall provide for ADEQUATE OPEN SPACE AND RECREATION IMPROVEMENTS including, as may be appropriate, funding in proportion to the demand created by the development. The amount of open space and improvements may be determined according to the number of dwelling units in the development and/or by a percentage of the total acreage in the development. Fees in lieu of land dedication shall be based on the inflation adjusted assessed value of the development or subdivision for property tax purposes.

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species. Currituck County supports the efforts of the U.S. Army Corps of Engineers in protecting such wetlands through the Section 4042 permit program of the Clean Water Act, as well as Section 4013 water quality certifications by the State of North Carolina.

POLICY WQ5: Development that preserves the NATURAL FEATURES OF THE SITE, including existing topography and significant existing vegetation, shall be encouraged. If COASTAL AND NON-COASTAL WETLANDS are considered part of a lot's acreage for the purpose of determining minimum lot size or development density, Low Impact Development techniques or appropriate buffers shall be integrated into the development. Open space developments shall be encouraged to REDUCE IMPERVIOUS SURFACE AREAS associated with new development and redevelopment.

POLICY WQ6: Currituck County supports the retention or preservation of VEGETATED BUFFERS along the edge of drainage ways, streams and other components of the estuarine system as an effective, low cost means of protecting water quality.

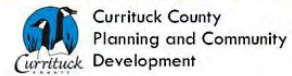
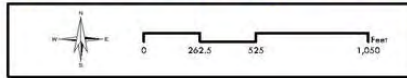
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

PRELIMINARY STAFF FINDINGS:

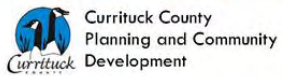
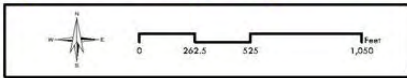
1. CURRITUCK COUNTY HAS ADEQUATE PUBLIC FACILITIES TO SERVE THE PROPOSED SUBDIVISION.



PB 14-32
Tucker's Cove
Aerial



PB 14-32
Tucker's Cove
Zoning



Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)



Parties were sworn in and Planning and Community Development Director, Laurie LoCicero, reviewed the application with the Board of Commissioners. Ms. LoCicero responded to Board questions related to school capacities and drainage.

Sworn testimony on behalf of the applicant in support of the request was provided prior to public hearing.

Mark Bissell, Engineer, reviewed the original 2014 sketch plan which had included the 5 lots. He noted no additional roadways were added from that original plan and reviewed drainage improvements made to the site to allow the five lots to be added back into the plan for development. Mr. Bissell responded to questions posed by the Board regarding drainage.

Chairman Hanig opened the public hearing.

Buddy Jennings, a neighboring property owner, expressed his drainage concerns and asked that a guarantee be provided that drainage ditches will be kept open. He discussed traffic on Tulls Creek Road at the development location and suggested a speed limit reduction to 45 miles per hour.

The Board of Commissioners asked staff to request a speed limit study from the North Carolina Department of Transportation on the entire length of Tulls Creek Road, and the concerns related to stormwater and ditching were discussed. Ms. LoCicero confirmed the applicant must comply with the stormwater plan for the site, and corrective action would be established and enforced for non-compliance.

No one else was signed up nor wished to speak and Chairman Hanig closed the Public Hearing.

Commissioner Hall moved to approve PB 14-32 Tucker's Cove with staff recommendations because the applicant has demonstrated the proposed use meets the use permit's review standards in the Unified Development Ordinance (UDO). The use will not endanger the public health or safety: The use will adhere to county health and safety regulations, including recommendations by Albemarle Regional Health Services; all lots will front on interior streets; no lot will connect directly to Tulls Creek Road. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located: Land to the east is developed with single family homes; the tract will be developed with similar lot sizes, but lower density; wetlands and much of the woodlands will be preserved. The use will be in conformity with the Land Use Plan (LUP) or other officially adopted plans: The 2006 LUP classifies this site as Rural within the Courthouse subarea. The policy emphasis for the Courthouse subarea indicates in areas where on-site wastewater is proposed and other county services are limited, development density should be limited to 1-2 units per acre. The proposed development density is 0.54 units per acre; the proposed use is in keeping with the policies of the plan, some of which are Policy PR6, ES2, WQ5 and WQ6. The use will not exceed the county's ability to provide adequate public facilities: Currituck County has adequate public facilities to serve the proposed subdivision; public water is available at the property and the proposed development will consist of 30 residential lots; based on the current student generation rates, the proposed subdivision is projected to generate the following students-7 elementary students, 2 middle school students and 4 high school students. Also, include that the whole subdivision fall under the 75% Homeowners Association rule so there is one consistent plan.

Commissioner Gilbert seconded the motion and the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike D. Hall, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

B. Consideration & Action-PB 18-15 Eagle Creek Golf Course and Grill: Request for a text amendment to the Unified Development Ordinance, Chapter 5. Development Standards, to modify off-premise directional sign standards.

Planning and Community Development Director, Laurie LoCicero, reviewed the text amendment being proposed which would modify the Unified Development Ordinance (UDO) for off-premise signs. After review, Ms. LoCicero responded to questions and the Board discussed the proposed sizes and locations for signage. She confirmed the amendment would not include the Outer Banks.

Tim Paasch, applicant, spoke in support of the text amendment and responded to Commissioner questions related to the size of the sign, and an existing sign that would be replaced. Sign heights and installation relative to grade were discussed.

Commissioner Gilbert said the county spends a lot of time on signs and believes more work is needed to define what the Board wants the policy to look like. Commissioner

Hall agreed, wanting to get it right the first time and suggested a continuance to clarify language pertaining to sign size and grade.

Chairman Hanig opened the public hearing. The hearing was closed with no one signed up nor wishing to speak.

Commissioner Hall moved to continue to the next scheduled Board of Commissioners meeting to allow the Planning Director a chance to check on options for sign height relative to lot and road grade. The motion was seconded by Commissioner Gilbert, who asked staff to include other businesses for which the amendment would apply. The motion passed unanimously and the item was continued to August 6, 2018.

RESULT:	CONTINUED [UNANIMOUS]	Next: 8/6/2018 6:00 PM
MOVER:	Mike D. Hall, Commissioner	
SECONDER:	Marion Gilbert, Commissioner	
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner	
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner	

NEW BUSINESS

A. Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Section 2-96(a) of the Currituck County Code of Ordinances to Require Statement of Interest for Nominees to Advisory Boards and Amending Section 2-98 of the Currituck County Code of Ordinances to Clarify Concurrent Membership on Authorities, Boards and Commissions

County Attorney, Ike McRee, reviewed the ordinance for the Board of Commissioners, which would amend language pertaining to appointments to advisory boards for citizens and Commissioners and application requirements. Mr. McRee responded to Board questions to clarify aspects of the proposed changes and explained a unanimous approval is necessary for adoption of an ordinance and, with the full Board not present at the first reading, a second reading would be required.

Commissioner Gilbert moved for approval and the motion was seconded by Commissioner Payment. The motion passed unanimously and the ordinance passed its first reading.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING SECTION 2-96(a) OF THE CURRITUCK COUNTY CODE OF ORDINANCES TO REQUIRE STATEMENT OF INTEREST FOR NOMINEES TO AN AUTHORITY BOARD OR COMMISSION, CLARIFY THE APPOINTMENT OF COUNTY COMMISSIONERS TO AN AUTHORITY, BOARD OR COMMISSION AND AMENDING SECTION 2-98 OF THE CURRITUCK COUNTY CODE OF ORDINANCES TO CLARIFY CONCURRENT MEMBERSHIP ON AUTHORITIES, BOARDS AND COMMISSIONS

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.

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

PART I. Section 2-96(a) of the Code of Ordinances, Currituck County, North Carolina is amended to read as follows:

Sec. 2-96. Method of appointment to and removal from boards.

(a) One appointment to a board shall be nominated by each of the seven members of the board of commissioners which nominee shall become part of a slate of nominees to be acted on by the board of commissioners without amendment. Only persons that have filed a statement of interest with the clerk to the board shall be nominated. A person who holds the office of county commissioner may not be appointed to an authority, board or commission at the board of commissioners first meeting in December unless that person is beginning a new term of office at the first meeting in December.

PART II. Section 2-98 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows:

Sec. 2-98. Multiple committee appointments prohibited.

Other than a county commissioner, officer or employee serving ex officio, no person shall hold ~~concurrently two or more~~ than one appointments to ~~a county an~~ authority, board, or commission.

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

PART IV. This ordinance is effective immediately upon adoption.

RESULT:	ORDINANCE PASSED FIRST READING [UNANIMOUS] Next: 8/6/2018 6:00 PM
MOVER:	Marion Gilbert, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

B. Consideration and Acceptance of Bid for County-Owned Property and Adoption of Upset Bid Resolution-103 Bluefish Court, Walnut Island Subdivision

County Attorney, Ike McRee, reviewed the item for the Board of Commissioners regarding the county's receipt of a bid for property owned by the county. He described the process and reviewed the statutes related to the Upset Bid method with the Resolution should the Board choose to accept the bid. Mr. McRee responded to questions related to the property.

Commissioner Hall moved for approval and the motion was seconded by Commissioner Gilbert. The motion passed unanimously.

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
AUTHORIZING DISPOSAL OF REAL PROPERTY PURSUANT
TO N.C. GEN. STAT. §160A-269**

WHEREAS, the County of Currituck is the owner of real property located within the Walnut Island Estates subdivision, Grandy, Currituck County, North Carolina.

WHEREAS, the property, consisting of an individual lot, is described as follows:

Parcel ID 107B0EE00010007 Block EE, Lot 1, Section 7 103 Bluefish Court

WHEREAS, N.C. Gen. Stat. §160A - 269 permits the County to sell property by upset bid after receipt of an offer for the property; and

WHEREAS, the County has received an offer to purchase the property described above, in the amount of \$7,105.00 as submitted by Johanna Tucker, agent for James and Ursula Decesare.

WHEREAS, James and Ursula Decesare have paid the statutorily required five percent (5%) deposit for the property;

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

Section 1. The Board of Commissioners authorizes sale of the property described above through the upset bid procedure set forth in N.C. Gen. Stat. §160A - 269.

Section 2. The Clerk to the Board of Commissioners shall cause notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms established by this resolution under which the offer may be upset.

Section 3. Any person may submit an upset bid to the Office of the Clerk to the Board of Commissioners within ten (10) days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

Section 4. If a qualifying higher bid is received, the Clerk to the Board of Commissioners shall cause a notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

Section 5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

Section 6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.

Section 7. The terms of the final sale are that:

- a. The Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed, and
- b. The buyer must pay with cash at the time of closing.

Section 8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Section 9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate County officials are authorized to execute the instruments necessary to convey the property to James and Ursula Decesare.

ADOPTED this 16th day of July, 2018.

ATTEST

COUNTY OF CURRITUCK

Leeann Walton
Clerk to the Board of Commissioners

Bobby Hanig
Chairman of the Board

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike D. Hall, Commissioner
SECONDER:	Marion Gilbert, Commissioner
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

C) Board Appointments

1. Joint Nursing Home/Domiciliary Community Advisory Committee

Chairman Hanig moved to nominate Joan West to serve on the Joint Nursing/Domiciliary Community Advisory. The motion was seconded by Commissioner Payment and Ms. West's appointment was unanimously approved.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Hanig, Chairman
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

D) Consent Agenda

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

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

1) Approval Of Minutes for June 18, 2018

1. Minutes for June 18, 2018

2. A Resolution of the Currituck County Board of Commissioners Authorizing Currituck County to Engage in Electronic Payments as Defined in N.C. GEN. STAT. §159-28 or N.C. GEN. STAT. §115C-441

A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AUTHORIZING CURRITUCK COUNTY TO ENGAGE IN ELECTRONIC PAYMENTS AS DEFINED N.C. GEN. STAT. §159-28 OR N.C. GEN. STAT. §115C-441

WHEREAS, it is desirable that the county engage in electronic payments of funds as defined by N.C. Gen. Stat. §159-28 or N.C. Gen. Stat. §115C-441; and

WHEREAS, pursuant to 20 NCAC 03.0409 a county's finance director may be authorized to adopt a written policy outlining procedures for pre-auditing obligations incurred by electronic payments; and

WHEREAS, pursuant to 20 NCAC 03.0410 a county's finance director may be authorized to adopt a written policy outlining procedures for disbursing public funds by electronic transfer.

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

Section 1. Currituck County is authorized to engage in electronic payments as defined by N.C. Gen. Stat. §159-28 or N.C. Gen. Stat. §115C-441.

Section 2. The Currituck County Finance Director is authorized to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by 20 NCAC 03.0409 and to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by 20 NCAC 03.0410.

Section 3. This resolution shall take effect immediately upon its adoption.

This the 16th day of July, 2018.

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

3. Resolution of the Currituck County Board of Commissioners Approving the Currituck County Detention Center Medical Care Plan Pursuant to N.C. GEN. STAT. §153A-225

A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS APPROVING THE CURRITUCK COUNTY DETENTION CENTER MEDICAL CARE PLAN PURSUANT TO N.C. GEN. STAT. §153A-225

WHEREAS, N.C. Gen. Stat. §153A-225 provides that each county that operates a local confinement facility shall develop a plan for providing medical care for prisoners in the facility; and

WHEREAS, the prisoner medical care plan must be approved by district health director after consultation with the area mental health, developmental disabilities, and substance abuse authority if it is adequate to protect the health and welfare of the prisoners; and

WHEREAS, upon a determination that the prisoner medical care plan is adequate to protect the health and welfare of the prisoners it must be adopted by the county's governing board; and

WHEREAS, the Currituck County Detention Center Medical Plan was approved by R. Battle Betts, Jr., Albemarle Regional Health Center Director, on June 7, 2018.

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

Section 1. The Currituck County Detention Center Medical Plan attached to this resolution as Exhibit A is adopted.

Section 2. This resolution is effective upon adoption.

This the 16th day of July, 2018

4. Amendment No. 1 to the Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Other Post-Employment Benefits Trust Agreement

5. SETTLEMENT OF DELINQUENT TAXES for Fiscal Year 2017-18

6. Report of Insolvents and Resolution Approving the Settlement with the Tax Collector for Insolvents

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)

7. William E. Bradley Grandy Convenience Center Lease

E) County Manager's Report

No Report.

ADJOURN

Motion to Adjourn Meeting

There was no further business and Commissioner Gilbert moved to adjourn. Commissioner Payment seconded the motion which passed unanimously. The regular meeting of the Board of Commissioners concluded at 7:24 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marion Gilbert, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner, Bob White, Commissioner

Communication: Minutes for July 16, 2018 (Approval of Minutes for July 16, 2018)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2215)

Agenda Item Title

Budget Amendments

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number

20190001

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
61818-590000	Capital Outlay	\$ 26,000	
61390-495042	T F - Transfer Tax Capital Fund		\$ 26,000
42450-587061	T T - Mainland Water Fund	\$ 26,000	
42320-414000	Land Transfer Tax		\$ 26,000
		<u>\$ 52,000</u>	<u>\$ 52,000</u>

Explanation: Transfer Tax Capital Fund (42450); Mainland Water (61818) - Increase appropriations for an Eighty-Five foot jack and bore under Caratoke Highway with Sixteen inch encasement and Eight inch tapping sleeve snf valve at 8809 Caratoke Highway.

Net Budget Effect: Transfer Tax Capital Fund (42) - Increased by \$26,000.
Mainland Water Fund (61) - Increased by \$26,000.

Minute Book # _____, Page # _____

Journal # __20005_____

Clerk to the Board

Attachment: 2018-Aug 6_Reg_BAs (Budget Amendments)

Number

20190002

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10460-590000	Capital Outlay		\$ 7,656
10750-590000	Capital Outlay	\$ 7,656	
		<u>\$ 7,656</u>	<u>\$ 7,656</u>

Explanation: Public Works (10460); Social Services Admin (750) - Move funds from the Public Works Dept. to DSS to cover HVAC system replacements in the DSS building. Originally DSS budgeted for one system replacement but from the time the budget was submitted to present an additional two systems have stopped working and need to be replaced.

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

Minute Book # _____, Page # _____

Journal # 20006

Clerk to the Board

Attachment: 2018-Aug 6 Reg_BAs (Budget Amendments)

Number

20190003

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10390 499900	Fund Balance Appropriated		\$ 18,017
10531 514000	Travel	\$ 2,000	
10531 514500	Training	\$ 1,000	
10531 516200	Auto Maint	\$ 2,000	
10531 532000	Supplies	\$ 2,000	
10531 545000	Contracted Services	\$ 11,017	
		<u>\$ 18,017</u>	<u>\$ 18,017</u>

Explanation: Emergency Management (10531) - Carry forward Emergency Management Performance Grant funding from prior year.

Net Budget Effect: Operating Fund (10) - Increased by \$18,017.

Minute Book # _____, Page # _____

Journal # 20006

Clerk to the Board

Attachment: 2018-Aug 6_Reg_BAs (Budget Amendments)

Number 20190004

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
16609-545000	Contract Services	\$ 49,074	
16390-499900	Appropriated Fund Balance		\$ 49,074
		<u>\$ 49,074</u>	<u>\$ 49,074</u>

Explanation: Carry-forward purchase orders for projects and purchases made in prior fiscal years.

<u>PO #</u>	<u>Purpose</u>	<u>Vendor</u>	<u>Amount</u>
20180332	Ocean Sands/Crowne Point Engineering Services	Albemarle Associates	\$ 49,074

Net Budget Effect: Operating Fund (10) - Increased by \$18,017.

Minute Book # _____, Page # _____

Journal # ____20006_____

Clerk to the Board

Attachment: 2018-Aug 6_Reg_BAs (Budget Amendments)

Number

20190005

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50448-590001	Historic Corolla Park Boat Museum	\$ 1,124,014	
50390-495015	T F - Occupancy Tax		\$ 1,124,014
		<u>\$ 1,124,014</u>	<u>\$ 1,124,014</u>

Explanation: Governmental Construction (50448) - Move funding for the Boat Museum at Historic Corolla Park from the annual fund to the construction fund.

Net Budget Effect: County Governmental Construction Fund (50) - Increased by \$1,124,014.

Minute Book # _____, Page # _____

Journal # ____20006_____

Clerk to the Board

Attachment: 2018-Aug 6_Reg_BAs (Budget Amendments)

Number

20190006

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
16609-545000	Contract Services	\$ 50,978	
16609-588000	Contingency		\$ 50,978
		<u>\$ 50,978</u>	<u>\$ 50,978</u>

Explanation: Ocean Sands/Crowne Point North (16609) - Transfer contingency funds for costs associated emergency protective measures for flooding.

Net Budget Effect: Ocean Sands/Crowne Point (16) - No change.

Minute Book # _____, Page # _____

Journal # ____20006_____

Clerk to the Board

Attachment: 2018-Aug 6_Reg_BAs (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2234)

Agenda Item Title

Vehicle Surplus Resolution

Brief Description of Agenda Item:

Planning Board Recommendation:

Resolution for the surplus of county vehicles, various departments.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

RESOLUTION

WHEREAS, THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.

Dept.	Asset #	Description (Year & Make/Model)	VIN #	Mileage
Pubic Wks	4245	1998 Ford F150	1FTRX18L7WNB37696	117,357
Pubic Wks	5882	2004 Ford F150	1FTPW14544KD20604	151,514
Tourism	5626	2003 Crown Vic	2FAHP71W53X146190	
Sheriff	7558	2012 Chevrolet Impala	2G1WD5E38C1223158	92,000
Sheriff	7695	2013 Dodge Ram	1C6RR7GT2DS521776	129,000
Sheriff	7703	2013 Dodge Ram	1C6RR7GT6DS521778	159,000
Sheriff	7702	2013 Dodge Ram	1C6RR7GT8DS521779	110,515
Pubic Wks	7701	2013 Dodge Ram	1C6RR7GT0DS521775	133,000

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

ADOPTED, this 6th day of August, 2018.

Bobby Hanig
County of Currituck, Board of Commissioners

Leeann Walton
Clerk to the Board

(Seal)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2231)

Agenda Item Title

Resolution for Sole Source Purchase of Supervisory Control & Data Acquisition (SCADA) System from Instrulogic, LLC for the Southern Outer Banks Water System

Brief Description of Agenda Item:

Sole source purchase of supervisory control and data acquisition (SCADA) system for SOBWS

Board Action Requested

Action

Person Submitting Agenda Item

Sandee Salimbene, Assistant

Presenter of Agenda Item

Donald (Ike) I. McRee Jr

**RESOLUTION AUTHORIZING THE PURCHASE OF SUPERVISORY CONTROL &
DATA ACQUISITION (SCADA) SYSTEM FROM INSTRULOGIC LLC THROUGH
SOLE SOURCE PURCHASE**

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

WHEREAS, in order that the county's Southern Outer Banks Water System, ("SOBWS"), is operable and functions properly it is necessary to obtain computer hardware and necessary software that is compatible with existing equipment; and;

WHEREAS, Instrulogic, LLC is the only entity capable of providing the county with computer hardware and necessary software that is compatible with current Southern Outer Banks Water System equipment and remote site equipment, and

WHEREAS, SOBWS has been using Instrulogic LLC to create, develop and upgrade its Supervisory Control and Data Acquisition, ("SCADA"), system; and

WHEREAS, SOBWS needs to upgrade the remaining areas of the SCADA and Instrulogic LLC is the sole supplier, creator, and manufacturer of those areas; and

WHEREAS, Instrulogic LLC, is supplying SOBWS with the PLC-F that controls the operations of the 1.25 million gallon per day filter treatment portion of the SOBWS, controls processing, backwashes, and regenerations of greensand filters used for iron and manganese removal; and

WHEREAS, Instrulogic LLC, is supplying SOBWS with the PLC-M which controls the operations of the 1.75 million gallon per day four reverse osmosis trains, and reports the numerous flows through the trains at different stages of treatment, and;

WHEREAS, Instrulogic LLC, is supplying SOBWS with the PLC-W which controls the two waste basins that receive the backwash and regeneration water from the greensand and anion exchange treatment process, and controls the levels via air actuated valves and pumps that work off float switches to discharge this water to the outfall pipe; and

WHEREAS, Instrulogic LLC, is supplying SOBWS with the PLC-C which controls the chemical feed pumps which feed pre and post potassium permanganate to the shallow raw water for treatment in the greensand filters, calcium thiosulfate for the de-chlorination of the water used for greensand and anion exchange backwashes and regenerations, brine solution pumps used in the anion exchange regenerations, anti scalant for pre-treatment of the dep raw water used for the reverse osmosis treatment, corrosion inhibitor used for post treating the finished product to reduce the aggressiveness of the water, caustic used in the water after being treated by reverse osmosis to raise the pH back up to an acceptable level, and sodium hypochlorite used for disinfection in the finished product; and

WHEREAS, the price for the SCADA upgrade is \$150,000.00; and

WHEREAS, Instrulogic LLC created and developed the SCADA system for SOBWS and is the sole supplier of the portions needed to complete the upgrades.

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

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$150,000.00 with Instrulogic LLC for the sole source purchase of SCADA PLC-F, PLC-M, PLC-W, and the PLC-C system upgrades in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the Chairman is authorized to execute the agreement with Instrulogic LLC for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

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

This the 6th day of August, 2018.

Bobby Hanig, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board of Commissioners

(COUNTY SEAL)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2233)

Agenda Item Title

Consideration of Grant Agreement with the Currituck County Historical Society for Celebration of 350th Anniversary

Brief Description of Agenda Item:

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

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

Finance Officer

GRANT AGREEMENT

THIS GRANT AGREEMENT (the "Agreement"), made this ____ day of _____, by and between the COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (hereinafter called the "Grantor"), and CURRITUCK COUNTY HISTORICAL SOCIETY, a North Carolina nonprofit corporation, (hereinafter called the "Grantee");

WITNESSETH:

WHEREAS, pursuant to N.C. Gen. Stat. §153A-449 a county may contract with and appropriate money to any corporation in order to carry out any public purpose that the county is authorized by law to engage in; and

WHEREAS, pursuant to Session Law 2004-95 Currituck County may expend occupancy tax to promote travel and tourism and for tourism related expenses; and

WHEREAS, Grantor is celebrating the 350th anniversary of its creation and Grantee has agreed to assist with planning, preparation and executing events acknowledging and celebrating Grantor's 350th anniversary.

NOW, THEREFORE, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Grantor and Grantee covenant and agree as follows:

Section 1. The Grant. In accordance with the terms of this Agreement, the Grantor will provide a grant to the Grantee an amount not to exceed FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00).

Section 2. Disbursement of Grant Proceeds. So long as there exists no default (as herein defined), the Grantor will disburse TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00) of the grant immediately for Uses set forth in Section 3 of this Agreement. Grantee shall submit to Grantor invoices or other showing of expenditures for the initial Grant disbursement not later than December 31, 2018. Grantor will disburse a subsequent amount not to exceed TWENTY-FIVE AND NO/100 DOLLARS (\$25,000.00) as reimbursement for Grantee's expenditures for Uses set forth in Section 3 of this Agreement upon presentation of invoices or other showing of expenditures.

Section 3. Use of Grant Proceeds. The proceeds of the Grant are to be used only for the following events:

Heritage Day Morning
 Pow Wow
 Farm to Table event by Moyock Women's Club
 Currituck Chamber Historic Homes Tour
 History of African American Churches and documenting African American cemeteries in Currituck
 Possible Combined Ruritan Clubs event
 Event with well-known historian, probably Lindsay Butler
 Custom built stock and pillory with commemorative plaque
 30 timeline signs designed and printed
 Printed programs for all events
 Historical Society management for expenses as they arise
 Keepsake item for sale

Section 4. Mutuality of Obligation. The Grantee will accept all disbursements made by the Grantor pursuant to this Agreement up to the full amount of the Grant.

Section 5. No Third-Party Beneficiary; No Warranties. All conditions precedent to the obligation of the Grantor to make disbursements hereunder are imposed solely and exclusively for the benefit of the Grantor and its assigns. No other person shall have standing to require satisfaction of such conditions in accordance with their terms or be entitled to assume that the Grantor will refuse to make disbursements in the absence of strict compliance with any or all thereof. No person other than the Grantee shall, under any circumstances, be deemed to be a beneficiary of this Agreement, or any of the terms or conditions hereof, any or all of which may be freely waived in whole or in part by the Grantor at any time if in its sole discretion it deems it advisable to do so.

Section 6. Incorporation by Reference. The terms, conditions, warranties, representations and agreements contained in any document executed in connection with the Grant are incorporated herein by reference and made a part hereof as fully and completely as if set out herein verbatim and any default therein shall constitute a default hereunder.

Section 7. Events of Default. The following shall constitute defaults (each a "default") hereunder:

- (a) The failure of the Grantee to keep, perform or observe any covenant, agreement, term or condition herein required to be kept, performed or observed by the Grantee.
- (b) If any representation or certification given or at any time hereafter required to be given hereunder shall be false or erroneous in any material respect when made.

Section 8. Agreement to Survive. This Agreement shall survive the initial disbursement of funds and shall remain in full force and effect until such time as the Grant shall have been paid in full.

Section 9. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute but one and the same instrument.

Section 10. Successors and Assigns. The covenants, terms and conditions herein contained shall bind (and the benefits and powers shall inure to) the respective heirs, executors, administrators,

successors and assigns of the parties hereto. The Grantee, however, shall not assign its rights or obligations under this Agreement unless such assignment has been consented to by the Grantor in writing. Whenever used herein, the singular number shall include the plural, the plural the singular, and the term the "Grantor" shall include any transferee or assignee thereof, whether by operation of law or otherwise.

Section 11. Governing Law. This Agreement shall be governed by and construed in all respects under the laws of the State of North Carolina without regard to principles of conflict of laws.

IN TESTIMONY WHEREOF, this Agreement has been executed under seal by the parties hereto.

GRANTEE:

ATTEST:

CURRITUCK COUNTY
HISTORICAL SOCIETY

Secretary

By: _____
President

(CORPORATE SEAL)

GRANTOR:

ATTEST:

COUNTY OF CURRITUCK

Clerk to the Board

By: _____
Bobby Hanig, Chairman
Board of Commissioners

(COUNTY SEAL)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2229)

Agenda Item Title

Job Description Revisions-Planning and Community Development Department

Brief Description of Agenda Item:

Job Description Revisions for Consideration: Code Enforcement Officer & Planner I

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: CODE ENFORCEMENT OFFICER PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work in enforcing compliance with the county Code of Ordinances and Unified Development Ordinance, CAMA regulations, and flood regulations. Work involves inspecting a variety of properties for compliance with applicable regulations; interpreting, applying, and enforcing of rules and regulations relating to zoning land use and development; subdivisions, CAMA, and flood standards; investigating and preparing cases; and making presentations to various boards and pursuing legal remedies to stop bring violations into compliance. Reviews plans and specifications to ensure compliance with the codes and ordinances have been followed, but must exercise independent judgment in applying these standards to a variety of work situations; workings with the general public to answer development related questions; Pprovidinges information and assistance to the public for obtaining CAMA proper permits, as well as compiling necessary information to complete and issue the permit application process. Reports to the Planning and Community Development Director or their designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Interpret and enforce County Unified Development Ordinance relating to zoning, subdivision, and flood standards, and the County Code of Ordinances.

Perform a variety of field and office work in support of the County's code enforcement program; enforce compliance with County regulations and ordinances including those pertaining to zoning, land use, nuisance and other matters of public concern.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County ordinances; interview complainant and witnesses; conduct investigation and provide recommendations for resolution.

Conduct field investigations; inspect properties for violations; attempt to make contact with the property owner to resolve violations; issue notices of violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative notices of violation as necessary.

Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

Prepare cases and make presentations to the Board of Adjustment and other Boards.

Prepare evidence in support of legal action taken by the County; appear in court as necessary; testify at hearings and in court proceedings as required.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; take videos and photographs.

CODE ENFORCEMENT OFFICER

Through visual inspections and site visits, monitor properties within the County to identify and evaluate problem areas and/or ordinance violations; determine property method to resolve violations.
~~Inspects properties in the process of construction, alteration, or repair for compliance with applicable development codes; measures set backs; analyzes drainage issues; patrols areas with repeat violators.~~

~~Interpret and enforce CAMA regulations; inspects properties to ensure compliance with CAMA regulations.~~

~~Issues CAMA permits upon approval of applications; prepares quarterly CAMA reports to be submitted to the State.~~

~~Prepares cases and makes presentations to the Board of Adjustment various Boards.~~

~~Researches deed/tax records. to ensure property is in compliance with Ccounty codes.~~

Utilizes ArcMap GIS technology.

~~Attends desk to receive and answer inquires concerning development matters; receives and pursues complaints alleging code violations, performing inspections as necessary; reviews plans for compliance with applicable codes.~~

~~Enforces local development codes, pursuing legal remedies, as necessary to stop to bring violations into compliance.~~

Makes recommendations for Unified Development Ordinance code changes to the County's Code of Ordinances and the Unified Development Code.

Reviews and studies study development code regulations, North Carolina statutes and land use case law to stay informed of changes current with in ordinances and laws; ~~completes necessary classes to maintain required inspection certification~~

Posts public hearing signs for the advertisement of Board of Adjustment, Planning Board, and Board of Commissioners meetings.

Attend meeting and serve as a resource to other County departments, the general public and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain County codes and ordinances to members of the general public, contractors, business owners, and other interested parties in the field and on the telephone;

~~Maintains and administers surety bonds for development related procedures.~~

~~Performs file maintenance, orders supplies, types letters and reports; accepts and processes payments associated with development fees.~~

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

Education/Training: Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration or other related field. ~~Bachelor's Degree in planning, geography, or a related field and one to two years of~~

CODE ENFORCEMENT OFFICER

~~experience in codes enforcement~~; or any equivalent combination of training, and experience which provides the required skills, knowledge, and abilities.

Experience: One year of work experience involving a high level of public contact including some experience interacting with the public in an enforcement, inspection, investigation or customer service capacity and the interpretation and application of statutes, codes and ordinances. Experience that includes the enforcement of local government codes is highly desirable.

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 adding machines, typewriters, copiers, levels, measuring gauges, two-way radios, soil probes, 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 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. 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.

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, correspondences, permits, applications, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, permits, architectural reports, code explanations, 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 and 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. Just be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural, and construction 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.

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 and hand tools. 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.

CODE ENFORCEMENT OFFICER

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

~~General knowledge of the principles, practices, and objectives of rural and urban planning.~~

~~Considerable knowledge of Ability to understand the Unified Development Ordinance, the County Code of Ordinances, FEMA state and federal regulations pertaining to land development, and CAMA regulations.~~

~~Considerable knowledge of the approved methods and practices involved in the installation, construction, repair, and maintenance of a variety of mechanical equipment.~~

~~Working knowledge of the geographical layout of the County.~~

~~Ability to effectively express ideas orally and in writing to groups of people.~~

~~Ability to interpret blueprints, diagrams, specifications, codes, and development regulations.~~

~~Ability to deal tactfully and firmly with contractors, property owners, and the general public.~~

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

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

~~Ability to use popular computer-driven word processing and file maintenance programs.~~

Knowledge of or ability to learn:

Operations, services, and activities of a local government code compliance program.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, and related areas.

Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

County services and organizational structure as they relate to code compliance.

Legal actions applicable to code enforcement compliance.

Effective public relations practices.

Principles and procedures of record keeping.

Methods and techniques of business correspondence and technical report preparation.

Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Occupational hazards and standard safety practices.

Geographic features and locations within the county.

Independently perform a full range of local government code enforcement and compliance duties.

CODE ENFORCEMENT OFFICER

Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement.

Inspect and identify violations of applicable codes and ordinances.

Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.

Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.

Investigate complaints and mediate resolutions in a timely and tactful manner.

Prepare accurate and detailed documentation of investigation findings.

Maintain complex logs, records, and files.

Research, compile, and collect data.

Prepare clear and concise technical reports

Make oral presentations

Testify at Board of Adjustment and in court

Work independently in the absence of supervision.

Read County maps and property profiles.

Read and interpret legal documents and descriptions.

Understand and follow oral and written instructions.

Type and enter data accurately at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

ED: 08/06/2018 (BOC REV)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PLANNER I PLANNING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical, administrative and professional work in assisting with the activities of the County planning department to ensure the orderly growth and efficient administration of county resources. Work involves review of development plans, subdivision plans, and applications to ensure compliance with applicable county regulations, ordinances and policies; assisting with the administration of the current planning process and facilitating Technical Review Committee meetings; administering FEMA regulations and assisting with CRS program; explaining and interpreting ordinances as necessary; working with the general public to answer development related questions. Work also involves researching, compiling and analyzing data and preparing reports and cases for presentation to various Boards and other civic groups. Reports to the Planning and Community Development Director or their designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Reviews and approves applications for building permits and site plans from developers and the general public to ensure compliance with county ordinances and adopted plans; distributes copies of development proposals to various governmental agencies for review and comment.

Assists surveyors, engineers and the public with planning and zoning related development issues.

Prepares case analysis and makes recommendations to the Planning Board for development plans; subdivisions; special use permits, and zoning map amendments; reviews and prepares text amendments to the county's unified development ordinance.

Assists in review of applications for subdivisions; reviews for compliance with various regulations, ordinances and policies; interprets ordinances for contractors and the general public.

Researches deed/tax records to ensure property is compliance with county codes to issue permits.

Assists with administering FEMA regulations including verifying flood certifications, identifying flood zones; processing LOMA applications; educates public and staff on FEMA issues; interprets FEMA codes; assists in maintenance of the CRS program and monitors changes in FEMA regulations.

PLANNER I

Under supervision, assists with special projects, programs or planning efforts as needed; coordinates county planning activities with affected municipal, state, federal and private agencies.

Reviews and approves ~~engineered site~~ technical plans for land disturbance permits to ensure compliance with various county ordinances and state regulations.

Familiarity with ArcMap or similar GIS software packages.

Researches, writes and presents information to various county boards and committees.

Conducts zoning and project inspections on site throughout the County.

Performs general office duties as needed.

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

Bachelor's Degree in planning, geography, or a related field, and one to two years of experience in rural or regional planning at the local government level; or any equivalent combination of training, education and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able 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 for 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.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

Language Ability: Requires the ability to read a variety of reports, ordinances, maps, grant regulations, land use plan, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, grant applications, 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

PLANNER I

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, legal, and mapping 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, geometry, descriptive statistics.

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

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

Manual Dexterity: Requires the ability to handle a variety of items such as 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.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of rural, urban, and regional planning.

Considerable knowledge of governmental programs, laws, and services pertinent to the planning process.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

General knowledge of the current literature, trends and developments in the field of urban and rural planning.

Considerable knowledge of the geographical layout of the County and its socio-economic characteristics.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

PLANNER I

Ability to use ArcMap or other similar GIS software.

Ability to use drafting, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret maps, surveys, and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contacts with county, municipal, state and federal officials, and the general public.

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

ED: 08/06/2018 (REV BOC)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2230)

Agenda Item Title

Job Description Revisions-Fire and EMS

Brief Description of Agenda Item:

Job Description Revisions for Consideration: Multiple positions within the Fire and Emergency Medical Services department.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item



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;

EMS Training Officer

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 CFEMS.

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

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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.

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~~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 driver operator license.~~ 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.

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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.

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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.

ED: 08/06/2018 (REV BOC)

ED: 06/20/2016 (REV: BOC)

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Attachment: CCFEMS EMS Training Officer 08 06 2018 (Job Description Revisions-Fire & EMS)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIRE TRAINING OFFICER/VOLUNTEER RECRUITMENT COORDINATOR

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 Volunteer Firefighters. This position is responsible for maintaining an ongoing firefighter continuing education program, regular training evolutions involving didactic as well as hands-on fire related training. The position will be responsible for Fire personnel training, continuing fire education and skills maintenance, credentialing and re-credentialing programs, quality improvement studies, records management, and the coordination, recruitment, and retention of the County's volunteer firefighters. Work is usually performed independently, but in close coordination with the leadership and training personnel from within the county's six volunteer departments, and within established practices and procedures. Work is performed under the supervision of the Chief of the Department of Fire-EMS.

SPECIFIC DUTIES AND RESPONSIBILITIES

As the County's Volunteer Recruiter/Coordinator, works closely with representatives from the county's volunteer fire departments concerning volunteer staffing needs, recruitment, orientation and indoctrination. Initiates and coordinates the Fire-EMS department's, as well as the volunteer fire department's participation in recruiting drives, career days, etc. Serves as the department's recruitment officer.

Performs firefighting, EMS, and volunteer recruitment and coordination duties that require independent judgement while operating equipment and recruiting volunteer fire and EMS personnel.

Assists the Chief of the Fire - EMS Department and the chiefs of the volunteer fire departments with a quality assurance / performance improvement program;

Reviews risk assessments to identify training needs, performance improvement measures, and conducts studies to analyze quality of services; 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 a CCFEMS/volunteer firefighter training program.

Responsibility of fire education, including in-services and refresher training meeting national and state standards to ensure recredentialing opportunities for all Fire-EMS employees and volunteer firefighters.

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

Coordinates schedules and skills maintenance sessions for all Fire-EMS personnel;

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

Prepares and maintains training records of Continuing Fire 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 Fire training needs, volunteer support, and training equipment needs.

Coordinates, schedules, and participates in Fire Training for CCFEMS and Volunteers.

Coordinates, schedules and participates in the presentation of public awareness and educational programs related to fire services; responds to public inquiries regarding fire training and recruitment functions.

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

Analyzes the effects of current and pending legislation impacting firefighting.

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

Participates in firefighting activities; incident command, safety, accountability organizational management; participates in fire suppression; drives fire apparatus; operates related equipment.

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

Maintains current certification as an Emergency Medical Technician 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 fire call reports and other activity reports, and submits in accordance with established policies and procedures.

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

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 or training coordinator experience. Demonstrated experience as a firefighter in a fire department. Other combinations of experience and education that meet the minimum requirements may be substituted.

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 driver operator license.~~ Certification as an emergency vehicle operator or equivalent.

Must maintain 36 hours of fire training annually. Hazardous Materials Awareness and Terrorism – Level I required. NC Firefighter I certification required; NC Firefighter II certification desired and encouraged. Must possess NCOSFM certification as Fire Instructor I, with the ability to obtain Fire Instructor II certification within 2 years. 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 fire operations; 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 fire service education.

Skill in conducting training and presenting information before groups.

Thorough knowledge of firefighting procedures and techniques.

Thorough knowledge of equipment and supplies employed in the fire service, fire suppression, extrication and accident victims.

Considerable experience in the performance of fire suppression, including responsibility for supervision and 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 a fire 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 the fire service; comprehend complex firefighting concepts related to hazard emergency response; 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, fire volunteers, representatives of cooperative agencies, fire 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 emergency service professionals and the general public.

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

ED: 08/06/2018 (REV BOC)

ED: ~~10/19/2015 (BOC)~~

CURRITUCK COUNTY JOB DESCRIPTION

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

GENERAL STATEMENT OF JOB

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

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

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

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

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

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

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

DEPUTY CHIEF

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 as determined necessary by the Chief. ~~If a resident of North Carolina, possession of a valid North Carolina B license,~~ Must possess valid driver license and EVOC/CEVO or equivalent. 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.

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.

DEPUTY CHIEF

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. Must have minimal levels of eye/hand/foot coordination.

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

DEPUTY CHIEF

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.

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.

DEPUTY CHIEF

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

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

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

Ability to supervise and lead subordinates.

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

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

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

ED: 08/06/2018 (REV BOC)

~~ED: 06/20/2016 (REV BOC)~~

Attachment: Deputy Fire-EMS Chief 8 6 2018 (Job Description Revisions-Fire & EMS)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FF ADVANCED EMT

DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

Operation Division

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and technical work in operating an approved Fire apparatus and Emergency Medical Service unit for the County Fire-Emergency Medical Services Division, rescuing victims and administering emergency medical care to patients on site and while in route to hospitals. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Advanced 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 the EMS Supervisor and is evaluated through peer review/quality management, observation, and public feedback. Reports to the Company Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

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

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by 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, building inspections, pre-fire planning and fire hydrant maintenance.

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

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

Participates in Quality Assurance program.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

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

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

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

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

ADDITIONAL JOB FUNCTIONS

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

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

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-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-Advanced as outlined in 10A NCAC 13P .0502; and Basic Life Support, Healthcare-Provider (CPR), or equivalent. Firefighter II certification or equivalent required.

SPECIAL REQUIREMENTS

Must have a valid motor vehicle operator license.

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required hours of continuing education. Must pass a National Fire Protection Association (NFPA) 1582 physical as conditional offer of employment.

Emergency vehicle operator certification, or equivalent. ~~North Carolina residents must obtain DMV Class B Operator's license within one year of employment.~~

Fire apparatus operator certification or equivalent preferred.

Hazardous Material Awareness and Terrorism – Level I

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

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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

structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Working knowledge of firefighting techniques and practices.

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

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

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

ED: 08/06/2018 (REV BOC)

~~ED: 12/04/2017 (BOC)~~



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC

DEPARTMENT OF FIRE- EMERGENCY MEDICALSERVICES Operations Division

GENERAL STATEMENT OF JOB

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

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

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

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker 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; building inspections, pre-fire planning and fire hydrant maintenance.

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

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

Participates in Quality Assurance program.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

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

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

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

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

ADDITIONAL JOB FUNCTIONS

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

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

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

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

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

SPECIAL REQUIREMENTS

Must have a valid motor vehicles operator license.

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

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

Emergency vehicle operator certification, CEVO or equivalent. ~~North Carolina residents must obtain DMV Class B Operator's license within one year of employment.~~

Hazardous Material Awareness and Terrorism – Level I

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

Fire apparatus operator certification or equivalent preferred.

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment.

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Working knowledge of firefighting techniques and practices.

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

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

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

ED: 08/06/2018 (REV BOC)

~~ED: 12/04/2017 (BOC)~~



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIRE AND EMERGENCY MEDICAL TECHNICIAN CAPTAIN

DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division

GENERAL STATEMENT OF JOB

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

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

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS (SHIFT SUPERVISOR)

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

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

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

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

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

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the Training Officers 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. Participates in Quality Assurance program.

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

ESSENTIAL JOB FUNCTIONS (FIRE AND EMT CAPTAIN)

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

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

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

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

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order

necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

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

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

ADDITIONAL JOB FUNCTIONS

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

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

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

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

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

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

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

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

Performs other related work as required.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

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

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

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

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

ADDITIONAL JOB FUNCTIONS

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

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

Performs other related work as required.

Oversee Patient reporting and billing for the department.

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

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

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

MINIMUM TRAINING AND EXPERIENCE

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

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

SPECIAL REQUIREMENTS

Must possess a valid driver's operator's license.

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

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

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

Fire apparatus operator certification or equivalent preferred.

Emergency vehicle operator certification, or equivalent. ~~North Carolina residents must obtain DMV Class B Operator's license within one year of employment.~~

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

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

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

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

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

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

Working knowledge of firefighting techniques.

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA regulations.

Ability to understand and follow oral and written instructions.

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

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

ED: 08/06/2018 (REV BOC)

ED: 12/04/2017 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIRE 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 Fire-Emergency Medical Services system; functions as key liaison and consultant with all Fire-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 NCOEMS EMT – Basic or NC Advanced EMT 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. Serves as Fire Company Officer. Reports to the Shift Captain.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS (LIEUTENANT)

Assist 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 Fire 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 opens 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 Shift 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 Shift 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 Officer or Deputy Chief.

ESSENTIAL JOB FUNCTIONS

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

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

In a fire emergency, performs 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; handles fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients. Serves as Fire Company Officer.

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

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

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made

in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

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

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

Command and supervise individuals performing emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance program.

Fills in for Captain as necessary.

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.

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

Functions as essential personnel, 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 with minimum requirement of EMT-Basic. Must obtain NCOEMS certification of EMT-Advanced (or higher) within 3 years of date of hire in position.~~as an Advanced Emergency Medical Technician, Must have~~ Firefighter II certification or equivalent. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Become ~~Medical Technician~~ credentialed by the North Carolina Office of Emergency Medical Services as an EMT Advanced ~~Medical Technician~~ within 3 years of date of hire in position as outlined in 10A NCAC 13P .0502;

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

Emergency Vehicle Operator Certification, CEVO or equivalent.

Fire apparatus operator certification or equivalent preferred.

Obtain North Carolina Fire Officer I Certification within one year of employment date.

SPECIAL REQUIREMENTS

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

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

Maintain the privilege to practice within the Currituck County Fire-EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required continuing education per year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Working knowledge of firefighting techniques and practices.

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

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

Working knowledge of Incident Management Systems and procedures.

Working knowledge of Mass Casualty 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 in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

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

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

ED 08/06/2018 (REV BOC)

~~ED: 12/04/2017 (BOC)~~



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: FIREFIGHTER EMT BASIC

DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES Operations Division

GENERAL STATEMENT OF JOB

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

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

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

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

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or

nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

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

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

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

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

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

Participates in Quality Assurance Program.

JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE

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

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

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

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

ADDITIONAL JOB FUNCTIONS

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

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

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

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

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

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

SPECIAL REQUIREMENTS

Must have valid driver's operator's license.

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

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

Emergency vehicle operator certification, or equivalent. ~~North Carolina residents must obtain DMV Class B Operator's license within one year of employment.~~

Fire apparatus operator certification or equivalent preferred.

Hazardous Material Awareness and Terrorism – Level I

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

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

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

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Working knowledge of firefighting techniques and practices.

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

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

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

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

ED: 08/06/2018 (REV BOC)

ED: 12/04/2017 BOC



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 2228)

Agenda Item Title

Budget Amendments

Brief Description of Agenda Item:

Consideration of budget amendments for the TDA.

Board Action Requested

Action

Person Submitting Agenda Item

Leeann Walton, Clerk to the Board

Presenter of Agenda Item

Number

TDA2019001

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15448-532000	Supplies		\$ 1,149
15448-590000	Capital Outlay	\$ 1,149	
		<u>\$ 1,149</u>	<u>\$ 1,149</u>

Explanation: Tourism Related - Whalehead (15448) - Transfer to purchase a drafting table for Mr. Knight's study.

Net Budget Effect: Occupancy Tax Fund (15) - No change.

Minute Book # _____, Page # _____

Journal # ____20003_____

Clerk to the Board

Attachment: 2018-Aug 6_TDA_BAs (TDA Budget Amendments)

Number

TDA2019002

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15448-516000	Repairs & Maintenance		\$ 15,597
15448-590000	Capital Outlay	\$ 15,597	
		<u>\$ 15,597</u>	<u>\$ 15,597</u>

Explanation: Tourism Related - Whalehead (15448) - Transfer to replace HVAC components at the Whalehead Club.

Net Budget Effect: Occupancy Tax Fund (15) - No change.

Minute Book # _____, Page # _____

Journal # __20004_____

Clerk to the Board

Attachment: 2018-Aug 6_TDA_BAs (TDA Budget Amendments)

Number

TDA2019003

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-545002	Historic Preservation	\$ 92,806	
15390-499900	Appropriated Fund Balance		\$ 92,806
		<u>\$ 92,806</u>	<u>\$ 92,806</u>

Explanation: Occupancy Tax - Tourism Related (15447) - Carry-forward funds for projects started in prior fiscal years.

<u>PO #</u>	<u>Purpose</u>	<u>Vendor</u>	<u>Amount</u>
20180019	Historic Jail Restoration	Lysagt & Associates	\$ 14,071
	Historic Preservation	Unencumbered	78,735

Net Budget Effect: Occupancy Tax Fund (15) - No change.

Minute Book # _____, Page # _____

Journal # 20004

Clerk to the Board

Attachment: 2018-Aug 6 TDA_BAs (TDA Budget Amendments)

Number TDA2019004

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 6th day of August 2018, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-587050	T T- County Govt Construction	\$ 1,124,014	
15390-4999000	Appropriated Fund Balance		\$ 1,124,014
		<u>\$ 1,124,014</u>	<u>\$ 1,124,014</u>

Explanation: Occupancy Tax - Tourism Related (15447) - Carry-forward funds for Historic Corolla Park Boat Museum. Moving project from annual funding in Occupancy Tax to Multi-year construction fund.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$1,124,014.

Minute Book # _____, Page # _____

Journal # __20004_____

Clerk to the Board

Attachment: 2018-Aug 6_TDA_BAs (TDA Budget Amendments)