



## **CURRITUCK COUNTY NORTH CAROLINA**

October 5, 2020

Minutes – Regular Meeting of the Board of Commissioners

### **5:00 PM WORK SESSION**

#### **1. 500-Year Stormwater Ponds / Carova Roads**

The Board of Commissioners met at 5:00 PM for a work session on stormwater ponds.

Prior to beginning, Soil and Water Supervisor, Manly West, reported on recent stormwater improvements done in the County and distributed a book of soil surveys to Board members that included the type of soils that exist in the county and locations. He emphasized soil types should also be a factor when considering development.

Eric Weatherly, County Engineer, and Laurie LoCicero, Planning and Community Development Director, presented information in response to a Board directive to determine impacts if the county increased the size of stormwater ponds for subdivisions. Eric Weatherly, County Engineer, reviewed the current stormwater pond requirement, which is to hold a 6" rain or 100-year storm, and reported effects if stormwater ponds were increased to hold a 12" rain representing a 500-year storm. Mr. Weatherly presented results of a stormwater analysis performed by Timmons Group, who used existing subdivisions in the county to determine development impacts from increased pond sizes. Changes to retention and release rates, loss of buildable area within subdivisions, and other factors included in the study were discussed.

Planning and Community Development Director, Laurie LoCicero, presented feedback received from residents, Engineers and Developers following stakeholder meetings on the proposed change. After reviewing some specific concerns and comments from each stakeholder group, Ms. LoCicero summarized that although support for larger ponds was evident, the groups believed a broader, overall stormwater solution is necessary.

Mr. Weatherly and Ms. LoCicero responded to questions during presentation. County Manager, Ben Stikeleather, said the County will be working on stormwater text amendments and with property owners to secure drainage easements in an effort to move forward with improvements. Commissioners discussed their concerns with securing easements to gain access within stormwater districts for improvements. Following discussion, staff was directed to develop and bring back for Board consideration draft language for requiring larger stormwater ponds.

A second scheduled work session to discuss Carova Roads was postponed due to time constraints. The work session concluded at 5:45 PM.

### **6:00 PM CALL TO ORDER**

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

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Absent	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Vice-Chairman, Mike Payment, led the meeting in the absence of the Chairman. The meeting was called to order.

#### **A) Invocation & Pledge of Allegiance**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

#### **B) Approval of Agenda**

Commissioner Jarvis moved to amend the agenda. An Administrative Report was added prior to Public Comment and the Parks and Recreation Surplus Resolution, Item 3 on the Consent Agenda, was removed.

Commissioner Mary Etheridge seconded the motion. The agenda was approved as amended.

Approved agenda:

#### **5:00 PM Work Session**

500-Year Stormwater Ponds / Carova Roads

#### **6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

#### **Administrative Reports-Amended**

Amended Item-Report from Envirolink on Eagle Creek Community Wastewater System Failure

#### **Public Comment**

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

*minutes.*

**Commissioner's**

**Report**

**County      Manager's**

**Report**

**New Business**

- A) Resolution of Appreciation: NC Senator Bob Steinburg, NC House Representative Bobby Hanig, and NC House Representative Ed Goodwin in Recognition of their Efforts to Cause the North Carolina Department of Transportation to Resume Operation of the Currituck/Knotts Island Ferry
- B) Resolution Authorizing Design-Build Delivery Method for the Moyock Elementary School and Moyock Middle School Additions and Renovations Project
- C) Consent Agenda
  - 1. Budget Amendments
  - 2. Salary Resolution and Classification Chart
  - 3. Maritime Museum Change Order #4-Time Extension
  - 4. Community Rating System Program for Public Information
  - 5. Records Disposal Request-Finance
  - 6. Records Disposal Request-Human Resources
  - 7. Job Description Revisions
  - 8. Job Description Revisions-Fire and EMS
  - 9. Approval Of Minutes-Sept. 21, 2020

**Recess**

**Special Meeting-Tourism Development Authority**

TDA Budget Amendments

**Adjourn Meeting of the TDA**

**Special Meeting-Ocean Sands Water and Sewer District Board**

OSWSD      Budget

Amendments

**Adjourn Meeting of the OSWSD Board and**

**Reconvene****Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege.

**Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

**ADMINISTRATIVE REPORTS-AMENDED****1. Amended Item-Report from Envirolink on Eagle Creek Community Wastewater System Failure**

County Manager, Ben Stikeleather, provided a brief overview of a wastewater system failure affecting the Eagle Creek community, located in Moyock. A failure of the vacuum collection system approximately one week ago resulted in sewage spills and backups inside many homes in the community. Mr. Stikeleather explained the County is ready to assist, but has no regulatory authority over the private utility. He said jurisdiction falls to the North Carolina Department of Environmental Quality (DEQ) who are aware of the issue.

Mr. Stikeleather introduced Tracy Miller, Site Coordinator for Envirolink, contract operators of the Eagle Creek plant. Mr. Miller reported pumps serving the vacuum system broke down, causing the utility system failure. He said sewer had been restored to 100 of the roughly 400 homes affected, and he is hopeful all resident service would be restored the following day unless additional issues are identified. He reported on several factors related to the condition of the pumps that contributed to the failure and recognized the efforts of Envirolink staff working to repair and install equipment. Recommendations to prevent future issues were identified. Mr. Miller said he would make himself available following the presentation to Eagle Creek residents in attendance who wished to present their concerns.

Mr. Miller responded to questions posed by Board members about the repair process. He said Envirolink began operating the system about one month ago and was aware of an earlier issue with the plant. He explained effects a heavy rain event can have on a vacuum system. Employee staffing numbers and shift rotations were discussed, and he said employees from the Raleigh area are being utilized for operation. When asked about what the system failure would cost Eagle Creek residents, he said Sandler Utilities would need to answer that question as owner of the plant. He said the system is not a common design and didn't think there was any way to anticipate or prevent the pump failures.

Mr. Stikeleather and Commissioners discussed the likelihood that permitting changes would be made through DEQ and the state for the plant going forward, and the County discussed ways to disseminate information and updates to the community. Vice-chairman Payment thanked Mr. Miller for attending to address the Board.

## **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.***

Vice-Chairman Payment opened the Public Comment period and asked County Attorney, Ike McRee, to provide a statement to members of the public who wished to speak to the sewer issue at Eagle Creek. Mr. McRee cautioned speakers, and reminded the Board, that matters related to Envirolink's Use Permit application should not be discussed until the quasi-judicial hearing scheduled for the next Board of Commissioners meeting.

Mike Hall, a resident of Old Jury Road, Moyock, discussed the how changing topography and drainage effect established neighborhoods when developers are permitted to bring in fill and build up sites for new subdivisions. Mr. Hall asked the Board to consider prohibiting more than six inches of fill for new development.

Jamie and Karen Coolman, residents of Old Jury Road, Moyock, discussed flooding on their property after a rain event on August 6, 2020, attributed to an adjoining property that is currently being developed. Photos were displayed to show the standing water on their ten acre property and to demonstrate ditching and water draining from the new subdivision onto their property. Mr. and Mrs. Coolman asked the county to help resolve their flooding issues. A video would not play on the overhead so Commissioners asked it be sent to them for review.

Fred Whiteman, President of the Eagle Creek Homeowners Association, thanked Commissioners J. Owen Etheridge, Kevin McCord, and Paul Beaumont for their efforts and assistance to the Eagle Creek community relative to the sewer failure. He acknowledged the work of the Envirolink staff but believes the event could have been prevented. He said the situation is untenable for many of the residents in the community and described dealing with raw sewage backing up in homes and overflowing into the street. Mr. Whiteman responded to questions and Commissioners agreed it is a terrible situation that needs a quick resolution. Community notifications and communication were discussed, and Mr. Stikeleather said the county could assist utilizing the reverse 911 system to those who are signed up through Currituck Alert.

Joshua Langlois, an Eagle Creek resident, described his circumstance and asked at what point the County is able to step in. He discussed declaring a State of Emergency for the 444 homes in the Eagle Creek neighborhood. Mr. McRee explained the County is not authorized to spend public monies for a private purpose, and reiterated that the county has no authority over the private utility.

No others were signed up nor wished to speak and the Public Comment period was closed.

## **COMMISSIONER'S REPORT**

Commissioner Jarvis announced the October 9, 2020, voter registration deadline. She hopes everyone will make their voices heard by voting and encouraged people to use online resources to learn about the candidates.

Commissioner J. Owen Etheridge was dismayed to find that political signs he had installed in support of candidates had all been removed. He spoke of the rights of citizens to support candidates they choose and the cost of signs, and said stealing political signs is a Class 3 misdemeanor. He offered a message of support to Eagle Creek residents.

Commissioner McCord reiterated Commissioner J. Owen Etheridge's message regarding the stealing of political signs, and he encouraged people to be sure to research or get permissions before placing signage out. He recognized the hard work of Envirolink employees to resolve the Eagle Creek sewer system failure. He asked for prayers for the President who is fighting Covid-19, as well as elected officials, and first responders.

Vice-Chairman Payment provided an update on Covid-19 cases in Currituck County. He said Albemarle Regional Health reported 194 cases and 3 deaths. He also offered words of support to Eagle Creek residents.

Commissioner Mary Etheridge announced the schedule for One Stop voting, which runs from Thursday, October 15, through Saturday October 31. She announced voting will take place in Courtroom C at the Judicial Center instead of the usual location at the Elections office. She announced the start of the Operation Santa Claus program, and encouraged citizens to contact the Department of Social Services for information. Recognizing Breast Cancer Awareness month, and as a breast cancer survivor, Commissioner Etheridge stressed screenings for early detection.

Commissioner Beaumont spoke to Eagle Creek residents and said the County will do what it can to assist the community. He asked people to drive safely, as visitors are still coming to the Outer Banks. He discussed a recent drowning in Currituck County which occurred when red flags were flying, and suggests the rule needs to be enforced and people fined if they are caught swimming when prohibited under a red flag warning.

Commissioners discussed voting during the pandemic and the location change to Courtroom C to allow for social distancing. Commissioner J. Owen Etheridge discussed the process for opening of absentee ballots and commended the Board of Elections for their diligence. Citizens who requested but not yet received an absentee ballot were encouraged to contact Elections.

## **COUNTY MANAGER'S REPORT**

County Manager, Ben Stikeleather, announced the new solid waste decals had been mailed to residents and property owners, and a request form is available on the County website for residents who did not receive decals in their tax bill. He reviewed the CARES Act funds spent by the County to date, and said \$256,270 are still available. He described the restricted use of the federal funds and said the county is spending appropriately. At the Board's request, Mr. Stikeleather said he would research whether CARES Act funds could be used to provide supplies or other relief for Eagle Creek residents who have been without sewer service because of the system failure.

Mr Stikeleather said he is not aware of restrictions on Halloween related to Covid-19 at this time. He discussed the North Carolina Governor's Phase 3 Executive Order, and although the Senior Center and Library facilities could open with limited capacity, he recommended they remain closed for a few more weeks.

## **NEW BUSINESS**

### **A. Resolution of Appreciation: NC Senator Bob Steinburg, NC House Representative Bobby Hanig, and NC House Representative Ed Goodwin in Recognition of their Efforts to Cause the North Carolina Department of Transportation to Resume Operation of the Currituck/Knotts Island Ferry**

Vice-Chairman Payment read the Resolution, for the record, to thank North Carolina legislators for their efforts to get the Currituck/Knotts Island ferry operating again. Senator Bob Steinburg, and House Representatives Bobby Hanig and Ed Goodwin were recognized.

Commissioner J. Owen Etheridge moved for adoption of the Resolution and Commissioner Beaumont seconded the motion. The motion carried.

## **RESOLUTION OF APPRECIATION**

### **NC SENATOR BOB STEINBURG, NC HOUSE REPRESENTATIVE BOBBY HANIG, AND NC HOUSE REPRESENTATIVE ED GOODWIN IN RECOGNITION OF THEIR EFFORTS TO CAUSE THE NC DEPARTMENT OF TRANSPORTATION TO RESUME OPERATION OF THE CURRITUCK/KNOTTS ISLAND FERRY**

**WHEREAS**, Currituck County and the citizens of Knotts Island have depended on a regular free ferry service to serve as their only direct connection to the Currituck County mainland for over 50 years; and

**WHEREAS**, the Knotts Island ferry provides the residents of Knotts Island the ability to enjoy economic opportunities, access to quality and equal education, and a way for public safety services to be provided quickly in times of emergency; and

**WHEREAS**, in March 2020, as a response to the Covid-19 pandemic, North Carolina ferry operations were suspended by the North Carolina Department of Transportation; and

**WHEREAS**, although ferry travel is the main form of transportation and only connection to the Currituck Mainland for citizens of Knotts Island, the ferry was still not operating on Labor Day. However, ferries serving the communities of Aurora, Bayview, Cedar Island, Cherry Branch, Kure Beach, Hatteras, Minnesott Beach, Ocracoke, and Swan Quarter in the North Carolina Ferry system had long resumed operation; and

**WHEREAS**, understanding the detrimental impacts to the citizens of Knotts Island with the continued suspension of the Knotts Island ferry, including risks to resident health and safety, North Carolina State Senator Bob Steinburg and North Carolina State House Representatives Bobby Hanig and Ed Goodwin intervened on behalf of Currituck County and its citizens to quickly re-established operation of the Currituck/Knotts Island Ferry.

**NOW THEREFORE BE IT RESOLVED** that the Currituck County Board of Commissioners acknowledges and commends the efforts of Senator Steinburg, Representative Hanig, and Representative Goodwin that caused the North Carolina Department of Transportation to resume the Currituck/Knotts Island ferry operation.

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners appreciates the strong commitment of Senator Steinburg, Representative Hanig, and Representative Goodwin to serving the citizens of Currituck County.

**ADOPTED** this 5<sup>th</sup> day of October, 2020.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

**B. Resolution Authorizing Design-Build Delivery Method for the Moyock Elementary School and Moyock Middle School Additions and Renovations Project**

Vice-Chairman Payment read the Resolution for the record that, upon adoption, authorizes the county to pursue a design-build method for the Moyock Elementary and Moyock Middle school expansion and renovation projects.

Commissioner J. Owen Etheridge moved for approval and Commissioner Jarvis seconded the motion.

Prior to the vote, County Manager, Ben Stikeleather, announced an anticipated completion date of August, 2023, and both school projects are intended to run concurrently.

The motion carried and the Resolution was approved.

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING DESIGN-BUILD CONSTRUCTION DELIVERY METHOD FOR THE  
MOYOCK ELEMENTARY SCHOOL AND MOYOCK MIDDLE SCHOOL  
ADDITIONS AND RENOVATIONS PROJECT**

**WHEREAS**, pursuant to N.C. Gen. Stat. § 143A-128.1A, a county may utilize the design-build delivery method for construction contracts; and,

**WHEREAS**, in order to utilize the design-build delivery method, the governmental entity is to establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate for this project; and,

**WHEREAS**, the criteria proposed and its application to the Moyock Elementary School and Moyock Middle School Additions and Renovations Project is the following:

*Criteria 1 - The extent to which the County can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder. Through the Engineering Department and Legal Department, the County has professional personnel with the experience and qualifications needed to thoroughly define the project requirements prior to issuance of a Request for Qualifications for design-builders.*



Criteria 2 - *The time constraints for the delivery of the project.* Due to rapid population growth in the Moyock area and the requirement to provide adequate public facilities, the need for additional student capacity at Moyock Elementary School and Moyock Middle School is urgent. The Board of Commissioners has resolved that this project should be completed in the most time-effective and efficient manner available. The design-build delivery method will allow for the project to be completed expeditiously.

Criteria 3 - *The ability to ensure that a quality project can be delivered.* Within the Engineering Department, the County has adequate professional and experienced personnel to ensure that the Design-Build firm will provide a quality project within budget constraints established by the Board.

Criteria 4 - *The capability of the County to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.* Within the Engineering Department and Legal Department, the County has professional and experienced personnel that are knowledgeable of design-build projects.

Criteria 5 - *A good-faith effort to comply with N.C. Gen. Stat. § 143-128.2, N.C. Gen. Stat. § 143-128.4, and to recruit and select small business entities.* The County complies with N.C. Gen. Stat. § 143- 128.2 and N.C. Gen. Stat. § 143- 128.4. The County will require contractors to comply with the HUB goals set by the Board of Commissioners.

Criteria 6 - *The criteria utilized by the County, including a comparison of the costs and benefits of using the design-build delivery method for a given project in lieu of the other delivery methods identified.* The design-build delivery method provides a one team approach, which leads to lower costs and shorter project timeline. Project time constraints, the need to have beneficial use of the facilities during construction and because one of the facilities is a historic structure, make the design-build option more appealing than the traditional construction delivery methods.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners adopt these written criteria and determine that the design-build delivery method is approved for utilization on the Moyock Elementary School and Moyock Middle School Additions and Renovations. Further, this Resolution shall be effective on and after the 5<sup>th</sup> day of October 2020.

**ADOPTED** this, the 5<sup>th</sup> day October 2020.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

### C) Consent Agenda

Commissioner McCord moved to approve the Consent Agenda. Commissioner Beaumont seconded the motion. The motion carried and Consent Agenda was approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

### 1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
52606-545001	Hurricane Matthew SCS Grant	\$ 62,070	
52330-448201	Hurricane Matthew SCS Grant		\$ 62,070
		<u>\$ 62,070</u>	<u>\$ 62,070</u>
<b>Explanation:</b>	Multi-year grant fund (52606) - Increase appropriations for additional grant funds for snagging and clearing under NC Department of Agriculture grant for Hurricane Matthew snagging and clearing #17-175-4003.		
<b>Net Budget Effect:</b>	Multi-year Grant Fund (52) - Increased by \$62,070.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10410-502000	Salaries - Regular	\$ 6,146	
10410-505000	FICA	471	
10410-507000	Retirement	977	
10415-502000	Salaries - Regular	5,313	
10415-505000	FICA	4,497	
10415-507000	Retirement	845	
10430-502000	Salaries - Regular	3,864	
10430-503000	Salaries - Part Time	750	
10430-503430	Salaries - Poll Workers	3,975	
10430-505000	FICA	658	
10430-407000	Retirement	614	
10440-502000	Salaries - Regular	90,003	
10440-503500	Salaries - Temp	3,713	
10440-505000	FICA	7,170	
10440-506000	Health Insurance	12,596	
10440-507000	Retirement	14,302	
10441-502000	Salaries - Regular	6,737	
10441-505000	FICA	516	
10441-507000	Retirement	1,071	
10445-502000	Salaries - Regular	2,112	
10445-505000	FICA	162	
10445-507000	Retirement	336	
10450-502000	Salaries - Regular	12,288	
10450-505000	FICA	941	
10450-507000	Retirement	1,953	
10460-502000	Salaries - Regular	42,012	
10460-505000	FICA	3,214	
10460-507000	Retirement	6,676	
10461-502000	Salaries - Regular	923	
10461-505000	FICA	71	
10461-507000	Retirement	147	
10480-502000	Salaries - Regular	9,632	
10480-505000	FICA	737	
10480-507000	Retirement	1,531	
10510-502000	Salaries - Regular	172,023	
10510-502100	Salaries - OT	12,820	
10510-503000	Salaries - Part Time	320	
10510-505000	FICA	10,624	
10510-506000	Health Insurance	14,750	
10510-507000	Retirement	9,959	
10510-508000	Supplemental Retirement	2,966	
10511-502000	Salaries - Regular	22,972	
10511-502100	Salaries - OT	774	
10511-503000	Salaries - Part Time	231	
10510-505000	FICA	1,834	
10511-507000	Retirement	3,650	
10512-502000	Salaries - Regular	9,602	
10512-503000	Salaries - Part Time	2,964	
10512-505000	FICA	962	
10512-507000	Retirement	1,526	

10530-502000	Salaries - Regular	145,738	
10530-502100	Salaries - OT	165,668	
10530-502200	Holiday Pay		\$ 162,419
10530-505000	FICA	11,398	
10530-506000	Health Insurance	9,833	
10530-507000	Retirement	23,674	
10531-502000	Salaries	2,760	
10531-505000	FICA	211	
10531-507000	Retirement	439	
10535-502000	Salaries - Regular	14,397	
10535-502100	Salaries - OT	3,135	
10535-505000	FICA	1,341	
10535-507000	Retirement	2,786	
10540-502000	Salaries - Regular	27,047	
10540-505000	FICA	2,069	
10540-507000	Retirement	4,298	
10541-502000	Salaries - Regular	1,238	
10541-502100	Salaries - OT	4,800	
10541-502200	Holiday Pay		\$ 4,800
10541-503000	Salaries - Part Time	2,256	
10541-505000	FICA	267	
10541-507000	Retirement	555	
10550-502000	Salaries - Regular	1,246	
10550-503000	Salaries - Part Time	5,365	
10550-505000	FICA	506	
10550-507000	Retirement	198	
10606-502000	Salaries - Regular	213	
10606-505000	FICA	16	
10606-507000	Retirement	34	
10640-502000	Salaries - Regular	2,670	
10640-505000	FICA	204	
10640-507000	Retirement	424	
10640-545002	Contract Services - NCSU Salaries	486	
10650-502000	Salaries - Regular	1,698	
10650-505000	FICA	130	
10650-507000	Retirement	270	
10660-502000	Salaries - Regular	33,881	
10660-505000	FICA	2,592	
10660-506000	Health Insurance		\$ 4,916
10660-507000	Retirement	5,384	
10750-502000	Salaries - Regular	16,805	
10750-505000	FICA	1,286	
10750-507000	Retirement	2,670	
10775-502000	Salaries - Regular	6,589	
10775-503000	Salaries - Part Time	650	
10775-505000	FICA	554	
10775-507000	Retirement	1,150	
10790-502000	Salaries - Regular	14,776	
10790-503000	Salaries - Part Time	695	
10790-505000	FICA	1,184	
10790-507000	Retirement	2,458	
10795-502000	Salaries - Regular	17,189	
10795-503000	Salaries - Part Time	252	
10795-505000	FICA	1,334	
10795-507000	Retirement	2,731	

10796-502000	Salaries - Regular	5,858	
10796-503000	Salaries - Part Time	5,473	
10796-505000	FICA	867	
10796-507000	Retirement	931	
10320-411000	Article 39 Sales Tax		\$ 905,474
61818-502000	Salaries - Regular	54,802	
61818-505000	FICA	4,193	
61818-506000	Health Insurance	9,833	
61818-507000	Retirement	8,708	
61390-499900	Appropriated Fund Balance		\$ 77,536
63838-502000	Salaries - Regular	12,703	
63838-505000	FICA	972	
63838-506000	Health Insurance	2,458	
63838-507000	Retirement	2,019	
63390-499900	Appropriated Fund Balance		\$ 18,152
67878-502000	Salaries - Regular	2,278	
67878-505000	FICA	175	
67878-507000	Retirement	362	
67360-471000	Connection Fees		\$ 2,815
210541-502000	Salaries - Regular	268,364	
210541-502100	Salaries - OT	7,897	
210541-505000	FICA	21,134	
210541-507000	Retirement	43,898	
210390-499900	Appropriated Fund Balance		\$ 341,293
220548-502000	Salaries - Regular	72,008	
220548-502100	Salaries - OT	100,000	
220548-505000	FICA	13,159	
220548-507000	Retirement	27,332	
220390-499900	Appropriated Fund Balance		\$ 212,499
		\$ 1,729,904	\$ 1,729,904
<b>Explanation:</b> Budget revision to amend salaries for 2% COLA and implementation of Salary Study Phase I effective first full pay period in October, which will be paid on the November 4, 2020 paycheck. Additional \$250 bonus for each full time employ that is an active employee on December 1. Bonus will be paid on December 9, 2020.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$905,474.			
Mainland Water Fund (61) - Increased by \$77,536.			
Solid Waste Fund (63) - Increased by \$18,152.			
Mainland Sewer Fund (67) - Increased by \$2,815.			
Corolla Fire District Fund (210) - Increased by \$341,293.			
Knotts Island Fire District Fund (220) - Increased by \$212,499.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10510-502100	SALARIES - OVERTIME		\$ 10,000
10510-503000	SALARIES- PART TIME	\$ 10,000	
10510-514000	TRAVEL		\$ 5,000
10510-514500	TRAINING & EDUCATION		\$ 11,000
10510-516200	VEHICLE MAINTENANCE	\$ 5,000	
10510-526000	PROMOTIONAL EFFORT	\$ 2,000	
10510-532000	SUPPLIES	\$ 9,000	
		\$ 26,000	\$ 26,000
<b>Explanation:</b> Sheriff (10510) - Transfer budgeted funds for additional part-time staffing and for unanticipated supplies that will be funded from training and travel that will not be used due to COVID restrictions.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10752-519700	HCCBG- In Home	\$ 12,357	
10560-519701	HCCBG - Access Services	\$ 454	
10330-432200	HCCBG - In Home		\$ 12,733
10390-499900	Fund Appropriate Balance		\$ 78
		\$ 12,811	\$ 12,811
<b>Explanation:</b> Inter-County Transportation (10560); Public Assistance (10752) - Adjust In-Home funding to actual allocations received.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10460-516200	Vehicle Maintenance	\$ 6,000	
10460-592000	Projects		\$ 6,000
		\$ 6,000	\$ 6,000
<b>Explanation:</b> Public Works (10460) - Transfer funds for repairs to 2013 Ram truck engine and 2015 Ford Taurus.			
<b>Net Budget Effect:</b> Operating Fund (10) - No change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10510-590000	Capital Outlay	\$ 23,940	
10380-484001	Insurance Recovery		\$ 23,940
		\$ 23,940	\$ 23,940
<b>Explanation:</b> Sheriff (10510) - Increase appropriations to replace vehicle totaled during an accident investigation.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$23,940.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10795-590000	Capital Outlay	\$ 37,100	
10320-411000	Article 39 Sales Tax		\$ 37,100
		\$ 37,100	\$ 37,100
<b>Explanation:</b> Parks & Recreation (10795) - Increase appropriations for the following projects:			
	Mulch for Community Park Complex	\$ 8,500	
	Playground chips for Walnut Island Park and Sound Park	6,000	
	Knapp Restroom/Concession Roof Replacement	7,000	
	Carova Beach Park Large Shelter Roof Replacement	10,000	
	Toro Workman for Community Park	5,600	
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$37,100.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10752-532004	DSS COVID FC/CPS/APS	\$ 26,755	
10330-430004	DSS COVID FUNDING		\$ 26,755
		\$ 26,755	\$ 26,755
<b>Explanation:</b> Public Assistance (10752) - Increase appropriations to record DSS COVID funding authorization from NC DHHS for foster care, child protective services and adult protective services.			
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$26,755.			



		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10550-545000	Contract Services	\$ 27,000	
10795-590000	Capital Outlay	\$ 502	
10390-499900	Appropriated Fund Balance		\$ 27,502
30850-545000	Contract Services	\$ 23,830	
30390-499900	Appropriated Fund Balance		\$ 23,830
		\$ 51,332	\$ 51,332
<b>Explanation:</b>	Airport (10550); Parks & Recreation (10795); Postemployment Benefits (30850) - To carry-forward funds from prior fiscal year for contracts in process.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$27,502. Post-employment Benefits (30) - Increased by \$23,830.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10450-557500	In Rem Foreclosure	\$ 1,000	
10320-411000	Article 39 Sales Tax		\$ 1,000
		\$ 1,000	\$ 1,000
<b>Explanation:</b>	Tax (10450) - Increase appropriations for advertising for In-Rem foreclosures.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$1,000. Post-employment Benefits (30) - Increased by \$23,830.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10450-557500	In Rem Foreclosure	\$ 1,000	
10320-411000	Article 39 Sales Tax		\$ 1,000
		\$ 1,000	\$ 1,000
<b>Explanation:</b>	Tax (10450) - Increase appropriations for advertising for In-Rem foreclosures.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$1,000.		
	Post-employment Benefits (30) - Increased by \$23,830.		

## 2. Salary Resolution and Classification Chart

CURRITUCK COUNTY					
NORTH CAROLINA					
SALARY AND COMPENSATION RESOLUTION FOR THE FISCAL YEAR ENDING JUNE 30, 2021					
BE IT RESOLVED by the County Commissioners that the following salaries and other compensation					
SECTION 1 - BOARDS					
<u>Animal Services and Control Advisory Board</u>					
Members	\$50. per meeting				
<u>Board of Adjustment</u>					
Members	\$50. per meeting				
<u>Board of Commissioners</u>					
Chairman	\$1300. per month				
Members	\$1200. per month				
Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.					
<u>Board of Elections</u>					
Chairman	\$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate				
Members	\$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate				
Chief Judge	\$170. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate, \$20. on recount day				
Judge	\$125. on election day, \$15. on instruction day plus travel reimbursement at per diem rate				
Assistants	\$110 on election day, \$15. on instruction day plus travel reimbursement at per diem rate				
<u>Board of Equalization</u>					
Members	\$100. per day; \$50. per half day				
<u>Economic Development Board</u>					
Members	\$50. per meeting				
<u>Fire Advisory Board</u>					
Members	\$50. per meeting				
<u>Historic Preservation Commission</u>					
Members	\$50. per meeting				
<u>Carova Beach Road Service District Advisory Board</u>					
Members	\$50. per meeting				
<u>Ocean Sands North and Crown Pointe Stormwater Advisory Board</u>					
Members	\$50. per meeting				
<u>Tourism Development Authority</u>					
Members	\$50. per meeting				
<u>Land Transfer Tax Appeals Board</u>					
Members	\$50. per meeting				
<u>Jury Commission</u>	\$50. per day				
<u>Library Board of Trustees</u>					
Members	\$50. per meeting				
<u>Nutrition Board</u>					
Members	\$50. per meeting				
<u>Parks and Recreation Board</u>					
Members	\$50. per meeting				
<u>Planning Board</u>					
Members	\$50. per meeting				

<b>Senior Citizens Advisory Board</b>					
Members	\$50. per meeting				
<b>Social Services Board</b>					
Members	\$50. per meeting				
Chairman	\$75. per meeting				
<b>SECTION 2 - PAYMENTS TO BOARDS</b>					
Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.					
<b>SECTION 3 - NEW APPOINTMENTS</b>					
<b>Compensation</b>					
The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.					
<b>Minimum Wage</b>					
Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.					
<b>SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS</b>					
County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.					
<b>PART-TIME/TEMPORARY PAY RATES</b>					
<b>Hourly</b>					
Airport Lineman - Part-time	\$14.81 per hr				
Animal Care Technician	\$13.84 per hr				
Camp Counselors - Seasonal	\$9.00 per hr				
Clerical Position - Temporary	\$11.91 per hr				
Deputy I - Part-time	\$18.68 per hr				
Deputy II - Part-time	\$19.65 per hr				
Deputy III - Part-time	\$20.61 per hr				
Deputy Trainee - Part-time	\$17.71 per hr				
Detention Officer - Part-time	\$15.09 per hr				
DSS On Call	\$22.00 per hr				
EMT Basic - Temporary	\$14.81 per hr				
EMT Intermediate - Temporary	\$17.71 per hr				
EMT Paramedic - Temporary	\$20.61 per hr				
Library Assistant I - Part-time	\$13.84 per hr				
Maintenance Helper - Temporary	\$12.88 per hr				
Park Attendant	\$12.88 per hr				
Summer Intern - Whalehead	\$14.81/\$15.37 per hr				
Telecommunicator - Part-time	\$16.75 per hr				
Telecommunicator Trainee - Part-time	\$15.78 per hr				
Tour Guides - Whalehead	\$14.81 per hr				
Visitor Relations Coordinator - Temporary	\$14.81 per hr				
<b>Parks &amp; Recreation Temporary Staff</b>					
Athletic Complex Attendant	\$11.50 per hr				
Janitor - All Sports	\$7.25 per hr				
Scorekeeper - All Sports	\$7.25 per hr				
Site Coordinator - All Sports	\$14.50 per hr				
Referee - 5 - 9 yr old Basketball	\$22.00 per game				
Referee - 10 - 15 yr old Basketball	\$26.00 per game				
Referee - Flag Football	\$22.00 per game				
Referee - Youth Volleyball	\$22.00 per game				
Referee - Soccer	\$22.00 per game				
Referee - Tackle Football	\$36.00 per game				
Umpire - Baseball Ages 7 - 8	\$30.00 per game				
Umpire - Softball 10U	\$35.00 per game				
Umpire - Baseball Ages 9 - 10	\$35.00 per game				
Umpire - Softball 12U - 18U	\$40.00 per game				
Umpire - Baseball Ages 11 - 15	\$40.00 per game				
<b>SECTION 5 - TRAVEL</b>					
<b>Per Diem Rate</b>					
Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.					
Adopted this 5th of October 2020.					
	ATTEST.				
Michael H. Payment, Vice-Chairman		Leeann Walton			
Board of Commissioners		Clerk to the Board			

CURRITUCK COUNTY		
CLASSIFICATION BY SALARY GRADE		
FOR THE FISCAL YEAR ENDING JUNE 30, 2021		
		ED: 10/10/2020
SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,775-\$33,959	Custodian
50.5	\$26,180-\$36,548	Senior Center Site Manager
51	\$26,786-\$36,775	Maintenance Helper
		Park Attendant
		Rural Attendant
52	\$28,796-\$39,629	Accounting Clerk I
		Aging Senior Services Admin. Supervisor
		Animal Care Technician
		Community Social Services Assistant DSS
		DCI CP/Clerk
		Deputy Register of Deeds
		Library Assistant I
		Permit Officer I
		Recreation Assistant
		Secretary I
		Tax Clerk I
53	\$30,808-\$42,407	Line Maintenance Mechanic Helper
		Library Assistant II
		Maintenance/Repair Worker
		Meter Reader
		EMT Basic/Firefighter
		Lineman - Airport
		Processing Assistant IV
		Public Information Assistant IV
		Tax Clerk II
		Utilities Customer Service Representative
		Visitor Relations Coordinator
53.5	\$31,388-\$43,467	Detention Officer
54	\$32,818-\$45,220	4H Program Assistant
		Animal Control Officer
		Accounting Clerk II
		Animal Control Officer
		Assistant Register of Deeds
		District Administrator
		F&C Sciences Associate
		Income Maintenance Caseworker I
		Library Associate I
		Permit Officer II
		Telecommunicator Trainee
54.5	\$33,438-\$46,350	Intake Officer

55	\$34,830-\$48,038	Accounting Clerk III
		Administrative Assistant I
		Line Maintenance Mechanic
		Maintenance/Repair Worker Electrician
		Park Superintendent
		Public Information Assistant V
		Telecommunicator I
		Tourism Promo & Event Coordinator
		Utilities Customer Service Supervisor
55.5	\$35,491-\$49,239	Deputy Director of Elections
		Rural Center Manager
		Shelter Manager
56	\$36,843-\$50,856	Deputy Tax Collector
		Deputy Trainee
		EMT/Intermediate
		Evidence Technician
		Income Maintenance Caseworker II
		Maintenance/Repair Worker HVAC
		Permit Officer III
		Sales & Marketing Associate
		Social Worker I
		Telecommunicator II
		Visitor Relations Specialist
		Wastewater ORC Trainee
		Water Plant Operator Trainee
56.5	\$38,257-\$53,698	Sergeant Detention Officer
57	\$38,852-\$53,669	Administrative Assistant II
		Athletic Grounds Manager
		Building Inspector I
		Code Enforcement Officer
		Deputy Sheriff I
		Human Resources Assistant
		Maintenance Supervisor
		Recreation Specialist
		Rural Center Director
		Support Technician
		Visitor Center Supervisor
		Wastewater Operator
		Water Plant Operator
		Water Plant Operator/Lab Technician
58	\$40,863-\$56,486	Deputy Sheriff II
		Firefighter/EMT Basic
		Income Maintenance Caseworker III
		Income Maintenance Investigator II
		Library Associate II
		Training Officer
59	\$42,874-\$59,302	Accounting Technician
		Accounting & Payroll Technician
		Building Inspector II probationary/
		FQ Inspect I
		** E Body
		Deputy Sheriff III
		Development Technician
		Detective I
		EMT Paramedic/Firefighter
		Planner I

59	\$42,874-\$59,302	Public Relations Coordinator Tax Appraiser
60	\$44,887-\$62,119	*Administrative Officer I
		*Communications Supervisor
		Deputy Emergency Management Coordinator
		EMS Training Officer
		Fire Training Officer/Recruitment Coordinator
		*Income Maintenance Supervisor II
		*Lieutenant Detention Officer
		Fire Marshal
		Lieutenant - EMS
		*Operations Director
		Risk Manager
		Social Worker II
		Stormwater Technician
		Water Distribution Supervisor Trainee
60.5	\$45,747-\$63,672	*Aging Senior Services Director Firefighter EMT/Advanced Firefighter EMT/Paramedic Maritime Museum Manager
61	\$46,898-\$64,936	Building Inspector III probationary/FQ BI II
		Creative Director
		Detective II
		GIS Specialist
		GIS Coordinator
		IT Coordinator
		Paralegal
		Planner II
		Marketing Director
		Public Information Officer
		Video Production Specialist
61	\$46,898-\$64,936	Wastewater Supervisor ORC
		Water Distribution Supervisor
		Web/AV Specialist
62	\$48,909-\$67,751	*Airport Manager
		*Contract Purchasing Agent
		Fire Lieutenant
		*Operations Manager - PW/Solid Waste
		Sergeant
		Site Manager/Curator
		Soil & Stormwater Manager
		Social Worker III
		Social Worker Invest/Assess Treatment
63	\$50,918-\$70,566	Building Inspector III FQ
		*Director of Elections
		Engineering Technician
		Fiscal and Budget Assistant
		*Social Work Supervisor II
		*Water Treatment Plant Supervisor
64	\$52,931-\$73,383	*Accountant
		*Jail Superintendent
		Senior Planner
65	\$55,373-\$76,803	*Administrative Assistant/Clerk to Board
		*Captain - EMS
		*Fire and EMT Captain
		*Project Coordinator
66	\$56,954-\$79,016	*Public Utilities Superintendent
		*Social Worker Supervisor III
		*Wastewater Superintendent
		*Water Superintendent

67	\$58,962-\$81,828	*Chief Building Inspector
		*Emergency Management Director
		*Lieutenant - Sheriff
		*Recreation Director
		*Social Work Program Manager
68	\$60,973-\$84,644	*Human Resources Director
		*IT Director
		*Public Works Director
		*Tax Administrator
69	\$62,984-\$87,461	
70	\$65,056-\$90,362	
71	\$67,006-\$93,092	*Captain- Sheriff
		*Chief Deputy - Fire/EMS
		*Tourism Director
72	\$69,019-\$95,910	*Assistant Planning Director
73	\$71,028-\$98,723	*Assistant Public Services Director/ Assistant County Engineer
		*Chief Deputy - Sheriff
		*Economic Development Director
74	\$73,041-\$101,541	
75	\$75,050-\$104,356	*Chief of EMS
76	\$77,063-\$107,173	*Director of Social Services
		*Public Utilities Director
77	\$79,072-\$109,987	
78	\$81,085-\$112,805	*Assistant Finance Director
79	\$83,096-\$115,621	
80	\$84,860-\$118,091	
81	\$86,981-\$131,724	
82	\$89,156-\$135,017	
83	\$91,385-\$138,393	*Assistant County Manager
		*Planning Director
84	\$93,670-\$141,852	
85	\$96,011-\$145,399	
86	\$98,412-\$149,034	
87	\$100,725-\$152,537	
88	\$100,724-\$154,050	*Senior Planning Director
89	\$104,267-\$157,901	
90	\$106,873-\$161,848	
91	\$109,545-\$165,895	
92	\$111,867-\$169,410	*Finance Director *Public Services Director/County Engineer
93	\$114,663-\$173,645	
94	\$117,530-\$177,986	
95	\$120,468-\$182,436	
96	\$123,480-\$186,997	
97	\$126,567-\$191,672	
98	\$129,731-\$196,463	
99	\$132,974-\$201,375	
100	\$136,298-\$206,409	
101	\$139,706-\$211,570	
102	\$143,199-\$216,859	
103	\$146,779-\$222,280	
104	\$150,448-\$227,837	
105	\$154,209-\$233,533	
106	\$158,064-\$239,372	
107	\$162,016-\$245,356	
108	\$166,066-\$251,490	
109	\$170,218-\$257,777	
110	\$174,474-\$264,221	



111	\$178,825-\$270,811	*Attorney
* indicates exempt status		
	Board determined	*County Manager's salary
	Board determined	*Sheriff's salary
	Board determined	*Register of Deeds' salary
	Board determined	*Attorney's salary
** E Body Grade is Dependent upon State Certification Level		

### 3. Maritime Museum Change Order #4-Time Extension

### 4. Community Rating System Program for Public Information

### 5. Records Disposal Request-Finance

### 6. Records Disposal Request-Human Resources

### 7. Job Description Revisions

### 8. Job Description Revisions-Fire and EMS

### 9) Approval Of Minutes-Sept. 21, 2020

#### 1. Minutes for September 21, 2020

### RECESS

Vice-Chairman Payment moved to recess the regular meeting to hold two Special Meetings of the Board of Commissioners. Commissioner Jarvis seconded the motion and the motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

### SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners sat as the Tourism Development Authority in a Special Meeting during a recess of the Regular Meeting held on October 5, 2020, at 6:00 PM.

The Special Meeting took place in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

### TDA Budget Amendments

County Manager, Ben Stikeleather, reviewed the budget amendments for consideration. Commissioner Jarvis motioned for approval and the motion was seconded by Commissioner Mary Etheridge. The motion carried and the budget amendments were approved.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-502000	Salaries - Regular	\$ 21,926	
15442-503500	Salaries - Temp Services	\$ 16,467	
15442-505000	FICA	\$ 2,937	
15442-507000	Retirement	\$ 3,443	
15447-502000	Salaries - Regular	\$ 7,588	
15447-505000	FICA	\$ 581	
15447-507000	Retirement	\$ 804	
15448-502000	Salaries - Regular	\$ 10,271	
15448-505000	FICA	\$ 786	
15448-507000	Retirement	\$ 1,088	
15449-502000	Salaries - Regular	\$ 7,995	
15449-505000	FICA	\$ 612	
15449-507000	Retirement	\$ 847	
15320-415000	Occupancy Tax		\$ 75,345
		\$ 75,345	\$ 75,345
<b>Explanation:</b>	Budget revision to amend salaries for 2% COLA and implementation of Salary Study Phase I effective first full pay period in October, which will be paid on the November 4, 2020 paycheck. Additional \$250 bonus for each full time employ that is an active employee on December 1. Bonus will be paid on December 9, 2020.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$75,345.		

				Debit		Credit
				Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>					
15449-545000	Contract Services			\$ 25,000		
15320-415000	Occupancy Tax					\$ 25,000
				\$ 25,000		\$ 25,000
<b>Explanation:</b>	Maritime Museum (15449) - Increase appropriations for operating contracts that may arise for the Maritime Museum that were not anticipated duiring budget for security, grounds maintenance, etc.					
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - Increased by \$25,000.					

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Selina S. Jarvis, Commissioner  
**SECONDER:** Mary "Kitty" Etheridge, Commissioner  
**AYES:** Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner  
**ABSENT:** Bob White, Chairman

### ADJOURN MEETING OF THE TDA

There was no further business and Commissioner Beaumont moved to adjourn. Commissioner J. Owen Etheridge seconded the motion. The motion carried and the meeting of the Tourism Development Authority adjourned at 7:29 PM.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Paul M. Beaumont, Commissioner  
**SECONDER:** J. Owen Etheridge, Commissioner  
**AYES:** Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner  
**ABSENT:** Bob White, Chairman

### SPECIAL MEETING-OCEAN SANDS WATER AND SEWER DISTRICT BOARD

The Currituck County Board of Commissioners sat as the Ocean Sands Water and Sewer District Board in a Special Meeting during a recess of the Regular Meeting held on October 5, 2020, at 6:00 PM. The Special Meeting took place in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

#### OSWSD Budget Amendments

Ben Stikeleather, County Manager, presented the Budget Amendments for Board

consideration. Commissioner Beaumont moved for approval following the review and Commissioner Jarvis seconded the motion. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-502000	Salaries - Regular	\$ 2,328	
60808-505000	FICA	\$ 178	
60808-507000	Retirement	\$ 370	
60390-499900	Appropriated Fund Balance		\$ 2,876
		\$ 2,876	\$ 2,876

**Explanation:** Ocean Sands Water & Sewer Fund (60808) - Increase in salaries for 2% COLA to be paid on the November 4, 2020 check and bonus to be paid on December 9, 2020.

**Net Budget Effect:** Ocean Sands Water and Sewer District Fund (60) - Increased by \$2,876.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
60808-511001	Telephone & Postage - Sewer	\$ 2,000	
60808-590001	Capital Outlay		\$ 2,000
		\$ 2,000	\$ 2,000

**Explanation:** Ocean Sands Water & Sewer Fund (60808) - Transfer funds for increased postage costs.

**Net Budget Effect:** Ocean Sands Water and Sewer District Fund (60) - No change.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

**ADJOURN MEETING OF THE OSWSD BOARD AND RECONVENE**

There was no further business and Commissioner Beaumont moved to adjourn. Commissioner Jarvis seconded the motion. The motion carried and the meeting of the Ocean Sands Water and Sewer District Board adjourned at 7:30 PM.

The regular meeting reconvened for a Closed Session.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

## CLOSED SESSION

### 1. Closed Session Pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege.

Vice-Chairman Payment read the purpose of Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and preserve the attorney-client privilege and asked for a motion. The motion to enter Closed Session was made by Commissioner J. Owen Etheridge, and Commissioner Jarvis seconded. The motion carried and the Board went into Closed Session.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

## ADJOURN

### Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner Beaumont moved to adjourn and the motion was seconded by Commissioner Mary Etheridge. The motion carried and the meeting of the Board of Commissioners adjourned at 7:52 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

## **RESOLUTION OF APPRECIATION**

### **NC SENATOR BOB STEINBURG, NC HOUSE REPRESENTATIVE BOBBY HANIG, AND NC HOUSE REPRESENTATIVE ED GOODWIN IN RECOGNITION OF THEIR EFFORTS TO CAUSE THE NC DEPARTMENT OF TRANSPORTATION TO RESUME OPERATION OF THE CURRITUCK/KNOTTS ISLAND FERRY**

**WHEREAS**, Currituck County and the citizens of Knotts Island have depended on a regular free ferry service to serve as their only direct connection to the Currituck County mainland for over 50 years; and

**WHEREAS**, the Knotts Island ferry provides the residents of Knotts Island the ability to enjoy economic opportunities, access to quality and equal education, and a way for public safety services to be provided quickly in times of emergency; and

**WHEREAS**, in March 2020, as a response to the Covid-19 pandemic, North Carolina ferry operations were suspended by the North Carolina Department of Transportation; and

**WHEREAS**, although ferry travel is the main form of transportation and only connection to the Currituck Mainland for citizens of Knotts Island, the ferry was still not operating on Labor Day. However, ferries serving the communities of Aurora, Bayview, Cedar Island, Cherry Branch, Kure Beach, Hatteras, Minnesott Beach, Ocracoke, and Swan Quarter in the North Carolina Ferry system had long resumed operation; and

**WHEREAS**, understanding the detrimental impacts to the citizens of Knotts Island with the continued suspension of the Knotts Island ferry, including risks to resident health and safety, North Carolina State Senator Bob Steinburg and North Carolina State House Representatives Bobby Hanig and Ed Goodwin intervened on behalf of Currituck County and its citizens to quickly re-established operation of the Currituck/Knotts Island Ferry.

**NOW THEREFORE BE IT RESOLVED** that the Currituck County Board of Commissioners acknowledges and commends the efforts of Senator Steinburg, Representative Hanig, and Representative Goodwin that caused the North Carolina Department of Transportation to resume the Currituck/Knotts Island ferry operation.

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners appreciates the strong commitment of Senator Steinburg, Representative Hanig, and Representative Goodwin to serving the citizens of Currituck County.

**ADOPTED** this 5<sup>th</sup> day of October, 2020.

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Michael H. Payment, Vice-Chairman

ATTEST:

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Clerk to the Board of Commissioners

[COUNTY SEAL]



## **COUNTY OF CURRITUCK**

### **RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AUTHORIZING DESIGN-BUILD CONSTRUCTION DELIVERY METHOD FOR THE MOYOCK ELEMENTARY SCHOOL AND MOYOCK MIDDLE SCHOOL ADDITIONS AND RENOVATIONS PROJECT**

**WHEREAS**, pursuant to N.C. Gen. Stat. § 143A-128.1A, a county may utilize the design-build delivery method for construction contracts; and,

**WHEREAS**, in order to utilize the design-build delivery method, the governmental entity is to establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate for this project; and,

**WHEREAS**, the criteria proposed and its application to the Moyock Elementary School and Moyock Middle School Additions and Renovations Project is the following:

Criteria 1 – *The extent to which the County can adequately and thoroughly define the project requirements prior to the issuance of the request for qualifications for a design-builder.* Through the Engineering Department and Legal Department, the County has professional personnel with the experience and qualifications needed to thoroughly define the project requirements prior to issuance of a Request for Qualifications for design-builders.

Criteria 2 - *The time constraints for the delivery of the project.* Due to rapid population growth in the Moyock area and the requirement to provide adequate public facilities, the need for additional student capacity at Moyock Elementary School and Moyock Middle School is urgent. The Board of Commissioners has resolved that this project should be completed in the most time-effective and efficient manner available. The design-build delivery method will allow for the project to be completed expeditiously.

Criteria 3 - *The ability to ensure that a quality project can be delivered.* Within the Engineering Department, the County has adequate professional and experienced personnel to ensure that the Design-Build firm will provide a quality project within budget constraints established by the Board.

Criteria 4 - *The capability of the County to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.* Within the Engineering Department and Legal Department, the County has professional and experienced personnel that are knowledgeable of design-build projects.



Criteria 5 - *A good-faith effort to comply with N.C. Gen. Stat. § 143-128.2, N.C. Gen. Stat. § 143-128.4, and to recruit and select small business entities.* The County complies with N.C. Gen. Stat. § 143- 128.2 and N.C. Gen. Stat. § 143- 128.4. The County will require contractors to comply with the HUB goals set by the Board of Commissioners.

Criteria 6 - *The criteria utilized by the County, including a comparison of the costs and benefits of using the design-build delivery method for a given project in lieu of the other delivery methods identified.* The design-build delivery method provides a one team approach, which leads to lower costs and shorter project timeline. Project time constraints, the need to have beneficial use of the facilities during construction and because one of the facilities is a historic structure, make the design-build option more appealing than the traditional construction delivery methods.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners adopt these written criteria and determine that the design-build delivery method is approved for utilization on the Moyock Elementary School and Moyock Middle School Additions and Renovations. Further, this Resolution shall be effective on and after the 5<sup>th</sup> day of October 2020.

**ADOPTED this, the 5<sup>th</sup> day October 2020.**

**ATTEST:**

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

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

Number 20210019

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
52606-545001	Hurricane Matthew SCS Grant	\$ 62,070	
52330-448201	Hurricane Matthew SCS Grant		\$ 62,070
		<u>\$ 62,070</u>	<u>\$ 62,070</u>

**Explanation:** Multi-year grant fund (52606) - Increase appropriations for additional grant funds for snagging and clearing under NC Department of Agriculture grant for Hurricane Matthew snagging and clearing #17-175-4003.

**Net Budget Effect:** Multi-year Grant Fund (52) - Increased by \$62,070.

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

Attachment: BAs Oct 5 General Meeting (Budget Amendments)

Number 20210020

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10410-502000	Salaries - Regular	\$ 6,146	
10410-505000	FICA	471	
10410-507000	Retirement	977	
10415-502000	Salaries - Regular	5,313	
10415-505000	FICA	4,497	
10415-507000	Retirement	845	
10430-502000	Salaries - Regular	3,864	
10430-503000	Salaries - Part Time	750	
10430-503430	Salaries - Poll Workers	3,975	
10430-505000	FICA	658	
10430-507000	Retirement	614	
10440-502000	Salaries - Regular	90,003	
10440-503500	Salaries - Temp	3,713	
10440-505000	FICA	7,170	
10440-506000	Health Insurance	12,596	
10440-507000	Retirement	14,302	
10441-502000	Salaries - Regular	6,737	
10441-505000	FICA	516	
10441-507000	Retirement	1,071	
10445-502000	Salaries - Regular	2,112	
10445-505000	FICA	162	
10445-507000	Retirement	336	
10450-502000	Salaries - Regular	12,288	
10450-505000	FICA	941	
10450-507000	Retirement	1,953	
10460-502000	Salaries - Regular	42,012	
10460-505000	FICA	3,214	
10460-507000	Retirement	6,676	
10461-502000	Salaries - Regular	923	
10461-505000	FICA	71	
10461-507000	Retirement	147	
10480-502000	Salaries - Regular	9,632	
10480-505000	FICA	737	
10480-507000	Retirement	1,531	
10510-502000	Salaries - Regular	172,023	
10510-502100	Salaries - OT	12,820	
10510-503000	Salaries - Part Time	320	
10510-505000	FICA	10,624	
10510-506000	Health Insurance	14,750	
10510-507000	Retirement	9,959	
10510-508000	Supplemental Retirement	2,966	
10511-502000	Salaries - Regular	22,972	
10511-502100	Salaries - OT	774	
10511-503000	Salaries - Part Time	231	
10510-505000	FICA	1,834	
10511-507000	Retirement	3,650	
10512-502000	Salaries - Regular	9,602	
10512-503000	Salaries - Part Time	2,964	
10512-505000	FICA	962	
10512-507000	Retirement	1,526	
10530-502000	Salaries - Regular	145,738	
10530-502100	Salaries - OT	165,668	
10530-502200	Holiday Pay		\$ 162,419
10530-505000	FICA	11,398	
10530-506000	Health Insurance	9,833	
10530-507000	Retirement	23,674	
10531-502000	Salaries	2,760	
10531-505000	FICA	211	
10531-507000	Retirement	439	
10535-502000	Salaries - Regular	14,397	
10535-502100	Salaries - OT	3,135	
10535-505000	FICA	1,341	
10535-507000	Retirement	2,786	
10540-502000	Salaries - Regular	27,047	
10540-505000	FICA	2,069	
10540-507000	Retirement	4,298	
10541-502000	Salaries - Regular	1,238	
10541-502100	Salaries - OT	4,800	
10541-502200	Holiday Pay		\$ 4,800
10541-503000	Salaries - Part Time	2,256	
10541-505000	FICA	267	
10541-507000	Retirement	555	

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)

10550-502000	Salaries - Regular	1,246		
10550-503000	Salaries - Part Time	5,365		
10550-505000	FICA	506		
10550-507000	Retirement	198		
10606-502000	Salaries - Regular	213		
10606-505000	FICA	16		
10606-507000	Retirement	34		
10640-502000	Salaries - Regular	2,670		
10640-505000	FICA	204		
10640-507000	Retirement	424		
10640-545002	Contract Services - NCSU Salaries	486		
10650-502000	Salaries - Regular	1,698		
10650-505000	FICA	130		
10650-507000	Retirement	270		
10660-502000	Salaries - Regular	33,881		
10660-505000	FICA	2,592		
10660-506000	Health Insurance		\$	4,916
10660-507000	Retirement	5,384		
10750-502000	Salaries - Regular	16,805		
10750-505000	FICA	1,286		
10750-507000	Retirement	2,670		
10775-502000	Salaries - Regular	6,589		
10775-503000	Salaries - Part Time	650		
10775-505000	FICA	554		
10775-507000	Retirement	1,150		
10790-502000	Salaries - Regular	14,776		
10790-503000	Salaries - Part Time	695		
10790-505000	FICA	1,184		
10790-507000	Retirement	2,458		
10795-502000	Salaries - Regular	17,189		
10795-503000	Salaries - Part Time	252		
10795-505000	FICA	1,334		
10795-507000	Retirement	2,731		
10796-502000	Salaries - Regular	5,858		
10796-503000	Salaries - Part Time	5,473		
10796-505000	FICA	867		
10796-507000	Retirement	931		
10320-411000	Article 39 Sales Tax		\$	905,474
61818-502000	Salaries - Regular	54,802		
61818-505000	FICA	4,193		
61818-506000	Health Insurance	9,833		
61818-507000	Retirement	8,708		
61390-499900	Appropriated Fund Balance		\$	77,536
63838-502000	Salaries - Regular	12,703		
63838-505000	FICA	972		
63838-506000	Health Insurance	2,458		
63838-507000	Retirement	2,019		
63390-499900	Appropriated Fund Balance		\$	18,152
67878-502000	Salaries - Regular	2,278		
67878-505000	FICA	175		
67878-507000	Retirement	362		
67360-471000	Connection Fees		\$	2,815
210541-502000	Salaries - Regular	268,364		
210541-502100	Salaries - OT	7,897		
210541-505000	FICA	21,134		
210541-507000	Retirement	43,898		
210390-499900	Appropriated Fund Balance		\$	341,293
220548-502000	Salaries - Regular	72,008		
220548-502100	Salaries - OT	100,000		
220548-505000	FICA	13,159		
220548-507000	Retirement	27,332		
220390-499900	Appropriated Fund Balance		\$	212,499
		<u>\$ 1,729,904</u>	<u>\$ 1,729,904</u>	

**Explanation:** Budget revision to amend salaries for 2% COLA and implementation of Salary Study Phase I effective first full pay period in October, which will be paid on the November 4, 2020 paycheck. Additional \$250 bonus for each full time employ that is an active employee on December 1. Bonus will be paid on December 9, 2020.

**Net Budget Effect:** Operating Fund (10) - Increased by \$905,474.  
Mainland Water Fund (61) - Increased by \$77,536.  
Solid Waste Fund (63) - Increased by \$18,152.  
Mainland Sewer Fund (67) - Increased by \$2,815.  
Corolla Fire District Fund (210) - Increased by \$341,293.  
Knotts Island Fire District Fund (220) - Increased by \$212,499.

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

Number

20210021

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-502100	SALARIES - OVERTIME		\$ 10,000
10510-503000	SALARIES- PART TIME	\$ 10,000	
10510-514000	TRAVEL		\$ 5,000
10510-514500	TRAINING & EDUCATION		\$ 11,000
10510-516200	VEHICLE MAINTENANCE	\$ 5,000	
10510-526000	PROMOTIONAL EFFORT	\$ 2,000	
10510-532000	SUPPLIES	\$ 9,000	
		<hr/>	<hr/>
		<u>\$ 26,000</u>	<u>\$ 26,000</u>

**Explanation:** Sheriff (10510) - Transfer budgeted funds for additional part-time staffing and for unanticipated supplies that will be funded from training and travel that will not be used due to COVID restrictions.

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

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

Attachment: BAs Oct 5 General Meeting (Budget Amendments)

Number 20210022

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10752-519700	HCCBG- In Home	\$ 12,357	
10560-519701	HCCBG - Access Services	\$ 454	
10330-432200	HCCBG - In Home		\$ 12,733
10390-499900	Fund Appropriate Balance		\$ 78
		<hr/>	<hr/>
		<u>\$ 12,811</u>	<u>\$ 12,811</u>

**Explanation:** Inter-County Transportation (10560); Public Assistance (10752) - Adjust In-Home funding to actual allocations received.

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

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

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)

Number 20210023

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-516200	Vehicle Maintenance	\$ 6,000	
10460-592000	Projects		\$ 6,000
		<u>\$ 6,000</u>	<u>\$ 6,000</u>

**Explanation:** Public Works (10460) - Transfer funds for repairs to 2013 Ram truck engine and 2015 Ford Taurus.

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

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

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)

Number 20210024

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-590000	Capital Outlay	\$ 23,940	
10380-484001	Insurance Recovery		\$ 23,940
		<u>\$ 23,940</u>	<u>\$ 23,940</u>

**Explanation:** Sheriff (10510) - Increase appropriations to replace vehicle totaled during an accident investigation.

**Net Budget Effect:** Operating Fund (10) - Increased by \$23,940.

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

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)



Number

20210025

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-590000	Capital Outlay	\$ 37,100	
10320-411000	Article 39 Sales Tax		\$ 37,100
		<u>\$ 37,100</u>	<u>\$ 37,100</u>

**Explanation:** Parks & Recreation (10795) - Increase appropriations for the following projects:

Mulch for Community Park Complex	\$ 8,500
Playground chips for Walnut Island	
Park and Sound Park	6,000
Knapp Restroom/Concession Roof	
Replacement	7,000
Carova Beach Park Large Shelter	
Roof Replacement	10,000
Toro Workman for Community Park	5,600

**Net Budget Effect:** Operating Fund (10) - Increased by \$37,100.

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

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)

Number 20210026

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10752-532004	DSS COVID FC/CPS/APS	\$ 26,755	
10330-430004	DSS COVID FUNDING		\$ 26,755
		<u>\$ 26,755</u>	<u>\$ 26,755</u>

**Explanation:** Public Assistance (10752) - Increase appropriations to record DSS COVID funding authorization from NC DHHS for foster care, child protective services and adult protective services.

**Net Budget Effect:** Operating Fund (10) - Increased by \$26,755.

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

Attachment: BAs Oct 5 General Meeting (Budget Amendments)

Number 20210027

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10550-545000	Contract Services	\$ 27,000	
10795-590000	Capital Outlay	\$ 502	
10390-499900	Appropriated Fund Balance		\$ 27,502
30850-545000	Contract Services	\$ 23,830	
30390-499900	Appropriated Fund Balance		\$ 23,830
		<hr/>	<hr/>
		<u>\$ 51,332</u>	<u>\$ 51,332</u>

**Explanation:** Airport (10550); Parks & Recreation (10795); Postemployment Benefits (30850) - To carry-forward funds from prior fiscal year for contracts in process.

**Net Budget Effect:** Operating Fund (10) - Increased by \$27,502.  
Post-employment Benefits (30) - Increased by \$23,830.

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

Attachment: BAs Oct 5 General Meeting (Budget Amendments)

Number 20210028

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10450-557500	In Rem Foreclosure	\$ 1,000	
10320-411000	Article 39 Sales Tax		\$ 1,000
		<hr/>	<hr/>
		<u>\$ 1,000</u>	<u>\$ 1,000</u>

**Explanation:** Tax (10450) - Increase appropriations for advertising for In-Rem foreclosures.

**Net Budget Effect:** Operating Fund (10) - Increased by \$1,000.  
Post-employment Benefits (30) - Increased by \$23,830.

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

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)

Number

20210029

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61818-553000	Dues & Subscriptions	\$ 3,000	
61390-499900	Appropriated fund balance		\$ 3,000
67878-516000	Repairs & Maintenance	\$ 10,000	
67390-499900	Appropriated fund balance		\$ 10,000
		<hr/>	<hr/>
		<u>\$ 13,000</u>	<u>\$ 13,000</u>

**Explanation:** Mainland Water (61818); Mainland Sewer (67878) - Increase appropriations for increased costs of dues for Mainland Water and additional repairs in the Moyock sewer.

**Net Budget Effect:** Mainland Water Fund (61) - Increased by \$3,000.  
Mainland Sewer Fund (67) - Increased by \$10,000.

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

Attachment: BAs Oct 5\_General Meeting (Budget Amendments)

CURRITUCK COUNTY  
NORTH CAROLINA

SALARY AND COMPENSATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation

SECTION 1 - BOARDS

Animal Services and Control Advisory Board

Members \$50. per meeting

Board of Adjustment

Members \$50. per meeting

Board of Commissioners

Chairman \$1300. per month

Members \$1200. per month

Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.

Board of Elections

Chairman \$75. per month plus \$8.00 per meeting hour  
plus travel reimbursement at per diem rate

Members \$25. per month plus \$8.00 per meeting hour  
plus travel reimbursement at per diem rate

Chief Judge \$170. on election day, \$20. on canvass day, \$15.  
on instruction day plus travel reimbursement at  
per diem rate, \$20. on recount day

Judge \$125. on election day, \$15. on instruction day  
plus travel reimbursement at per diem rate

Assistants \$110 on election day, \$15. on instruction day  
plus travel reimbursement at per diem rate

<u>Board of Equalization</u>	
Members	\$100. per day; \$50. per half day
<u>Economic Development Board</u>	
Members	\$50. per meeting
<u>Fire Advisory Board</u>	
Members	\$50. per meeting
<u>Historic Preservation Commission</u>	
Members	\$50. per meeting
<u>Carova Beach Road Service District Advisory Board</u>	
Members	\$50. per meeting
<u>Ocean Sands North and Crown Pointe Stormwater Advisory Board</u>	
Members	\$50. per meeting
<u>Tourism Development Authority</u>	
Members	\$50. per meeting
<u>Land Transfer Tax Appeals Board</u>	
Members	\$50. per meeting
<u>Jury Commission</u>	
	\$50. per day
<u>Library Board of Trustees</u>	
Members	\$50. per meeting
<u>Nutrition Board</u>	
Members	\$50. per meeting
<u>Parks and Recreation Board</u>	
Members	\$50. per meeting
<u>Planning Board</u>	
Members	\$50. per meeting

Senior Citizens Advisory Board

Members \$50. per meeting

Social Services Board

Members \$50. per meeting

Chairman \$75. per meeting

SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Not withstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.



**PART-TIME/TEMPORARY PAY RATES****Hourly**

Airport Lineman - Part-time	\$14.81	per hr
Animal Care Technician	\$13.84	per hr
Camp Counselors - Seasonal	\$9.00	per hr
Clerical Position - Temporary	\$11.91	per hr
Deputy I - Part-time	\$18.68	per hr
Deputy II - Part-time	\$19.65	per hr
Deputy III - Part-time	\$20.61	per hr
Deputy Trainee - Part-time	\$17.71	per hr
Detention Officer - Part-time	\$15.09	per hr
DSS On Call	\$22.00	per hr
EMT Basic - Temporary	\$14.81	per hr
EMT Intermediate - Temporary	\$17.71	per hr
EMT Paramedic - Temporary	\$20.61	per hr
Library Assistant I - Part-time	\$13.84	per hr
Maintenance Helper - Temporary	\$12.88	per hr
Park Attendant	\$12.88	per hr
Summer Intern - Whalehead	\$14.81/\$15.37	per hr
Telecommunicator - Part-time	\$16.75	per hr
Telecommunicator Trainee - Part-time	\$15.78	per hr
Tour Guides - Whalehead	\$14.81	per hr
Visitor Relations Coordinator - Temporary	\$14.81	per hr

**Parks & Recreation Temporary Staff**

Athletic Complex Attendant	\$11.50	per hr
Janitor - All Sports	\$7.25	per hr
Scorekeeper - All Sports	\$7.25	per hr
Site Coordinator - All Sports	\$14.50	per hr
Referee - 5 - 9 yr old Basketball	\$22.00	per game
Referee - 10 - 15 yr old Basketball	\$26.00	per game
Referee - Flag Football	\$22.00	per game
Referee - Youth Volleyball	\$22.00	per game
Referee - Soccer	\$22.00	per game
Referee - Tackle Football	\$36.00	per game
Umpire - Baseball Ages 7 - 8	\$30.00	per game
Umpire - Softball 10U	\$35.00	per game
Umpire - Baseball Ages 9 - 10	\$35.00	per game

Umpire - Softball 12U - 18U	\$40.00 per game
Umpire - Baseball Ages 11 - 15	\$40.00 per game

SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

Adopted this 5th of October 2020.

ATTEST.

\_\_\_\_\_  
Robert White, Chairman  
Board of Commissioners

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

CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021

7.C.2.a

ED: 10/10/2020

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,775-\$33,959	Custodian
50.5	\$26,180-\$36,548	Senior Center Site Manager
51	\$26,786-\$36,775	Maintenance Helper Park Attendant Rural Attendant
52	\$28,796-\$39,629	Accounting Clerk I Aging Senior Services Admin. Supervisor Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Permit Officer I Recreation Assistant Secretary I Tax Clerk I

Attachment: Salary Resolution and Classification Chart\_10-05-2020 (Salary Resolution and Classification

53	\$30,808-\$42,407	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker Meter Reader EMT Basic/Firefighter Lineman - Airport Processing Assistant IV Public Information Assistant IV Tax Clerk II Utilities Customer Service Representative Visitor Relations Coordinator
53.5	\$31,388-\$43,467	Detention Officer
54	\$32,818-\$45,220	4H Program Assistant Animal Control Officer Accounting Clerk II Animal Control Officer Assistant Register of Deeds District Administrator F&C Sciences Associate Income Maintenance Caseworker I Library Associate I Permit Officer II Telecommunicator Trainee
54.5	\$33,438-\$46,350	Intake Officer

55	\$34,830-\$48,038	Accounting Clerk III Administrative Assistant I Line Maintenance Mechanic Maintenance/Repair Worker Electrician Park Superintendent Public Information Assistant V Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$35,491-\$49,239	Deputy Director of Elections Rural Center Manager Shelter Manager
56	\$36,843-\$50,856	Deputy Tax Collector Deputy Trainee EMT/Intermediate Evidence Technician Income Maintenance Caseworker II Maintenance/Repair Worker HVAC Permit Officer III Sales & Marketing Associate Social Worker I Telecommunicator II Visitor Relations Specialist Wastewater ORC Trainee Water Plant Operator Trainee
56.5	\$38,257-\$53,698	Sergeant Detention Officer

57	\$38,852-\$53,669	Administrative Assistant II Athletic Grounds Manager Building Inspector I Code Enforcement Officer Deputy Sheriff I Human Resources Assistant Maintenance Supervisor Recreation Specialist Rural Center Director Support Technician Visitor Center Supervisor Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$40,863-\$56,486	Deputy Sheriff II Firefighter/EMT Basic Income Maintenance Caseworker III Income Maintenance Investigator II Library Associate II Training Officer
59	\$42,874-\$59,302	Accounting Technician Accounting & Payroll Technician Building Inspector II probationary/ FQ Inspect I ** E Body Deputy Sheriff III Development Technician Detective I EMT Paramedic/Firefighter Planner I

59	\$42,874-\$59,302	Public Relations Coordinator Tax Appraiser
60	\$44,887-\$62,119	*Administrative Officer I *Communications Supervisor Deputy Emergency Management Coordinator EMS Training Officer Fire Training Officer/Recruitment Coordinator *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal Lieutenant - EMS *Operations Director Risk Manager Social Worker II Stormwater Technician Water Distribution Supervisor Trainee
60.5	\$45,747-\$63,672	*Aging Senior Services Director Firefighter EMT/Advanced Firefighter EMT/Paramedic Maritime Museum Manager
61	\$46,898-\$64,936	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist GIS Coordinator IT Coordinator Paralegal Planner II Marketing Director Public Information Officer Video Production Specialist

61	\$46,898-\$64,936	Wastewater Supervisor ORC Water Distribution Supervisor Web/AV Specialist
62	\$48,909-\$67,751	*Airport Manager *Contract Purchasing Agent Fire Lieutenant *Operations Manager - PW/Solid Waste Sergeant Site Manager/Curator Soil & Stormwater Manager Social Worker III Social Worker Invest/Assess Treatment
63	\$50,918-\$70,566	Building Inspector III FQ *Director of Elections Engineering Technician Fiscal and Budget Assistant *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$52,931-\$73,383	*Accountant *Jail Superintendent Senior Planner
65	\$55,373-\$76,803	*Administrative Assistant/Clerk to Board *Captain - EMS *Fire and EMT Captain *Project Coordinator
66	\$56,954-\$79,016	*Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent



67	\$58,962-\$81,828	*Chief Building Inspector *Emergency Management Director *Lieutenant - Sheriff *Recreation Director *Social Work Program Manager
68	\$60,973-\$84,644	*Human Resources Director *IT Director *Public Works Director *Tax Administrator
69	\$62,984-\$87,461	
70	\$65,056-\$90,362	
71	\$67,006-\$93,092	*Captain- Sheriff *Chief Deputy - Fire/EMS *Tourism Director
72	\$69,019-\$95,910	*Assistant Planning Director
73	\$71,028-\$98,723	*Assistant Public Services Director/ Assistant County Engineer *Chief Deputy - Sheriff *Economic Development Director
74	\$73,041-\$101,541	
75	\$75,050-\$104,356	*Chief of EMS
76	\$77,063-\$107,173	*Director of Social Services *Public Utilities Director
77	\$79,072-\$109,987	
78	\$81,085-\$112,805	*Assistant Finance Director
79	\$83,096-\$115,621	
80	\$84,860-\$118,091	
81	\$86,981-\$131,724	
82	\$89,156-\$135,017	

83	\$91,385-\$138,393	*Assistant County Manager
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		*Planning Director
84	\$93,670-\$141,852	
85	\$96,011-\$145,399	
86	\$98,412-\$149,034	
87	\$100,725-\$152,537	
88	\$100,724-\$154,050	*Senior Planning Director
89	\$104,267-\$157,901	
90	\$106,873-\$161,848	
91	\$109,545-\$165,895	
92	\$111,867-\$169,410	*Finance Director *Public Services Director/County Engineer
93	\$114,663-\$173,645	
94	\$117,530-\$177,986	
95	\$120,468-\$182,436	
96	\$123,480-\$186,997	
97	\$126,567-\$191,672	
98	\$129,731-\$196,463	
99	\$132,974-\$201,375	
100	\$136,298-\$206,409	
101	\$139,706-\$211,570	
102	\$143,199-\$216,859	
103	\$146,779-\$222,280	
104	\$150,448-\$227,837	
105	\$154,209-\$233,533	
106	\$158,064-\$239,372	
107	\$162,016-\$245,356	
108	\$166,066-\$251,490	
109	\$170,218-\$257,777	
110	\$174,474-\$264,221	

111	\$178,825-\$270,811	*Attorney
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\* indicates exempt status

- Board determined      \*County Manager's salary
- Board determined      \*Sheriff's salary
- Board determined      \*Register of Deeds' salary
- Board determined      \*Attorney's salary

\*\* E Body Grade is Dependent upon State Certification Level



# CHANGE ORDER NO. CO004

**PROJECT:**  
Whalehead Boat Museum  
1100 Club Road  
Corolla, NC 27927

**CHANGE ORDER**  
**Date:**

**CO004**  
**Sep 25, 2020**

**OWNER:** ☒  
**ARCHITECT:** ☒  
**CONTRACTOR:** ☒  
**FIELD:** ☐  
**OTHER:** ☐

**TO CONTRACTOR:**  
Sussex Development Corporation  
109 S. Lynnhaven Road, Suite 200  
Virginia Beach VA 23452

## THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

RFC017	No cost time extension on contract completion date caused by delays experienced due to COVID-19 related issues.	\$0.00
--------	---	--------

The original Contract Sum was	\$3,213,029.49
The net change by previously authorized Change Orders	\$45,659.18
The Contract Sum prior to this Change Order was	\$3,258,688.67
The Contract Sum will be increased by this Change Order in the amount	\$0.00
The New Contract Sum Including This Change Order	\$3,258,688.67
The Contract Time will be increased by	10 Days
The date of Substantial Completion as of the date of this Change Order	November 20, 2020

### NOTE:

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

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER

Beacon Architecture and Design, PLLC

Sussex Development Corporation

County of Currituck

**ARCHITECT** (Firm name)

**CONTRACTOR** (Firm name)

**OWNER** (Firm name)

2400 N Croatan Highway Suite H Kill Devil Hills NC  
27948 USA

109 S. Lynnhaven Road, Suite 200 Virginia Beach VA  
23452

153 Courthouse Road Currituck NC 27929 USA

**ADDRESS**

**ADDRESS**

**ADDRESS**

Christopher Nason

Harry L. Davis, III

Ben Stikeleather

(Typed Name)

(Typed Name)

(Typed Name)

CD8188427F86480...  
**BY** (Signature)

0E19772105FB4E3...  
**BY** (Signature)

**BY** (Signature)

09/28/20 | 4:03 PM ADT

09/28/20 | 12:00 PM PDT

**DATE**

**DATE**

**DATE**

Attachment: Maritime Museum-Change Order #4-Time Extension)



## REQUEST FOR CHANGE

**Project Code:** 2019-045

**Date:** 2020-09-25

**Project Name:** Whalehead Boat Museum

**RFC#:** RFC017

**Owner:** County of Currituck  
153 Courthouse Road Suite 302  
Currituck, NC 27929

Sussex Development Corporation respectfully submits our proposal to provide requested or needed changes to the above referenced project as described below and detailed on the attached supporting documentation:

**Scope of Work:**

No cost time extension on contract completion date caused by delays experienced due to COVID-19 related issues.

Description	Amount
Contract Completion Time Extension	\$ 0.00
<b>TOTAL</b>	<b>\$ 0.00</b>

This proposal is valid for 30 days, or as noted on any supporting documentation. Please sign below acknowledging your formal acceptance of this request and return a copy for our files. I may be contacted at the telephone number listed below if you have any questions or require any additional information.

**Sussex Development Corporation**

**County of Currituck**

\_\_\_\_\_  
Jim Vachon, Senior Project Manager

\_\_\_\_\_  
Michelle Perry  
or Authorized Signature

\_\_\_\_\_  
Date

Attachment: Maritime Museum-CO 4-Sussex (Maritime Museum-Change Order #4-Time Extension)

# SUSSEX

18 September 2020

To: Michelle Perry, PE  
Assistant County Engineer

Project: **Whalehead Boat Museum**  
Subject: **Request for Change #017 – Time Extension Request #2**

SDC Project No.: 2019-045

Dear Ms. Perry,

Sussex development respectfully submits this Request for Change #017 for the County's consideration on this subject project. We are requesting a *No-Cost time extension* of (2) two work weeks, a total of (10) ten workdays, on this project. Previously the County awarded an extension of (10) ten days based upon reported impacts to the critical path during the first five months of the project. This new request is a compilation of a few items that have occurred in the past six months of this project, between March and August, that have incurred delays to the critical path schedule.

In March the project was impacted by a temporary work stoppage due to emergency response orders for the State of North Carolina due to COVID-19. The cold-formed metal truss manufacturer in Mecklenberg County temporarily closed their operation due to the COVID-19. This resulted in a delay of (15) work days until the manufacturer was able to reopen their plant and deliver the trusses to the project site.

The COVID-19 delay of the trusses resulted in a total of (15) days of unforeseen delay not attributable to the Contractor's or Owner's sole fault. This request reflects only a (10) ten-day time extension, based upon our mid-month September schedule update. Sussex was able to recover some of the lost days by performing work during extended daytime hours and weekends. The schedule activity titled "Final Inspection, County" is the critical path activity on our project schedule which we are referencing for this time extension. It shows as (-9.25) days behind schedule.

Sincerely,



Jim Yachon  
Senior Project Manager

Attachment: Maritime Museum-CO 4-Sussex (Maritime Museum-Change Order #4-Time Extension)



## Currituck County Program for Public Information *September 2020*

### Overview

The Community Rating System (CRS) is a part of the National Flood Insurance Program (NFIP). It provides reductions to flood insurance premiums in participating communities. The reductions are based on community floodplain management programs, including public information activities. To keep those discounts, communities must continue to implement their programs and provide status reports to the NFIP each year. Currituck County has been an active participant of the CRS since October 1, 1993. The County is currently rated as a Class 8 which rewards residents with a 10 percent reduction in their flood insurance premiums. Non-SFHA policies (Standard X Zone policies) receive a 5 percent discount, and preferred risk policies receive no discount.

A Program for Public Information (PPI) is an ongoing effort to prepare, implement, and monitor a range of public information activities. The objective of CRS credit for a PPI is to provide additional credit for information programs that are designed to meet local needs and that are monitored, evaluated, and revised to improve their effectiveness. The County has developed its PPI in accordance with the CRS credit criteria found in Activity 330 of the 2017 CRS Coordinator's Manual.

The PPI planning process provides an opportunity for the County to consider additional methods for disseminating messages about the flood hazards in the community.

### Establishment of PPI Committee

A PPI should assess all the community's needs for flood-related information and coordinate all the resources that can deliver information. It should recommend a range of activities that convey information to targeted areas and audiences within the County.

The PPI Committee was approved by the Currituck County Board of Commissioners in March 2019. The PPI Committee consists of members from both inside and outside of the county government.

The PPI Committee initially included members of the Outer Banks Hazard Mitigation Plan committee. Additional members were included for representation of the building and real estate community.

The participants comprising the PPI committee for the County include:

Jason Litteral, CFM, Floodplain Manager for Currituck County  
 Jennie Turner CFM, Planner II for Currituck County  
 Randall Edwards, Public Information Officer for Currituck County  
 Rebecca Gay, Deputy Emergency Management Coordinator (Former)  
 Steven Pyle, Deputy Emergency Management Coordinator (Current)  
 Lora Eddy, Community Resilience Specialist with The Nature Conservancy  
 Anthony Dickinson, Insurance Agent, Currituck County Farm Bureau  
 Warren Eadus, President, Quible and Associates, P.C.  
 Jason Summerton, Broker-in-Charge, Twiddy & Co. Realtors  
 Tab Winborne, General Contractor, Tab Winborne Corporation  
 Matt Myatt, Broker/Owner, Matt & Team, Keller Williams Realty-OBX

In addition to the above members, Laurie LoCicero (Planning Director) and Mary Beth Newns (Emergency Management Director) served in advisory capacity to the PPI Committee.

## Committee Meetings

The PPI Committee met three times during the planning process to complete the outreach program. During the planning process, the PPI Committee communicated through face-to-face, virtual video conference meetings, email, and telephone conversations. The meeting dates and topics discussed are detailed below.

**Table 1 – Meeting Summaries**

	<b>Meeting Topic</b>	<b>Meeting Date</b>	<b>Meeting Location</b>
<b>PPI #1</b>	Assessment of the county's current public information needs and overview of the PPI planning process. Identification of Target Areas and Target Audiences. Discussion of reduced perceived risk of flooding. Review of recent Flood Risk Perception Study by Amber Halstead.	March 6, 2019	Historic Currituck County Courthouse Conference Room
<b>PPI #2</b>	Review of current public information outreach, flood insurance coverage, continued discussion of target areas and audiences. Identification of outreach topics, messages, and outcomes. Discussion of outreach projects.	September 17, 2020	Virtual Meeting Cisco WebEx
<b>PPI #3</b>	Review and Finalize Draft PPI	September 24, 2020	Virtual Meeting Cisco WebEx



## Insurance Review

The PPI Committee reviewed flood insurance information from FEMA's Community Information System from 2010 and 2020. The total number of flood policies in the County decreased significantly.

**Table 2 - 2010 and 2020 NFIP Policies in Currituck County**

	November 30, 2010	September 02, 2020
Total Number of Policies	5,385	4,304
Total Premiums	\$3,349,970	\$2,420,451
Insurance in Force	\$1,472,578,000	\$1,318,307,100
Total Number of Closed Paid Losses	628	1962
Amount of Closed Paid Losses	\$8,306,167	\$20,892,341
SFHA Policies	1,840	1,222
Standard X Zone Policies	629	225
Preferred Risk Policies	1,937	2,857

Source: FEMA Community Information System

## Current Public Outreach

Current public outreach efforts include the county's website, Currituck Alert (the mass notification and alerting system), a quarterly *Focus on Currituck* newsletter, social media accounts, and letters mailed annually to repetitive loss property owners.

The County recently developed a Crisis Communications Plan and Know Your Zone Evacuation Plan. We also use "SafeCorolla" to disseminate information pertinent to our beach community.

## Assess Community Public Information Needs

The County has interest in improving flood risk communication because of the recent Flood Insurance Rate Map update effective December 21, 2018. These maps resulted in a net decrease of 64% of buildings in the special flood hazard area (SFHA). The maps depict a reduction in flood risk (probability of base flood) with a smaller base floodplain extent consequently reducing the SFHA or regulatory floodplain.

A study done by Wallace et al. (2016) found that individuals outside of SFHAs have greatly reduced perceived risks of flooding. Thus, the danger in removing property from the special flood hazard area is an increased community perception of little to no flood risk in a low-lying coastal environment. Studies have found that individuals often underestimate their risk of flooding and thus choose not to implement loss reduction measures prior to a disaster (Camerer & Kunreuther, 1989; Chivers & Flores, 2002; Kunreuther, 2006).

A flood risk perception study was performed in 2018 by Amber Halstead, a Masters student at Duke University. A report dated titled *Currituck County Flood Risk Perception Study* dated April 25, 2018 was reviewed by the PPI Committee and helped identify target areas and target audiences. The County wants to ensure that citizens are aware of their flood risk and mitigate the

impact the recent FIRM changes have on citizens' perceived flood risk. The PPI Committee recognizes the need to improve flood risk communication as well as implement recommendations of the 2018 study to deliver messages to target audiences.

The PPI identified the following Target Areas and Target Audiences.

## Target Areas

- A. Special Flood Hazard Areas
- B. Property recently removed from the SFHA with December 21, 2018 FIRM update
- C. Corolla
- D. Moyock
- E. Property in Stormwater Districts and Property with historical flooding issues from rainfall flooding
- F. CBRA Zones

## Target Audiences

- A. Residents and Business owners in SFHA
- B. Owners of property recently removed from SFHA (this will include owners of properties near the V-zone)
- C. Repetitive Loss Property Owners
- D. Pre-FIRM Property Owners
- E. Real Estate, Property Management, Lending & Insurance Agents
- F. Contractors
- G. Homeowner's Associations
- H. Tourists

**Table 3 - Priority Topics, Messages & Desired Outcomes**

<b>Topic</b>	<b>Message</b>	<b>Outcome</b>
1. Know your flood hazard (Flood Hazard)	<ul style="list-style-type: none"> <li>a. Your property is subject to flooding.</li> <li>b. You are in a repetitively flooded area.</li> <li>c. Call to find out the flood hazard for your property.</li> </ul>	<ul style="list-style-type: none"> <li>i. Increase in the number of map information inquiries.</li> <li>ii. Reduce future repetitive loss properties.</li> <li>iii. Increase in number of webpage visits.</li> <li>iv. Increase in the number of people getting technical assistance.</li> <li>v. Increase flood risk perception.</li> </ul>
2. Insure your property (Flood Insurance)	<ul style="list-style-type: none"> <li>a. Flood insurance is an important tool to protect your property from flood risks.</li> <li>b. Ask your insurance agent if you are covered for flood damage, typical homeowners' policies do not cover flood damage.</li> <li>c. Owners and Renters should purchase flood insurance for their contents.</li> <li>d. Take advantage of a low-cost Preferred Risk Policy.</li> </ul>	<ul style="list-style-type: none"> <li>i. Increase awareness of Flood risks.</li> <li>ii. Increase the total number of SFHA policies.</li> <li>iii. Reduce damage to contents.</li> <li>iv. Increase the total number of Preferred Risk Policies.</li> <li>v. Increase in NFIP contents policies.</li> </ul>
3. Protect yourself and your family (Flood Safety)	<ul style="list-style-type: none"> <li>a. Turn around, don't drown. (Don't drive through flooded streets)</li> <li>b. Know the flood warning signals.</li> <li>c. Prepare an evacuation plan.</li> <li>d. Do not walk or play in flood waters (Flood waters may be deep and contaminated).</li> </ul>	<ul style="list-style-type: none"> <li>i. Reduce rescues, injuries, and deaths.</li> <li>ii. Maintain health throughout the cleanup period.</li> <li>iii. Stop preventable accidents by staying away from standing water.</li> <li>iv. Reduce damages to vehicles, emergency rescues, and responders.</li> </ul>
4. Protect your property (Flood Mitigation)	<ul style="list-style-type: none"> <li>a. Elevation of property reduces damage.</li> <li>b. Elevate HVAC equipment above the flood level.</li> <li>c. Store your valuables and insurance papers up high in a waterproof container.</li> <li>d. Install required flood vents.</li> <li>e. Eliminate/Convert noncompliant ground floor living space.</li> <li>f. Grant funding is available for qualifying elevation projects.</li> </ul>	<ul style="list-style-type: none"> <li>i. Reduce damages to property and reduce insurance claims.</li> <li>ii. Reduce number of damaged HVACs.</li> <li>iii. Increase in inquiries on retrofitting measures.</li> <li>iv. Decrease structures below the current RFPE.</li> <li>v. Allow for proper safe passage of floodwater.</li> <li>vi. Reduce premiums where possible.</li> </ul>
5. Build & rebuild responsibly	<ul style="list-style-type: none"> <li>a. All floodplain development requires a local permit before you begin development.</li> <li>b. Know the substantial damage rules.</li> <li>c. Know stormwater regulations.</li> </ul>	<ul style="list-style-type: none"> <li>i. Reduce violations, decrease of structures being repaired without permits.</li> <li>ii. Increase knowledge of substantial damage rules.</li> <li>iii. Increase knowledge of local stormwater regulations and maintain proper drainage.</li> <li>iv. Increase number of elevation certificates on file.</li> </ul>

Topic	Message	Outcome
6. Protect natural floodplain functions	<ul style="list-style-type: none"> <li>a. Do not litter (waterways).</li> <li>b. Report failing erosion control measures.</li> <li>c. Do not disturb natural floodplain areas.</li> <li>d. Keep off the dunes.</li> <li>e. Properly dispose of hazardous waste.</li> <li>f. Grants are available for stormwater projects and rain gardens.</li> </ul>	<ul style="list-style-type: none"> <li>i. Reduce water pollution.</li> <li>ii. Improve water quality.</li> <li>iii. Contain sediment on construction sites.</li> <li>iv. Reduce grading, fill, and earth movement.</li> <li>v. Protect and maintain protective capacity of the dune.</li> <li>vi. Reduce contamination of floodplains.</li> </ul>
7. Hurricane and storm preparedness	<ul style="list-style-type: none"> <li>a. Prepare a safety checklist and emergency supply kit.</li> <li>b. Prepare an evacuation plan.</li> <li>c. Know warning signals.</li> <li>d. Protect important documents.</li> </ul>	<ul style="list-style-type: none"> <li>i. Protect family and reduce damage.</li> <li>ii. Reduce rescues and deaths.</li> <li>iii. Educate property owners and tourists regarding education safety tips before a flood event.</li> <li>iv. Increase knowledge of warning system and increase Currituck Alert registrations. (HMP CUR 26)</li> </ul>
8. Low Risk is not No Risk	<ul style="list-style-type: none"> <li>a. Low Risk is not No Risk.</li> <li>b. Flooding can happen anywhere.</li> <li>c. Your property is subject to flooding from different sources including rainfall and localized stormwater flooding.</li> <li>d. Soundside flooding may occur during routine wind events.</li> <li>e. Everyone can buy flood insurance. (Take advantage of a low-cost Preferred Risk Policy.)</li> <li>f. Purchase flood insurance including contents coverage to protect your property in low risk zones from flooding.</li> </ul>	<ul style="list-style-type: none"> <li>i. Increase awareness of flooding from different sources.</li> <li>ii. Increase in flood risk perception.</li> <li>iii. Increase awareness of effects of rainfall flooding.</li> <li>iv. Increase number of flood insurance policies including contents coverage.</li> </ul>
9. Protect natural buffer areas	<ul style="list-style-type: none"> <li>a. Protect forested buffers, riparian buffers and wetlands for beneficial flood mitigation functions.</li> </ul>	<ul style="list-style-type: none"> <li>i. Protect, enhance and educate on the beneficial natural functions of floodplains.</li> <li>ii. Maintain flood storage and conveyance.</li> <li>iii. Reduce sedimentation.</li> <li>iv. Maintain biodiversity.</li> <li>v. Maintain integrity of ecosystems.</li> </ul>
10. Elevate to Mitigate	<ul style="list-style-type: none"> <li>a. Elevation of property may reduce flood insurance cost.</li> <li>b. Elevation of property reduces property damage.</li> <li>c. Elevate your HVAC equipment above the flood level.</li> <li>d. Grant funding is available for qualifying elevation projects.</li> </ul>	<ul style="list-style-type: none"> <li>i. Reduce damage to property.</li> <li>ii. Increase in the number of permits for retrofitting projects.</li> <li>iii. Increase in inquiries on retrofitting measures.</li> <li>iv. Decrease structures below the current RFPE.</li> </ul>

## Outreach Projects

These outreach projects are designed to communicate information to the targeted areas and audiences on the topics and messages identified in Table 3.

**OP #1** Mail brochure annually to all residents and business owners in SFHA. Include messages all topics, floodsmart.gov and county flood information web address.

**OP #2** Place OP#1 brochure at 5 different locations in the County (Planning & CD, Corolla Office, Libraries, Tourism, Senior Centers, Property Management Companies)

**OP #3** Mail a targeted/customized letter (or other customized communication) to repetitive loss property owners and include brochure from OP#1. (HMP CUR 34)

**OP #4** Mail a targeted/customized letter (or other customized communication) to pre-FIRM property owners and include brochure from OP#. (HMP CUR 35)

**OP #5** Mail a targeted/customized letter (or other customized communication) to properties recently removed from SFHA to educate on risk and flood insurance. Include information about flooding outside SFHA and cost of insurance.

**OP #6** Publicize the Floodsmart.gov website and include on the OP#1 Brochure that is distributed to SFHA and Repetitive Loss Areas and pre-FIRM property owners.

**OP#7** Map Inquiry Service: Advertise on website and include quarterly in Focus on Currituck. Provide information on areas that have local stormwater flooding, stormwater districts, repetitive loss, and flood depths, and publicize this service on the website along with information on the FIRM including floodway info.

**OP#8** Flood Protection Assistance (FPA): publicize service on County's website, brochure and in meetings with Target Audiences. County staff to provide Property Protection Advice. FPA document to include discussion of service and recommendations on how it should be conducted. Floodplain Managers (CFMs) will explain need for contents coverage when providing technical assistance (360)

**OP#9** County website to include Flood Outreach on all 10 Priority Topics, Hurricane Preparedness, links to Floodsmart.org, Currituck County EM, NCEM and FEMA.

Website to include link to flood gauges (FIMAN).

Website to include CBRA zones (350)

Website to summarize cost of a typical policy and link to NFIP page, include cost comparison graphic (350)

Website page stresses contents coverage (350)

**OP #10** Provide NFIP Brochures on benefits of flood insurance and that insurance can be purchased anywhere in the County to RE Agents, lenders, contractors, HOAs and insurance companies. Explain the need for flood insurance even when not located in SFHA. Work with stakeholders to request brochures be available at their offices and that flood insurance information be communicated to clients.

**OP #11** Place signage throughout the community and SFHA with “Don’t litter waterways” message.

**OP #12** Place signage at public beach accesses in Corolla with “Keep off the dunes” message.

**OP#13** Social media posts and SafeCorolla Alerts to include “Don’t litter waterways” and dune protection messages.

**OP#14** Include information on proper hazardous waste disposal and county waste disposal days on website and social media. (HMP CUR 23)

**OP# 15** Host 2 community meetings one in Moyock and one in Corolla OR Meet one-on-one with 5 HOAs.

**OP#16** Design and distribute targeted/customized outreach and/or website for Moyock, Corolla and properties within existing Stormwater Drainage districts. (Include specific issues in the area, maps of historically flooded areas, etc.)

**OP#17** Attend meeting of contractors annually to provide flood information on all priority topics.

**OP#18** Work with Dare-Currituck CRS Users Group to incorporate outreach where applicable to any topics or messages and any target areas and target audiences in Currituck County. This may include publications, mailings, in person or virtual meetings.

**OP#19** Develop brochure and/or website for CBRA property owners educating about the risks and regulations in the CBRA zone.

**OP#20** Request MLS to require flood zone information on all listings. RE Agents to provide documentation that flood information is disseminated to all clients.

**OP#21** Request Real Estate Agents, Property Management Companies, Lending Agents and Insurance Agents share brochure (OP#1) or other NFIP brochures (OP #10) and the county flood information website (OP#9) with clients.

**OP#22** Continue to use county website and social media to update tourists on warning signals, evacuation procedures, and other safety precautions.

## Flood Response Preparation Plan

The county has pre-planned and developed a set of public information projects that will be implemented before, during and after a flood. See the set of Projects below. Implementation of these projects is as follows:

**FRP #4, FRP #5, FRP #9 and FRP#10** will be publicized on the County's website and on social media. These projects are already developed and available in digital format to be shared on these platforms.

**FRP #1, FRP #2, FRP#3, FRP #6, FRP #7 and FRP #8** are available in paper and digital formats. These documents will be on hand to make available for download from the County website, provide to flooded property owners, and/or distributed from locations throughout the County.

**FRP#1** Provide "After the Flood" Brochure to flooded property owners which provides information on the dangers of flood water, listen for local warnings, don't drive through flooded streets, stay healthy (emotional stress), and cleaning up and repairing your home.

**FRP #2** Provide copies of "Repairing your flooded home" FEMA 234 publication to flooded property owners which provides information on protecting your home from further damage, getting organized, drying out your flooded home, restoring utilities, clean up, rebuilding and preparing for the next flood.

**FRP #3** Provide information on the County's Substantial Damage rules.

**FRP #4** Provide information on the need for a building permit on the County's website and on social media.

**FRP #5** Promote the availability and benefits of flood insurance on the County's website and on social media.

**FRP #6** FEMA brochures for residents and businesses on Flood Preparation and Safety, Nothing can Dampen the Joy of Home Ownership, Flood Insurance Requirements for Recipients of Federal Disaster Assistance, Increased Cost of Compliance Coverage, and Preferred Risk Policy.

**FRP #7** Updated Flood Protection Brochure (OP#1) for residents and businesses before, during and after a flood event.

**FRP#8** Provide FEMA's Homeowner's Guide to Retrofitting including the flood hazards, protecting people, protecting property & building responsibly.

**FRP#9** Provide website link to FEMA "Help after a Disaster Brochure" that can be translated into 27 different languages.

**FRP#10** Social media and/or website update regarding pre and post storm shelters.

## Evaluation

The PPI Committee along with County Staff will monitor the projects as they are developed, as well as the results. The PPI committee will meet once per year to review the implementation of these projects and initiatives. At that time, the status of the projects will be explained and progress toward the outcomes will be discussed. The Committee will recommend to the appropriate County offices and the stakeholders who implement projects whether the projects should be changed or discontinued. The Committee will meet to review the outcomes of each individual activity to change, add, or approve them. The Outreach projects will be revised as needed. The committee will post the updated PPI on the County website and provide the PPI to local media and the County Board of Commissioners for informational purposes annually. The outcomes and revisions will be submitted as part of the County's annual recertification package to the Community Rating System.



**Table 4 - PPI Projects**

Target Areas & Audiences	Topic (s) (See Table 3)	Message (s) (See Table 3)	Project(s)	Assignment	Schedule	Stakeholder(s)
<b>Outreach Projects</b>						
Residents and Business Owners in SFHA	All Topics	1.c, 2.a – 2.d, 3.b, 3.c, 4.a, 5.a, 5.c, 6.a, 6.c, 6.e, 7.a, 7.b, 7.d, 8.a, 8.b, 8.e, 8.f, 9.a, 10. a, 10.b	<b>OP #1</b> Mail brochure annually to all residents and business owners in SFHA. Include messages all topics, floodsmart.gov and county flood information web address.	Floodplain Administrator	Annually	
			<b>OP #2</b> Place OP#1 brochure at 5 different locations in the County (Planning & CD, Corolla Office, Libraries, Tourism, Senior Centers, Property Management Companies)	Floodplain Administrator	Year-Round	
		All messages	<b>OP #6</b> Publicize the Floodsmart.gov website and include on the OP#1 Brochure that is distributed to SFHA and Repetitive Loss Areas and pre-FIRM property owners.	Floodplain Administrator	Year-Round	
	1, 2, 4, 5, 8, 9, 10	1.a, 1.c, 2.a-2.e, 4.a, 4.b, 4.d-4.f, 5.a -5.c, 8.a -8.f, 9.a, 10.a-10.d	<b>OP#7</b> Map Inquiry Service: Advertise on website and include quarterly in Focus on Currituck. Provide information on areas that have local stormwater flooding, stormwater districts, repetitive loss, and flood depths, and publicize this service on the website along with information on the FIRM including floodway info.	Floodplain Administrator	Year-Round	
	1, 4, 5, 6, 10	1.a, 1.c 4.a, 4.b, 4.d-4.f 5.a – 5.c 6.f 10.a – 10.d	<b>OP#8</b> Flood Protection Assistance (FPA): publicize service on County's website, brochure and in meetings with Target Audiences. County staff to provide Property Protection Advice. FPA document to include discussion of service and recommendations on how it should be conducted. Floodplain Managers (CFMs) will explain need for contents coverage when providing technical assistance (360)	Floodplain Administrator	Year-Round	

Target Areas & Audiences	Topic (s) (See Table 3)	Message (s) (See Table 3)	Project(s)	Assignment	Schedule	Stakeholder(s)
	All Topics	All Messages	<b>OP#9</b> County website to include Flood Outreach on all 10 Priority Topics, Hurricane Preparedness, links to Floodsmart.org, Currituck County EM, NCEM and FEMA. Website to include link to flood gauges (FIMAN). Website to include CBRA zones (350) Website to summarize cost of a typical policy and link to NFIP page, include cost comparison graphic (350) Website page stresses contents coverage (350)	Floodplain Administrator	Year-Round	
	6	6.a	<b>OP#11</b> Place signage throughout the community and SFHA with “Don’t litter waterways” message.	Public Works	Year-Round	
		6.e	<b>OP#14</b> Include information on proper hazardous waste disposal and county waste disposal days on website and social media. (HMP CUR 23)	Public Works & Public Information Officer (PIO)	As scheduled	
	Any Topic	Any applicable messages	<b>OP#18</b> Work with Dare-Currituck CRS Users Group to incorporate outreach where applicable to any topics or messages and any target areas and target audiences in Currituck County. This may include publications, mailings, in person or virtual meetings.	Floodplain Administrator	As scheduled	
Repetitive Loss Property Owners	All Topics	1.a - 1.c 2.a - 2.c 3.b - 3.c 4.a - 4.f 5.a - 5.c 6.a, 6.c, 6.e, 6.f 7.a, 7.b, 7.d 8.a, 8.b, 8.e, 8.f 9.a 10.a - 10.d	<b>OP#3</b> Mail a targeted/customized letter (or other customized communication) to repetitive loss property owners and include brochure from OP#1. (HMP CUR 34)	Floodplain Administrator	Annually	
		All messages	<b>OP#6</b> Website	Floodplain Administrator	Year-Round	

Target Areas & Audiences	Topic (s) (See Table 3)	Message (s) (See Table 3)	Project(s)	Assignment	Schedule	Stakeholder(s)
Pre-FIRM Property Owners	All Topics	1.a, 1.c, 2.a - 2.e, 3.a - 3.g, 4.a - 4.f, 5.a - 5.c, 6.a, 6.c, 6.e, 6.f, 7.a, 7.b, 7.d, 8.a, 8.b, 8.d, 9.a, 10.a - 10.d	<b>OP#4</b> Mail a targeted/customized letter (or other customized communication) to pre-FIRM property owners and include brochure from OP#1. (HMP CUR 35)	Floodplain Administrator	Annually	
		All messages	<b>OP#6</b> Website	Floodplain Administrator	Year-Round	
Owners of Property Recently Removed from SFHA	All Topics	1.a, 1.c, 2.a - 2.d, 3.c, 4.a, 4.c, 5.a, 5.c, 6.a, 6.c, 6.e, 6.f, 7.a, 7.b, 8.a, 8.b, 8.e, 8.f, 9.a, 10.b	<b>OP#5</b> Mail a targeted/customized letter (or other customized communication) to properties recently removed from SFHA to educate on risk and flood insurance. Include information about flooding outside SFHA and cost of insurance.	Floodplain Administrator	Annually	
		All messages	<b>OP#6</b> Website	Floodplain Administrator	Year-Round	
Corolla	6	6.a	<b>OP#11</b> Place signage throughout the community and SFHA with “Don’t litter waterways” message.	Public Works	Year-Round	
	6	6.d	<b>OP#12</b> Place signage at public beach accesses in Corolla with “Keep off the dunes” message.	Public Works	Year-Round	
	6	6.a, 6.d	<b>OP#13</b> Social media posts and SafeCorolla Alerts to include “Don’t litter waterways” and dune protection messages.	Public Works and Public Information Officer	Quarterly	
	All Topics	Select Messages tailored to audience.	<b>OP#15</b> Host 2 community meetings one in Moyock and one in Corolla OR Meet one-on-one with 5 HOAs.	Floodplain Administrator	Annually	
	Any Topics	Messages tailored to Corolla audience	<b>OP#16</b> Design and distribute targeted/customized outreach and/or website for Moyock, Corolla and properties within existing Stormwater Drainage districts. (Include specific issues in the area, maps of historically flooded areas, etc.)	Floodplain Administrator	Annually	

Target Areas & Audiences	Topic (s) (See Table 3)	Message (s) (See Table 3)	Project(s)	Assignment	Schedule	Stakeholder(s)
Moyock	All Topics	Messages tailored to audience	<b>OP# 15</b> Meeting	Floodplain Administrator	Annually	
	Any Topics	Messages tailored to Moyock audience	<b>OP#16</b> Targeted Outreach	Floodplain Administrator	Annually	
Property in SW Districts and historically flooded areas	Any Topics	Messages tailored to SW Districts	<b>OP#16</b> Targeted Outreach	Floodplain Administrator	Annually	
CBRA Zones	1, 3, 4, 5, 6, 7, 8, 9, 10	1.a, 1.c, 3.a-3.d, 4.a – 4.e, 5.a - 5.c, 6. a – 6.f, 7.a-7.d, 8.a – 8.d, 9.a, 10.a	<b>OP#19</b> Develop brochure and/or website for CBRA property owners educating about the risks and regulations in this area.	Floodplain Administrator	Year-Round	
Real Estate, Property Management, Lending & Insurance Agents	All Topics	All messages	<b>OP#21</b> Request RE Agents, Lending Agents, Property Management Companies and Insurance Agents share brochure (OP#1) or other NFIP brochures (OP #10) and the county flood information website (OP#9) with clients.	Floodplain Administrator	Year-Round	Insurance Agents Loan Officers Real Estate Agents Property Management Companies
	2	2.a -2.d	<b>OP#20</b> Request MLS to require flood zone information on all listings. RE Agents to provide documentation that flood information is disseminated to all clients.	Floodplain Administrator	Request ASAP	Real Estate Agents
Contractors	1, 4, 5, 6, 10	1.a, 1.c, 4.a, 4.b, 4.d-4.f, 5.a – 5.c, 6.f, 10.a – 10.d	<b>OP#8</b> Flood Protection Assistance	Floodplain Administrator	Year-Round	Contractors
	1, 2, 4, 5, 8, 9, 10	1.a, 1.c 2.a- 2.d 4. a, 4.b, 4.d - 4.f 5.a-5.c 8.a – 8.b 9.a 10.a- 10.d	<b>OP#10</b> Provide NFIP Brochures on benefits of flood insurance and that insurance can be purchased anywhere in the County to RE Agents, lenders, contractors, HOAs and insurance companies. Explain the need for flood insurance even when not located in SFHA. Work with stakeholders to request brochures be available at their offices and that flood insurance	Floodplain Administrator	Year-Round	

Target Areas & Audiences	Topic (s) (See Table 3)	Message (s) (See Table 3)	Project(s)	Assignment	Schedule	Stakeholder(s)
			information be communicated to clients.			
	All Topics	All messages	<b>OP#17</b> Attend meeting of contractors annually to provide flood information on all priority topics.	Floodplain Administrator	Annually	
HOAs	All Topics	1.a, 1.c, 2. a – 2.d 3.a – 3.d, 4.a – 4.f 5.a – 5.c, 6.a – 6.f as applicable, 7.a – 7.d, 8.a – 8.f, 9.a 10.a – 10.d	<b>OP#10</b> NFIP Brochures	Floodplain Administrator	Year-Round	
		Any applicable messages	<b>OP#15</b> Host 2 community meetings one in Moyock and one in Corolla OR Meet one-on-one with 5 HOAs.	Floodplain Administrator	Annually	
Tourists	All Topics	1.c, 2.a – 2.d, 3.b, 3.c, 4.a, 5.a, 5.c, 6.a, 6.c, 6.e, 7.a, 7.b, 7.d, 8.a, 8.b, 8.e, 8.f, 9.a, 10.a, 10.b	<b>OP#2</b> Brochure	Floodplain Administrator	Year-Round	
	6	6.d	<b>OP#12</b> Signage	Public Works	Year-Round	
	6	6.a, 6.d	<b>OP#22</b> Continue to use county website and social media to update tourists on warning signals, evacuation procedures, and other safety precautions.	Emergency Management (EM) & PIO	At least Quarterly	
<b>Flood Response Projects</b>						
Flooded Property Owners and Residents	2, 3, 4, 5, 7, 9, 10	2.a – 2.d, 3.a – 3.d 4.a – 4.f, 5.a – 5.c 6.e, 7.a – 7.d, 9.a 10.a-10.d	<b>FRP #1</b> through <b>FRP #10</b>	Floodplain Administrator, EM, & PIO	Ready to go before, during and after a flood	FEMA

## Memorandum

To: Ben Stikeleather, County Manager

From: Sandra Hill

Date: September 29, 2020

Subject: Record Disposal

The Finance Office would like permission to dispose of the following records, which are scheduled for disposal as per the record retention schedule.

<u>Time Period</u>	<u>Description</u>
<b>FY 2016</b>	
July 1, 2016-June 30, 2017	Accounts Payable Invoices Bank Statements Bank Reconciliation Reports Deposit Slips Accounts Receivable Files Ambulance Payment files Shell Airport Revenue files Daily Receipts Budget Amendments Journal Vouchers NC Sales Tax Summary Reports Sales Tax Refund Report Register of Deeds Monthly Reports Investment Records Utility EFT files Web Payments Purchasing Card Statements
June 1, 2019 - June 30, 2020	Remote Deposit Check Originals

## M E M O R A N D U M

Date: September 22, 2020

To: Ben Stikeleather, County Manager

From: Sarah Tyson, Human Resources Director

RE: Records Disposal

The Human Resources Department would like permission to dispose of the following records, which are scheduled for disposal as per the record retention schedule:

Time Period	Description
Fiscal Years 2012 - 2016	Open Enrollment Employee Election Forms
July 1, 2011-June 30, 2012	
July 1, 2012-June 30, 2013	
July 1, 2013-June 30, 2014	
July 1, 2014-June 30, 2015	
July 1, 2015-June 30, 2016	
August 1, 2017 – October 1, 2018	Employment Applications

/sat

Attachment: Disposal Request HR 10 5 2020 BOC (Records Disposal Request-Human Resources)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: AGING/SENIOR SERVICES ADMINISTRATIVE SUPERVISOR**

### **SENIOR CITIZENS CENTER DEPARTMENT**

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

Under general supervision, assists with the planning and coordination of activities and programs at the County's Senior Centers; multi-purpose centers which serve as a focal point for recreational, health, nutrition and educational services for the County's elderly. Employee is responsible for promotional activities, activity coordination, social interaction, scheduling, Senior Nutrition Program and all administrative needs to include the preparation of required local/state reports. Employee oversees daily operations of senior centers/staff in the absence of Director. Employee reports to the Aging/Senior Services Director.

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

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

Promotes educational, health, and recreational activities, classes and lectures; encourages elderly participation in scheduled activities.

Creates a monthly multi-site newsletter for Director approval. Handles mass distribution via mail/email/in-house and maintains distribution database.

Receives all phone calls and answers the callers' question, logging all referrals and assistance request for further follow-up; greets public that enters the Senior Center buildings; opens/closes the Senior Center.

In absence of Site Manager, prepares food/drink for the members of the center; takes temperatures of incoming meals (Congregate and Home Delivery Meals) daily. Record temperatures and fax to Albemarle Commission. Records any issues or concerns with food served to Aging/Senior Services Director and Albemarle Commission Nutrition Director. Assures all health and food regulations and standards are met at the site and maintains these standards while meals are served and packaged.

Clean up duties include; sweeping, mopping, wiping tables and chairs, clean pots and pans and utensils, etc.

In absence of Site Manager, take lunch reservations and order for the seniors at the site and home delivery meals, fax to Albemarle Commission daily. Monitors and accepts food delivery based on amount, quantity and quality. Prepares food service line for serving meals; supervise portioning of food onto plate by volunteers. Provide assistance to participants who have difficulty walking or carrying trays.

In absence of Site Manager, prepare all month-end reports required by local and state agencies.

Complete all required yearly staff developmental and educational classes or trainings. Position requires additional certification obtained through AJI; time to be set forth by Director.

In absence of Director, Codes invoices, schedules building repairs/maintenance and handles payroll. In absence of Director, attends meetings, scheduled events, and programs.

Assist in the documentation/preparation for SCOPE (Senior Center Operations Performance Evaluation)



Acts as Recording Secretary for Senior Citizens Advisory Board Meetings. Use of current board software to input minutes, publish and distribute.

Create spreadsheets for all required trips, programs, events, required reports, etc.

Maintains MySeniorCenter database.

Collection of local/state required water samples, if applicable.

Cross-trained in educational/health related programs that Director holds certifications for. Oversee specific outreach programs as they are established.

Maintain CPR/AED/First Aid certification once obtained; must be certified within first year of employment.

Processes (HD) Home Delivered Meals client request, recruiting/training and scheduling HD volunteers for routes.

Properly trains all new staff on nutrition, health code requirements, daily procedures, policies and responsibilities.

Transports individuals to and from activities, programs and services as necessary with county provided vehicles.

Schedules public transportation for seniors through ICPTA (Inner-County Public Transportation Authority); reports units of service to local/state agencies. Inputs units into state mandated ARMS (Aging Resources Management System) for all site usage.

Maintain center video/book libraries, updating them with current publications.

Maintains inventory of products; let Director know what has to be ordered in the way of supplies.

Maintain a weekly building maintenance log to be turned in weekly to Director.

Make supply/food purchases when approved by Director.

Goes to the post office, county courthouse and the bank, if applicable.

Receive/document and issue receipts for all monies received for trips (including charter), classes or other activities. Places all reminder phone calls for monies due, time of departure, set appointments, etc.  
Operates various office machines.

Responsible for quarterly fire drills, monthly extinguisher inspections and regional required documentation.

Delivers home delivered meals as needed.

Assists in planning, set up and breakdown for special events.

Assists with implementation of programs held at additional county locations as needed.

### **ADDITIONAL JOB FUNCTIONS**

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

Operates local nutrition sites/daily operations in absence of Site Manager at any senior center when needed.

In absence of Director, handles staff time off request.

Performs custodial work as necessary.

Occasionally required to work outside of normally scheduled business hours.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 1 to 2 years of experience in administrative or program work in a human services field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be able to type 35 WPM. Proficiency in Microsoft programs preferred. Willingness to obtain CDL preferred.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including typewriters, adding machines, copiers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

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

**Language Ability:** Requires the ability to read a variety of reports, correspondence, records, forms, schedules, calendars, etc. Requires the ability to prepare correspondence, records, reports, advertisements, forms, calendars, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. 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.

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

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

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

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

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

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

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

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

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

General knowledge of common Senior Services programs.

General knowledge of state and local ordinances and codes administered concerning work with the elderly.

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

Ability to deal tactfully and firmly with co-workers and the general public.

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

Knowledge of Food Service.

10/05/2020 (BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: CURRITUCK MARITIME MUSEUM MANAGER**

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

Under limited supervision, The Currituck Maritime Museum Manager is responsible for the day to day operations of the museum which includes planning, organization and staffing. The position also includes visitor services and education. The Maritime Museum Manager must enjoy working with people, must be comfortable with public speaking and have excellent organizational skills. This position reports to the Historic Corolla Park Site Manager/Curator.

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

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

- Represents the museum in contacts with the public
- Responsible for the daily operations of the museum
- Assists Site Manager Curator with the creation and maintenance of a policy manual and safety procedures for the museum
- Ensures cleanliness of the museum and the museum's restroom facilities
- Assists the Site Manager/Curator in the development of seasonal and/or new exhibits
- Under the guidance of the Site Manager/Curator, responsible for creating off site programming for speaking engagements
- Assists in the ongoing collection of historical narratives of Currituck watermen and sportsmen
- In accordance with accepted collection management practices, assists in the care and acquisition of objects for the collection
- Watches over the safety and condition of objects on display and reports problems to the Site Manager/Curator
- Assists in tracking museum artifacts and in the maintenance of ownership status
- Responsible for the oversight of the museum's technology and ensuring that it is in good working order and properly maintained
- Plans educational programming for museum visitors of all ages
- Works with tourism staff to develop website and social media strategies to promote the museum
- Writes press releases for media distribution
- Responsible for recruiting, training, and scheduling part-time museum docents
- Completes monthly work schedules for the museum utilizing the docents
- Works with the Visitor Centers Supervisor to update the Employee Handbook and conducts yearly training with museum docents
- Responsible for the oversight and scheduling of community or other public groups wishing to use the museum's classroom (this includes scheduling, maintaining key integrity and changing codes on the lockbox after each use of the public)

## **CURRITUCK MARITIME MUSEUM MANAGER**

- Reports repair and maintenance needs of the building, grounds and landscaping to the Site Manager/Curator
- Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors in addition to the Maritime Museum
- Maintains statistical information for the museum
- Maintains a cohesive working relationship with Travel & Tourism personnel to ensure a unified and effective promotional effort.
- Performs other duties as assigned by the Site Manager/Curator, Travel & Tourism Director, County Manager

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Travel & Tourism Director and County Manager during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a four-year college/university degree with a major in history, museum studies, hospitality/tourism, business, or marketing or equivalent work experience in these areas. A minimum of 5 years work experience in any of these areas is also required.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar 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 clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, 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.

## CURRITUCK MARITIME MUSEUM MANAGER

**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 accounting, engineering, legal, and marketing terminology.

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

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

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

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

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

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

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources of the County.

Knowledge of general management and business organization principles and practices.

Considerable knowledge of County geography.

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

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

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

**CURRITUCK MARITIME MUSEUM MANAGER**

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

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

ED: 10/05/2020 (BOC)

Attachment: Maritime Museum Manager 10 05 2020 (Job Description Revisions-Variou)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LABORATORY TECHNICIAN/WATER PLANT OPERATOR**

#### **WATER DIVISION**

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

Performs difficult technical laboratory chemistry work in a water treatment plant necessary for the monitoring of water quality and safety.

#### **Distinguishing Features of the Class**

An employee in this class performs and oversees a variety of chemical, biological, and microbiological tests designed to produce safe water production. Work includes conducting laboratory procedures, data collection and preparing necessary reports and maintenance of records and files in a state-certified laboratory. The employee also may participate in plant operations and maintenance. The employee is subject to hazards associated with chemical work including exposure to electrical current, and chemicals, fumes, odors, dusts, mists, gases, and poor ventilation. The employee may be required to wear a respirator. Work is performed under general supervision and is reviewed for conformance to testing and reporting procedures and accuracy.

#### **Duties and Responsibilities**

##### **Essential Duties Job Functions and Tasks**

Operates a state-certified laboratory for the analysis of water quality and safety; performs laboratory tests; establishes standard methods and protocols; trains other staff in analysis processes and methods; prepares laboratory SOP manual.

Operates a microcomputer to analyze and track test results.

Performs a variety of standardized laboratory tests and analysis of raw and treated water samples to determine efficiency of treatment.

Prepares solutions, media and reagents.

Performs tests to determine a variety of properties including ph, temperature, chlorine, phosphates, alkalinity, coliform and fecal bacteria and related analyses.

Performs treatment plant operations as needed; reads meters and takes samples as needed.

Maintains inventory of chemicals, solutions, and other laboratory supplies; purchases needed supplies and equipment.

Performs quality control program on equipment and supplies to assure reliable test results; maintains laboratory equipment in proper operating order; maintains state laboratory certification.



Interprets laboratory tests and prepares required reports: consults with, informs, and advises plant personnel about controls to be used, defects found, or changes in treatment process; participates in problem-solving regarding process control; conducts methodology experiments to identify process control strategies.

Coordinates contracted laboratory analysis; reviews results.

Prepares monthly monitoring reports by entering and checking data and formatting reports.

Conducts laboratory analysis to maintain state certification.

### **Additional Job Duties**

Performs additional related tasks as assigned.

### **Recruitment and Selection Guidelines**

### **Knowledges, Skills and Abilities**

Considerable knowledge of modern laboratory techniques, materials, and equipment, including those used in difficult chemical and biochemical analysis of water and wastewater.

Considerable knowledge of the principles of organic and inorganic chemistry as applied to water treatment.

Laboratory Technician  
Page 2

Considerable knowledge of computer applications and peripherals in laboratory work.

Ability to read and interpret technical federal and state guidelines on water treatment procedures and tests.

Ability to prepare and keep accurate records and prepare reports.

Ability to understand and carry out oral and written instructions.

Ability to perform mathematical calculations.

Ability to provide training of operations or other staff in laboratory procedures.

Ability to establish and maintain effective working relationships with peers, superiors, and contracting agencies.

### **Physical Requirements**

Must be able to perform the basic life functions of stooping, crouching, reaching, standing, lifting, fingering, grasping, talking, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess visual acuity to prepare and analyze laboratory results, data, and figures, to operate a microcomputer, and to perform visual inspection of measurement devices.

### **Desirable Education and Experience**

Graduation from a community college with a degree in chemistry, environmental science or related field, and some related laboratory and/or water treatment operations experience. Prefer BS in chemistry.

Special Requirements

Possession of a grade B surface well water treatment plant operator certification. Possession of certification at C-Well for well water treatment issued by the State of North Carolina within one year of employment date.

Currituck County  
2009

ED: 10/05/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE/REPAIR WORKER – HVAC**

#### **PUBLIC WORKS DIVISION**

#### **PUBLIC WORKS DEPARTMENT**

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

Under general supervision performs journey level skilled activities that might include the work of specialized equipment operators, electricians, plumbers, HVAC technicians, and carpenters or other journey specialist activities. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment.

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

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

Responds to all HVAC repair needs in/on County owned/leased buildings and grounds.

Operates, maintains and repairs building HVAC equipment and systems throughout the County; performs emergency repairs on HVAC and plumbing systems; upgrades HVAC and plumbing systems; installs new components as required; corrects minor plumbing problems and repairs plumbing fixtures; performs pipe-fitting and new equipment installations.

Troubleshoots electrical, mechanical, plumbing, heating and refrigeration systems for operation problems, leaks, etc.; repairs or replaces system components to restore efficient operation of equipment

Procures materials and supplies for building maintenance, Estimates time, materials, and costs for repair work

Performs a variety of skilled and semi-skilled maintenance functions for county facilities, including repair, replacement, and maintenance of doors and windows, walls and structures, flooring, ceilings, and various fixtures and hardware.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours. Will be on a rotation for on call and can be called back for after hours emergencies.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with bloodborne pathogens.

Stays informed of trends and legislation regarding energy saving equipment and fixtures.

Maintains current knowledge of HVAC code.

### **ADDITIONAL JOB FUNCTIONS**

Set up voting election polling sites and Christmas decorations.

Work with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

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.

### **CUSTOMER SERVICE**

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

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school or GED, 3 to 5 years of building trades and maintenance experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

Possession and maintaining a valid CFC license, EPA Certified, R410A Certified.

~~Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License is required within two years of employment date.~~

North Carolina Commercial Driver's License is required within one year of employment.

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

Physical Requirements: Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently,

and/or up to 25 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 part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

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

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

Language Ability: Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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

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

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using various landscape maintenance tools and equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, 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.

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

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

Working knowledge of the standard methods, materials and equipment employed in HVAC electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

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

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

ED: ~~10/07/2019~~ (REV BOC)

ED: 10/05/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: Public Works Operations Manager**

**PUBLIC WORKS DIVISION**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs complex duties supervising and exercising direct administrative and management responsibilities for the Solid Waste Divisions and County Public Works, as well as Mosquito Control, and Public Beach Facilities. Work involves preparing and administering departmental budgets, administering and managing contractual services, significant accountability for planning, program development and implementation, and supervising and evaluating employees within the departments in accordance with federal, state and local environmental laws and regulations. Work involves extensive public contact with general public, contractors, County, State, and Federal officials, and County Departments. Work requires considerable independent judgment. Individual in this capacity is on call 24 hours per day, 7 days per week. This position is classified as essential personnel and must maintain duty assignment in adverse conditions. Reports to the Public Works Director.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

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

Ensures coordination of activities with other departments, governmental jurisdictions and agencies.

Participates in contract negotiation, monitors contractors for performance, costs, and approves payment upon acceptance of services.

Meets with Facility Managers to obtain information about facility issues.

Reviews construction drawings for new facilities.

Acts as a liaison between other departments.

Develops implements and manages annual budgets for Public Works, Solid Waste/Recycling, Public Beach Facilities, Court Facilities and Mosquito Control.

Develops implements and manages a Facility Improvement Plan to guide budgetary decisions.

Works with the County's Safety Officer and implements safety training to staff.

Prioritize daily workload and assign proper resources to accomplish tasks.

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

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

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

Enforces the Solid Waste Ordinance.

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

Reviews and formulates bid specifications and requests for proposals.

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

Conducts or directs the completion of special projects as assigned

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

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

Prepares schedule for the public works department and community service workers; verifies and authorizes time sheets.

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

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

#### **ADDITIONAL JOB FUNCTIONS**

Attends meetings of department heads, and Albemarle Regional Solid Waste Authority meetings.

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.



### **CUSTOMER SERVICE**

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

### **SUPERVISION**

Direct supervision over employees in the Public Works Department. Includes assigning, directing, evaluating and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Knowledge of the equipment, materials and engineering used in the construction, maintenance and repair of buildings, grounds.

Considerable knowledge of Solid Waste operations and programs.

Considerable knowledge of governmental budgeting, personnel, and purchasing practices.

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

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

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

Ability to prepare complex and detailed records and reports.

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

Ability to promote and educate the public with concerns.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships with County officials, other public officials, County employees, contractors, and the public as necessitated by work assignments.

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

Considerable knowledge of modern office practices and procedures.

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

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

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

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

ED: 10/05/2020 (BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE/REPAIR WORKER – ELECTRICIAN**

**PUBLIC WORKS DIVISION**

**PUBLIC SERVICES WORKS DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, maintains County grounds and buildings by making electrical, mechanical, and plumbing repairs as needed. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment. Reports to the Maintenance Supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Responds to all electrical installation and repair needs in/on County owned/leased buildings and grounds.

Carry out work order requests while coordinating duties to correspond with other workers, batching work orders in geographic locations to the greatest extent possible.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Make electrical, mechanical, and plumbing repairs to keep County buildings in functional condition. Pressure washing buildings, carpentry work, painting and other trade work as necessary to keep County Buildings in top aesthetic condition.

Procures materials and supplies for building maintenance.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with bloodborne pathogens.

Stays informed of trends and legislation regarding energy saving equipment and fixtures.

Maintains current knowledge of electrical building code.

### **ADDITIONAL JOB FUNCTIONS**

Set up voting election polling sites and Christmas decorations.

Work with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

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.

### **CUSTOMER SERVICE**

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

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and demonstrated ability to perform electrical, mechanical, and plumbing work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Licensed electrician with five or more years of experience.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

Possession and maintaining a valid NC Electrical Contractor License.

~~Certification in chain saw operation and maintenance is required within two years of employment date.~~

~~Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License is required within two years of employment date.~~

North Carolina Commercial Driver's License is required.

Aerial Lift Certification is preferred.

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

Physical Requirements: Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 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

part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

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

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

Language Ability: Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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

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

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using various landscape maintenance tools and equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, toggle switches, 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.

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

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

Working knowledge of the standard methods, materials and equipment employed in electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)  
ED: 12/2/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE/REPAIR WORKER**

#### **PUBLIC WORKS DIVISION**

#### **PUBLIC WORKS DEPARTMENT**

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

Under general supervision, maintains County grounds and buildings by making electrical, mechanical, and plumbing repairs as needed. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment. Reports to the Maintenance Supervisor.

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

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

Carry out work order requests while coordinating duties to correspond with other workers, batching work orders in geographic locations to the greatest extent possible.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Makes electrical, mechanical, and plumbing repairs to keep County buildings in functional condition. Pressure washing buildings, carpentry work, painting and other trade work as necessary to keep County Buildings in top aesthetic condition.

Procures materials and supplies for building maintenance.

Empties trash containers at beach access locations, cleans beach access restroom facilities following in-season and out-of-season schedules.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours. Will be on a rotation for on call and can be called back for after hours emergencies.



Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

Sets up voting election polling sites and Christmas decorations.

Works with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

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.

### **CUSTOMER SERVICE**

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

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and demonstrated ability to perform electrical, mechanical, and plumbing work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license. North Carolina Commercial Driver's License preferred.

~~Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License required within two years of employment date.~~

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

Physical Requirements: Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 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 part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

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

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

**Language Ability:** Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using various landscape maintenance tools and equipment.

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

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

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

Working knowledge of the standard methods, materials and equipment employed in electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

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

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

~~ED: 10/07/2019 (REV BOC)~~

ED: 10/05/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE HELPER CURRITUCK COUNTY RURAL CENTER**

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

Under general supervision, maintains County grounds by cutting grass and general landscape maintenance. Work involves operating light machinery and equipment to mow grass, trim shrubbery, prune trees, rake leaves, etc., and picking up trash and litter. Reports to the Currituck County Rural Center Manager.

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

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

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Assists in preparing landscape for planting.

##### **ADDITIONAL JOB FUNCTIONS**

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

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**

Graduation from high school preferred and demonstrated physical ability to perform landscape maintenance work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

##### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including tractors, lawn mowers, string trimmers, hand tools, etc. Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 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 part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium to Heavy Work.

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

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

**Language Ability:** Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using various landscape maintenance tools and equipment.

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

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

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

Working knowledge of the standard methods, materials and equipment employed in basic landscaping and grounds maintenance operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

### **MAINTENANCE HELPER**

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in grounds maintenance work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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 CCFEMS.

Assist with system compliance training for Ocean Rescue personnel.

Coordinates and assist with EMD Continuing Education.

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

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

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

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

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

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

Prepares and maintain employee orientation check-off requirements.

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

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

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

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

Participates in a continuing training program to improve competence in medical clinical work and in ambulance/fire service operation; maintains knowledge of new or modified operational

EMS – Training Officer

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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.

EMS – Training Officer

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Must possess a valid driver operator license. Certification as an emergency vehicle operator or equivalent. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

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: 10/05/2020 (REV BOC)

~~ED: 08/06/2018 (REV BOC)~~

EMS – Training Officer



## **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 re-credentialing 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 re-credentialing 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**

Must possess a valid driver operator license. Certification as an emergency vehicle operator or equivalent. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

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: 10/05/2020 (REV BOC)

~~ED: 08/06/2018 (REV BOC)~~



## CURRITUCK COUNTY JOB DESCRIPTION

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

### DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

#### Operation Division

#### GENERAL STATEMENT OF JOB

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

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Intermediate as outlined in 10A NCAC 13P .0502; and Basic Life Support, Healthcare Provider (CPR), or equivalent. NC Firefighter II certification or equivalent preferred.

### **SPECIAL REQUIREMENTS**

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

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, 36 hours of continuing education per year. Obtain Prehospital trauma life support (PHTLS) within one year of employment.

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

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

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

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

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

other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

~~ED: 07/01/2019 (BOC)~~

Attachment: E-Body EMT Advanced 10 05 2020 (Job Description Revisions-Fire and EMS)



## CURRITUCK COUNTY JOB DESCRIPTION

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

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

### **SPECIAL REQUIREMENTS**

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

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

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

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

ED: 10/05/2020 (REV BOC)

ED: 07/01/2019 (BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

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

#### **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 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 an EMS Supervisor and is evaluated through peer review/quality management, observation, and public feedback and performance evaluation. Reports to the Shift Lieutenant/Captain. This position serves in an E-Body capacity.

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

#### **ESSENTIAL JOB FUNCTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

#### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

### **SPECIAL REQUIREMENTS**

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

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

Emergency vehicle operator certification, CEVO or equivalent

Hazardous Material Awareness and Terrorism – Level I

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

ED: 07/01/2019 (BOG)



## CURRITUCK COUNTY JOB DESCRIPTION

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

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

### **GENERAL STATEMENT OF JOB**

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

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

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

### **SPECIAL REQUIREMENTS**

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

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

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

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

ED: 10/05/2020 (REV BOC)

ED: 06/20/2016 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

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

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

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

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

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

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

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

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

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

Implement, coordinate, oversee and maintain a vehicle maintenance program for all department vehicles that is consistent with 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 Captain or Chiefs for review.

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

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

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

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

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

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



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

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

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

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

### **ADDITIONAL JOB FUNCTIONS**

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

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

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

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

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

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

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

Performs other related work as required.

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

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

privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

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

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

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

### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

Oversee Patient reporting and billing for the department.

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

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

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

Current Basic Life Support, Healthcare Provider (CPR) instructor 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.

Emergency vehicle operator certification, or equivalent.

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

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

### **SPECIAL REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

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



## **CURRITUCK COUNTY JOB DESCRIPTION**

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

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

##### **Operation Division**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Intermediate as outlined in 10A NCAC 13P .0502; and Basic Life Support, Healthcare Provider (CPR), or equivalent. NC Firefighter II certification or equivalent preferred.

### **SPECIAL REQUIREMENTS**

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

Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, 36 hours of continuing education per year. Obtain Prehospital trauma life support (PHTLS) within one year of employment.

Emergency vehicle operator certification, or equivalent

Hazardous Material Awareness and Terrorism – Level I

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

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

Attachment: EMS EMT Intermediate 10 05 2020 (Job Description Revisions-Fire and EMS)



## CURRITUCK COUNTY JOB DESCRIPTION

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

#### **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 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 an EMS Supervisor and is evaluated through peer review/quality management, observation, and public feedback and performance evaluation. Reports to the Shift Lieutenant/Captain.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **ADDITIONAL JOB FUNCTIONS**

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

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

### **SPECIAL REQUIREMENTS**

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

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

Emergency vehicle operator certification, CEVO or equivalent

Hazardous Material Awareness and Terrorism – Level I

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

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



## **CURRITUCK COUNTY JOB DESCRIPTION**

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

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

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

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

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

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

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

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

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and 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 an accurate and correct track of narcotics and drug supply in accordance with DEA standards; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture 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. North Carolina residents must obtain DMV Class B Operator's license within one year of employment.

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

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

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

Fire apparatus operator certification or equivalent preferred.

Emergency vehicle operator certification, or equivalent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working knowledge of firefighting techniques.

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

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

Working knowledge of radio communications equipment.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA regulations.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

ED: 08/06/2018 (REV 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 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 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 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. 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 credentialed by the North Carolina Office of Emergency Medical Services as an EMT Advanced 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.

Must have or obtain Fire Officer I Certification or equivalent 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 Causality Incident Management processes and procedures.

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

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

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

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

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight 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: 10/05/2020 (REV BOC)

ED: 08/17/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

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

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

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

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

##### **ESSENTIAL JOB FUNCTIONS (LIEUTENANT)**

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

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

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; keep perpetual inventory of supplies and equipment using an electronic database.

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

Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on 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 EMS Captain and/or Deputy Chief for review.

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

### **ESSENTIAL JOB FUNCTIONS**

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

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

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

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

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

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

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

### **ADDITIONAL JOB FUNCTIONS**

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

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

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

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

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

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

Performs other related work as required.

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

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

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

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

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

### **MINIMUM TRAINING AND EXPERIENCE**

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

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

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

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

Emergency Vehicle Operator Certification, CEVO or equivalent.

### **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 and the National Incident Management System–700 and 800.

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

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

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

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

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

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**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.

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

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

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

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

Working knowledge of Incident Management Systems and procedures.



Working knowledge of Mass Causality Incident Management processes and procedures.

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

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

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

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

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

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

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

ED: 10/05/2020 (REV BOC)

~~ED: 08/17/2020 (REV BOC)~~





## CURRITUCK COUNTY NORTH CAROLINA

September 21, 2020

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00 PM Mainland Sewer Utilities Discussion

The Currituck County Board of Commissioners met in a work session at 5:00 PM in the Board Meeting Room to discuss mainland sewer utilities. A powerpoint was used by County Manager, Ben Stikeleather, to present an overview of wastewater utility services in Moyock. Mr. Stikeleather reviewed a history of design and operational challenges at the Moyock Regional Wastewater facility that resulted in the issuance of multiple violations and fines from the North Carolina Department of Environmental Quality. Results of an independent engineering design analysis of the plant was reviewed with Commissioners, which also included options for plant upgrades or replacement and cost estimates.

Pros and cons of selling the system were presented. Costs for replacement, debt options, and estimated utility rates based on modeling of the current customer base were discussed. Utility rates and debt service related to anticipated commercial and residential growth in the Moyock area were considered.

Commissioners asked that the engineering documents be forwarded for review and the County Attorney, Ike McRee, was authorized to reach out to experienced legal counsel to determine what, if any, liability may lie with the original design contractors.

Will Rumsey, Utilities Director, and Eric Weatherly, County Engineer, attended and provided additional information related to the history and operation of the plant. Mr. Stikeleather said he will need direction fairly quickly as to how the Board would like to proceed.

The work session concluded at 5:48 PM.

#### 6:00 PM CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	

Communication: Minutes for September 21, 2020 (Approval Of Minutes-Sept. 21, 2020)

Kevin E. McCord	Commissioner	Present	
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Chairman White called the meeting to order.

### **A) Invocation & Pledge of Allegiance**

Commissioner McCord offered the Invocation and led the Pledge of Allegiance.

### **B) Approval of Agenda**

Commissioner McCord moved to approve the agenda. Commissioner Jarvis seconded the motion and the motion carried.

Approved agenda:

### **Work Session**

5:00 PM Mainland Sewer Utilities Discussion

### **6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

### **Public Comment**

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

### **Commissioner's**

### **Report**

### **County Manager's**

### **Report**

### **Old Business**

- A) PB 19-20 Flora Farm: Rezone 224.44 acres from Agricultural (AG) to Planned Development-Residential (PD-R) for property located in Moyock immediately south of Eagle Creek subdivision and Moyock Middle School. The request includes 285 single-family dwelling lots, up to 100,000 sf commercial, 125 upper story dwelling units, and a 22 acre school site

### **New Business**

**A) Consideration of Annual Outdoor Tour Operator Licensing Fee Payments****B) Soil & Water 205J Grant****C) Consent Agenda**

1. Resolution Authorizing the Purchase of Hardware from InstruLogic, LLC, for the Operation of Sailfish Street Stormwater Site through Sole Source Purchase Pursuant to N.C. GEN. STAT. §143-129(e)(6)
2. Resolution Authorizing the Purchase of Hardware and Software from Eastern Data, Inc. through Sole Source Purchase Pursuant to N.C. GEN. STAT. §143-129(e)(6)
3. Shingle Landing Park/Dominion ROW Agreement
4. Maritime Museum Change Order #3
5. Approval Of Minutes-Sept. 8, 2020, Sept. 14, 2020 Special Meeting

**Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and to Preserve the Attorney-Client Privilege

**Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**PUBLIC COMMENT**

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

Chairman White opened the Public Comment period.

Jamie Schwedler, Attorney representing the applicant for the Flora Farm rezoning, spoke in favor of approval and highlighted some of the supporting policies including in the county's Unified Development Ordinance and Moyock Small Area Plan. Ms. Schwedler addressed concerns over school capacities and adequate public facilities and cited the planned school expansions and a phased construction plan for development.

Justin Old, developer, also spoke to support the approval of the Flora Farm rezoning request. Mr. Old acknowledged the efforts of county staff and the applicant team to both mitigate and provide solutions to address the concerns of the county. He noted approval

would allow further relief for area residents based on commitments made for improved stormwater infrastructure, drainage and ditch maintenance.

No others were signed up nor wished to speak and the Public Comment period was closed.

### **COMMISSIONER'S REPORT**

Chairman White reported the Currituck/Knotts Island ferry has resumed operations and he commended North Carolina State House Representative Bobby Hanig for his efforts. He reported North Carolina will be included in a Federal moratorium prohibiting off-shore drilling. Chairman White announced he will be traveling and will not be at the next Commissioners meeting.

Commissioner Payment serves on the Albemarle Regional Health Services (ARHS) Board and provided an update on the Covid-19 cases in Currituck County and reported the first death in Currituck County. Because of supply delays, he asked citizens who receive their flu shots through ARHS to please call in advance to make sure the shots are available. ARHS is expecting their supply to be received by the end of September.

Commissioner Mary Etheridge also thanked Representative Bobby Hanig and State Senator Bob Steinburg for their efforts and said she rode the ferry to Knotts Island when the runs resumed. She announced the launch of the Department of Social Services Operation Santa Clause program and encouraged people to support the effort.

Commissioner McCord began with anniversary wishes to his wife. He, too, acknowledged the efforts of Representative Hanig and the great job he does for the district.

Commissioner J. Owen Etheridge asked that a Resolution of Appreciation be adopted by the Board of Commissioners in recognition of the efforts of those involved in getting the Currituck/Knotts Island ferry operational.

Commissioner Jarvis talked about the adoption of the United States Constitution in 1787. She encouraged citizens to register to vote and appreciate this privilege that allows us to choose our leaders.

The County Manager was asked about this year's annual holiday parade and tree lighting. Mr. Stikeleather said a tree has been purchased.

### **COUNTY MANAGER'S REPORT**

Ben Stikeleather, County Manager, announced the estate of Sheldon Metcalfe donated over \$121,000 to The Whalehead Club in Historic Corolla Park, along with a portion of royalties from a textbook he wrote. He announced upcoming work sessions and updated Commissioners on county projects. He read an email from a citizen who acknowledged Engineering Tech Nick Ingold and his efforts in support of the Carova Roads Maintenance Service District.

### **OLD BUSINESS**

- A. PB 19-20 Flora Farm: Rezone 224.44 acres from Agricultural (AG) to Planned Development-Residential (PD-R) for property located in Moyock immediately south of Eagle Creek subdivision and Moyock Middle School. The request includes 285 single-family dwelling lots, up to 100,000 sf commercial, 125 upper story dwelling units, and a 22 acre school site**

APPLICATION SUMMARY	
<b>Property Owner:</b> John J. Flora III PO Box 369 Moyock NC 27958  Mary Nell Flora Brumsey 117 Puddin Ridge Rd Moyock NC 27958	<b>Applicants:</b> John J. Flora III Mary Nell Brumsey  <b>Developer:</b> Justin Old North-South Development Group LLC 417D Caratoke Hwy Moyock NC 27958
<b>Case Number:</b> 19-20	<b>Application Type:</b> Rezoning to PD-R
<b>Parcel Identification Number:</b> 0015-000-085B-0000; 0015-000-085C-0000, 0015-000-085A-0000	<b>Existing Use:</b> Single-family dwelling and Farmland
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 224.44
<b>Moyock Small Area Plan Classification:</b> Full and Limited Service	<b>Zoning History:</b> A (1989); A-40 (1975)
<b>Current Zoning:</b> AG (Agricultural)	<b>Proposed Zoning:</b> PD-R (Planned Development – Residential)
<b>Request:</b> The developer is requesting to rezone the property from AG to PD-R. The request includes 285 single-family dwelling lots, up to 100,000 sf commercial, 125 upper story dwelling units, and a 22 acre school site.	

ZONING DISTRICT COMPARISON				
ZONING	APPROX MAX # UNITS	OPEN SPACE (%)	GROSS DENSITY* (Units/Acre)	NET DENSITY “FEELS LIKE” (Units/Acre)
PD-R (PROPOSED)	410 + Commercial + School	30.1	1.83	2.93
AG (EXISTING)	74	50	.33	.66
SFM	224	40	1	1.66
MXR** (Single-Family) (Multi-Family)	448	30	2	2.86
	673	40	3	5.0
*Assumes 10% area for infrastructure. **These numbers are assuming the Full Service designation in the <i>Land Use Plan</i> would supersede the split Full Service/Limited Service designation in the Moyock Small Area Plan as in an adjoining development.				

Chapter 3 Zoning Districts of the UDO defines a Planned Development – Residential as a development with a purpose to “encourage the use of innovative and creative design to provide a mix of different residential uses in close proximity to one another on mainland Currituck County, while at the same time providing an efficient use of open space. Limited, small-scale commercial uses may be allowed in the PD-R district, primarily to serve the needs of residents in the development.” A planned development zoning district classification is defined by a master plan and a terms and conditions document. The applicant’s objective is “to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and strong sense of community. True Mixed Use/Commercial development is also proposed to serve the needs of both the residents in this development and the surrounding community.” The proposal includes a total of 410 dwelling units with a mix of upper story dwelling units and conventional single-family dwelling units. The proposed development includes up to 100,000 sf of commercial designation with out-parcels and larger commercial buildings with commercial uses located on street level and upper story residential apartments. The proposal contains 67.55 acres of open space, not counting the school site. Recreational amenities include a clubhouse, swimming pool, nature overlook, a dog park, and amenities related to a school. The plans also show an independent WWTP proposed for the development.

SURROUNDING PARCELS		
	LAND USE	ZONING
NORTH	LOW DENSITY RESIDENTIAL/ CULTIVATED FARMLAND	AG/GB
SOUTH	LOW DENSITY RESIDENTIAL/ CULTIVATED FARMLAND	SFM/AG
EAST	FOST PLANNED DEVELOPMENT	PD-R
WEST	RESIDENTIAL (EAGLE CREEK AND RANCLAND)	SFM/AG

#### COMMUNITY MEETING

The developer held a community meeting on January 22, 2020 at the Moyock Library at 6:00 p.m. There were approximately 12 people in attendance. The primary concerns addressed were regarding traffic on Survey Road, lack of connectivity to Ranchland, and drainage. There were also discussions regarding site design, school site size, and commercial tenants. A community meeting summary prepared by the applicant is attached to this staff report.

#### TRANSPORTATION

The internal transportation network includes a divided boulevard within an 80’ minimum right-of-way, a typical local roadway with a 40’ minimum right-of-way, 4 interconnections with Fost Planned Development, and 5’ sidewalks along all streets. The external transportation network includes the main boulevard connection on the south side of Survey Road, a driveway connection on the north side of Survey Road, and an 8’ multi-modal path along Caratoke Highway. The residential units, school, and commercial area are expected to generate the below trips per day at full build-out in 2026.

ZONING	TRIPS PER DAY
PD-R (PROPOSED)	8,380* (Fost – 5,978*)
AG (EXISTING)	708
SFM	2144
MXR** (Single-Family)	4,287
(Multi-Family)	4,475
*VHB Phasing Memorandum **These numbers are assuming the Full Service designation in the Land Use Plan would supersede the split Full Service/Limited Service designation in the Moyock Small Area Plan as in an adjoining development.	

**May 5, 2020 TIA:** This TIA has been approved by NCDOT (See attached letter from David Otts, District Engineer.) Since the school site is not included in the TIA, it is not possible to determine the adequacy and safety of travelling public within and surrounding this site at this time. It is understandable that driveway location for the school is not determined yet, but the volume of traffic based upon the size of the school can be determined. An elementary school generates a large volume of traffic. While Fost is included as a background development, Moyock Farms is not. Moyock Farms is submitting revised plans that show 100% of its traffic to access through Fost. The list of improvements suggested or referenced by the final TIA is compiled after descriptions of the older TIA submitted to staff. At the June 9, 2020 Planning Board meeting, the applicant's attorney stated a TIA would be completed for the school site in the future.

**March 4, 2020** staff received the attached “**Flora Farm Subdivision – Phasing Memorandum**” from VHB Engineering NC. The memorandum states “The TIA analyzed the Fost Tract Development as a background project which would be completed prior to the Flora Farm Subdivision. Since the submittal of the TIA, the construction schedules for both projects have shifted, and it is expected that construction for both developments will overlap with each other. The recommended offsite improvements within the TIA for the building of both developments are still valid; however, this memorandum provides clarification for how those improvements should be phased as both developments are being constructed.” The county has not received approval from NCDOT regarding the recommendations. It is also unclear if NCDOT commented on the first TIA or the second TIA. NCDOT had not seen or commented on the Phasing Memorandum as of March 25, 2020.

The Phasing Memorandum contains roadway improvements for Fost Boulevard not included in either TIA previously submitted. While the Phasing Memorandum states that recommended offsite improvements are still valid, there appears to be conflict in some areas. For example at Caratoke Highway and Survey Road (Unsignalized), the TIA recommends striping out at least 150 feet of storage within the existing two-way left-turn lane along Caratoke Highway for the northbound left-turn. The memorandum indicates striping out at least 200 feet of full storage within the existing northbound two-way left-turn lane along Caratoke Highway at Survey Road. It is recommended that the TIA be amended



to include the memorandum suggestions and any discrepancies be rectified before resubmittal of another TIA. The TIA must be approved by NCDOT prior to resubmission.

**January 20, 2020 TIA and January 31, 2020 TIA:** Routes all residential traffic through the future Fost Boulevard to Caratoke Highway in the adjoining development. The developer indicates that this is not correct, but a revised TIA has not been submitted. The TIA indicates that the future signalized intersection as part of the Fost Development can accommodate the additional traffic generated during the residential phase, and no signalizations or offsite lane geometric improvements are recommended. On March 25, 2020 the developer submitted a revised phasing plan indicating subdivision access to Survey Road as part of Phase 1.

Once the development is fully constructed (not including school) in 2026, the TIA recommends the following improvements:

Caratoke Highway and Survey Road (unsignalized)

The Survey Road eastbound stop-controlled approach is expected to operate at a Level of Service (LOS) E during the PM peak hour under Build (2026) conditions if no additional improvements are made. After the build-out of the development, vehicles will be able to access full movement traffic signals at Survey Road to north of the development, and Fost Boulevard south. Therefore the following improvements are recommended for the intersection:

- Provide a southbound right-turn lane with at least 100 feet of full storage and appropriate taper.
- Restrict access at the intersection to not allow left-turns off of Survey Road. This restriction of access should be completed when approximately 30% of the total estimated trips for the site are observed, likely in conjunction with the southbound right-turn lane installation.
- Stripe out at least 200 feet of storage within the existing two-way left-turn lane along Caratoke Highway for the northbound left turn.
- Monitor the intersection for potential signalization in the future.

Survey Road and Future Access #1/Future Access #2

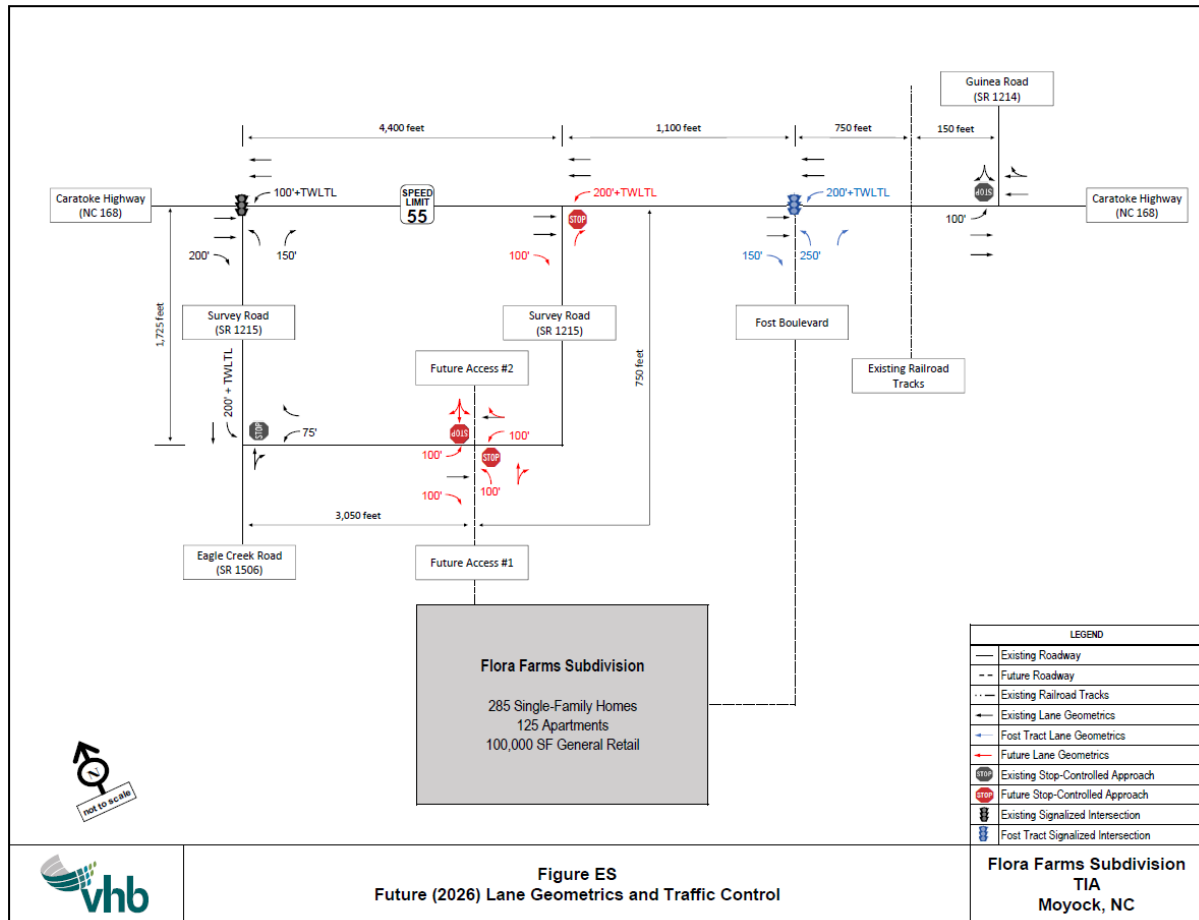
The proposed stop-controlled driveways are projected to operate at acceptable levels of service during peak hours under Build (2026) conditions. The following driveway configuration for both access driveways should be considered to enhance traffic operations and safety:

- Connect both driveways to Survey Road with stop-controlled approaches as a full movement four-leg intersection.
- Construct Future Access #1 with one ingress lane and two egress lanes. Provide northbound left-turn lane with a minimum of 100 feet of full storage and appropriate taper and a through/right-turn lane. Lydia Street intersects with Future Access #1 approximately 300 feet from Survey Road, which provides the proper internal protected stem to accommodate projected queues. Typically, NCDOT requires a 100 foot minimum internal protected stem for this type of facility.
- Construct Future Access # 2 with one ingress lane and one egress lane.
- Provide an eastbound left-turn lane and right-turn lane along Survey Road, both with a minimum of 100 feet of full storage and appropriate taper.
- Provide a westbound left turn lane along Survey Road with at least 100 feet of full storage and appropriate taper.



The other intersections within the study area are projected to remain at an acceptable LOS once the development is completed; therefore, no additional offsite lane geometric improvements are recommended.

The illustration below depicts the TIA's recommended improvements noted above including an additional stoplight on Caratoke Highway (Survey Road and Fost Boulevard):



The following table depicts the Summary Level of Service Table. NCDOT defines the relationship of travel demand compared to the roadway capacity as the level of service (LOS) of a roadway. Please also reference the attached NCDOT LOS Definitions. The last column of the table indicates LOS at full build-out with road improvements. These counts do not consider the proposed school that is a part of this request; therefore, the LOS projections are not an accurate reflection all proposed uses in the PD-R request.

Communication: Minutes for September 21, 2020 (Approval Of Minutes-Sept. 21, 2020)

## TRAFFIC IMPACT ANALYSIS

Table ES-1 Summary Level of Service Table

Intersection and Approach	Traffic Control	Existing (2019)		No-Build (2026)		Build (2026)		Build (2026) with Improvements	
		AM	PM	AM	PM	AM	PM	AM	PM
<b>Caratoke Highway (NC 168) and Survey Road</b>	Signalized	<b>B (12.3)</b>	<b>A (7.8)</b>	<b>B (13.5)</b>	<b>B (12.2)</b>	<b>B (16.0)</b>	<b>B (18.1)</b>	<b>B (15.7)</b>	<b>B (18.0)</b>
Eastbound		D-44.8	D-46.3	D-43.7	D-50.0	D-41.5	E-61.2	D-41.5	E-61.2
Northbound		A-6.7	A-3.5	A-7.2	A-3.6	A-9.8	A-5.1	A-9.2	A-4.8
Southbound		A-5.9	A-5.8	B-11.2	B-12.2	B-12.0	B-16.2	B-12.0	B-16.2
<b>Caratoke Highway (NC 168) and Survey Road</b>	Unsignalized	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Eastbound		A-9.7	C-15.1	B-10.5	C-21.2	C-23.3	F-844.9	B-11.4	E-37.9
<b>Caratoke Highway (NC 168) and Guinea Road</b>	Unsignalized	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Westbound		C-15.0	C-15.5	C-20.6	C-21.2	C-22.6	C-23.7	C-22.6	C-23.7
<b>Survey Road and Eagle Creek Road</b>	Unsignalized	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Westbound		A-9.6	A-9.8	B-10.2	B-10.4	B-11.2	B-12.1	B-11.2	B-12.1
<b>Caratoke Highway (NC 168) and Fost Boulevard</b>	Signalized	<b>N/A</b>	<b>N/A</b>	<b>B (11.1)</b>	<b>B (11.3)</b>	<b>B (11.9)</b>	<b>B (11.3)</b>	<b>B (13.9)</b>	<b>B (14.1)</b>
Eastbound		N/A	N/A	C-30.5	D-38.2	C-30.1	D-41.1	C-30.2	D-43.7
Northbound		N/A	N/A	A-9.5	B-11.1	A-9.9	B-11.6	B-11.6	B-13.3
Southbound		N/A	N/A	A-4.6	A-8.0	A-7.2	A-7.2	A-9.4	A-9.9
<b>Survey Road and Future Access #1/Future Access #2</b>	Unsignalized	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Northbound		N/A	N/A	N/A	N/A	B-13.3	C-23.5	B-11.7	C-15.4
Southbound		N/A	N/A	N/A	N/A	B-12.4	C-17.7	B-11.7	C-16.2

X (XX.X) = Overall intersection LOS (average delay), X-XX = Approach LOS and average delay

It should also be noted that the School Transportation Director has expressed concern regarding street widths for school bus maneuverability and parking concerns for homes located so close to front property line which has been resulting in insufficient off-street parking causing cars to park on-street making school bus maneuverability very difficult. The applicant has increased the front setback to 35' to alleviate part of the School Transportation Director's concerns.

### Utilities

At the pre-application meeting, the developer said that this development would share a waste water treatment plant (WWTP) with the Fost Development. The plant would be on one property with the spray field on the other. This is allowed, but only with the issuance of a use permit for a major utility unless the two developments are combined into one development. The UDO defines a major utility as "infrastructure services providing regional or *community-wide* service that normally entail the construction of new buildings or structures such as water towers, *waste treatment plants*, potable water treatment plants, solid waste facilities, and electrical substations." The Planning Director interprets a community-wide service facility, such as a waste treatment plant, as a major utility.

The developer did not wish to pursue a use permit for a major utility, and indicated he would provide a separate, independent WWTP for each development. It should be noted that TRC encourages sharing a WWTP between Fost and Flora; however, staff cannot support the developer's interpretation that a shared WWTP is a minor utility that does not require a use permit. While minor utilities are located in or near the neighborhood they service, they are a much less intense use, such as sewage pump station as called out in the UDO, and not the entire WWTP and disposal system.

County water is available to service the request. The Utilities Director has asked the developer to make a main connection off of Survey Road instead of through Fost since Fost is not developed yet and this would make a complete loop for the water line. The loop is important because if there is a water main break at one development, the Water Department could then shut off water to one development instead of to both developments, commercial uses, and a school. The loop would be a more efficient service to the customers and provide a better level of service. The developer has agreed to this request.

**Drainage**

There is an emphasis on downstream maintenance at this time. There are portions of Rowland Creek and the ditches on Guinea Road and Survey Road with brush and debris that need to be cleaned up. The conceptual plan provides limited drainage details.

On-site stormwater will be managed by construction a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater primarily to Rowland Creek both directly and indirectly. Stormwater shall be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes and open, vegetated swales. With designated wetlands on the property, major drainage features traversing the site, high ground water table, low elevation, soils with slow permeability and the known drainage issues in the area, extra precaution must be made to ensure compliance with drainage regulations.

The mitigate drainage concerns, the developer offers the following:

1. The following improvements to stormwater drainage ("Improvements") shall be completed by the Developer prior to recording the final plat for the first phase of development on the Property:
  - i. Continue the Rowland Creek improvements to the northwest to Eagle Creek pump station as authorized by the Eagle Creek Homeowners Association.
  - ii. Improve the existing property line ditch or install a new ditch along a portion of the Property's northwestern common boundary line with Eagle Creek and Ranchland where shown on the Preliminary Drainage Plan on a positive grade with 3:1 side slopes and sized for a 100 year storm event from the drainage basin in which the Property and a portion of Eagle Creek and Ranchland Subdivision are located.
  - iii. The Improvements set forth in this section shall be maintained by the Developer, or a management association created by the Developer.
  - iv. Establish permanent easements along Rowland Creek and the property line ditch described in paragraph iii above for ongoing maintenance of these drainage facilities.
  - v. Improvements will be generally as shown on sheet 5 of the Master Plan drawing.
2. General Stormwater Conditions
  - i. The Developer shall construct berms along ditch outlets against Eagle Creek and Ranchland to reduce the potential of the proposed development's runoff from flooding Eagle Creek and Ranchland during a 100 year storm.
  - ii. On-site stormwater will be managed by construction a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater to Rowland Creek and other drainage outlets both directly and indirectly.
  - iii. In addition to modeling and retaining stormwater to the UDO and Stormwater Manual standard for the difference between runoff from the 10-year developed condition and runoff from a 2-year wooded condition site, stormwater will be modeled for the 100-year storm event and property line berms constructed as necessary to manage the 100-year storm without adversely impacting neighboring properties.
  - iv. Stormwater will be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes and open, vegetated swales.

**Schools**

This development is split by the Moyock and Shawboro school districts (see attached map). On June 9, 2020 the former Superintendent attended the Planning Board meeting and shared a letter (attached) that stated the school site shown on the plan has officially been selected for school construction. The former Superintendent said additional capacity was being added through mobile classrooms at Moyock Elementary; however, the Board of Education has not taken official action by vote on this change in policy as of the writing of this staff report. Section 3.7.2.E of the UDO requires that the PD zoning district designation, the master plan, and the terms and conditions document be consistent with the 2006 Land Use Plan and any applicable functional plans and small area plans adopted by the county. According to Land Use Plan Policy PP2 (see below), it is necessary to

consider adequate public facilities when considering a Planned Development rezoning because of the intensity and residential density of this type of development.

Without official action by the Board of Education changing their capacity numbers to include mobile facilities, adequate school capacity or school capacity programmed to be in place within two years from approval, the inability to meet the adequate public facilities ordinance (UDO Section 6.6) should be considered at the rezoning request. The proposed phasing schedule claims that dwelling units will not be built until school capacity is available in August 2023. The developer is asking for zoning approval of lots in the Moyock Elementary School district now that according to Currituck County School System, there is not adequate facilities to service.

Staff is concerned that approving a phasing schedule based on a conceptual timeframe for elementary school construction could create an unmanageable situation. If there is a delay and the school does not open in August 2023, dwellings could be occupied which will send more students to a school that is over capacity. Considering our recent growth along with the number of lots available for home construction, there is also concern that middle school and high school populations will be near or over capacities in the next three to five years. Other public facilities, such as law enforcement, emergency medical services, firefighting services, county water, will need to be evaluated for adequacy as well.

The below tables lists the proposed number of students this development is projected to generate. While Moyock Elementary has been the primary concern, it should be noted that the middle schools and high schools are at or over committed capacity.

ADEQUATE PUBLIC FACILITIES – SCHOOLS¹				
School	2019-2020 2020-2021 Actual Capacity²	2021-2022 Actual Capacity³	Committed Capacity³	Proposed Capacity Changes
				Number of Students
Moyock Elementary Shawboro Elementary Central Elementary	109%	115%	122%	71
	87%	90%		31
	77%	85%		0
Moyock Middle Currituck Middle	94%	83%	96%	32
	70%			
Currituck High JP Knapp Early College	85%		103%	57

<sup>1</sup>Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

<sup>2</sup>Capacity percentages are based on 2019-2020 and 2020-2021 school year classroom standards and January 2020 ADM

<sup>3</sup>Capacity percentages are based on the 2021-2022 school year classroom standards and January 2020 ADM

On June 11, 2020 the former Superintendent provided the below adjusted Moyock Elementary School capacity numbers based on the addition of four mobile classrooms. Official action by the Board of Education has not been taken to adopt the new capacity numbers. Based on the chart below, the 2021-22 capacity of MES will be 609, The **January 2020 ADM** (average daily membership) for MES provided by school system staff is **609**.

1	<b>Adequate School Capacity Chart (based on K-3 Implementation Schedule)</b>						
2							
3	<b>School</b>	<b>2019-20</b>	<b>2021-22</b>				
4		<b>2020-21</b>					
5	<b>MES</b>	560 (640*)	529 (609*)				
6	<b>SES</b>	641	622				
7	<b>CES</b>	313	282				
8	<b>KIES</b>	236	228				
9	<b>GES</b>	431	413				
10	<b>JES</b>	309	288				
11							
12	<b>CCMS</b>	540	540				
13	<b>MMS</b>	640	640				
14							
15	<b>CCHS</b>	1200	1200				
16	<b>JPk</b>	300	300				
17							
18		K-3 Full Implementation Year					
19							
20	*MES Adjusted Capacities in ( ) were based on the addition of 4 Mobile Classrooms.						
21	MES adjusted capacities expire upon removal/relocation of the Mobile Classrooms.						
22	*adjustments confirmed (6/5/20)						
23							

#### **STAFF'S CONCERNS REGARDING PROJECT CONSIDERATION AT THIS TIME:**

- The Traffic Impact Analysis (TIA):
  - Includes "one background development, Fost Tract Development." Moyock Farms must now be included in the TIA as its only access will be through the Fost Tract, assuming the amended Moyock Farms plan is approved. This will be 31 additional lots. Will the additional estimated 300 trips per day trigger an alternate transportation improvement plan?
  - Since the school site is not included in the TIA, it is not possible to determine the adequacy and safety of travelling public within and surrounding this site at this time. The primary purpose of the UDO is to protect the public health, safety, and general welfare of the citizens and landowners of Currituck County. It would be irresponsible of the county to approve a PDR and not anticipate traffic impacts of all of its uses, including an elementary school. Will the additional trips per day cause an even lower Level of Service on Caratoke Highway intersection? Trigger alternate/additional transportation improvements? It is understood that driveway location for the school is not determined yet, but the volume of traffic based upon the size of the school can be determined. An elementary school generates a large volume of traffic and the traffic impacts must be considered to determine the adequacy of proposed improvements and safety of the travelling public, including pedestrians (school children). It is understood that a school requires it's on TIA as part of project approval from NCDOT.
  - Even though NCDOT is not requiring that school site traffic be considered as part of the development, that does not mean the county cannot ask for an accurate reflection of the total traffic usage of the PDR and examine those traffic impacts on the safety of the travelling public, motorist and pedestrian.
- Without official action by the Board of Education that adequate school capacity or school capacity programmed to be in place within two years from approval, the inability to meet the adequate public facilities ordinance (UDO Section 6.6) can and should be considered at the rezoning request. The proposed phasing schedule claims that dwelling units will not be built

until school capacity is available in August 2023. The developer is asking for zoning approval of lots in the Moyock Elementary School district now when an increase in school capacity due to the use of mobile classrooms has not received official action. The phasing schedule received March 9, 2020 does not include the school. Since the school is a part of the PD-R, it must be included in the phasing schedule.

- The developer must address how the school will open if it is finished before the PD-R's WWTP is operational to service it. The developer claims that the WWTP will be in place before the school opens. A legal document notating the provision of WWTP to service the school prior to school opening is sufficient.
- The developer must address how the school will be accessed if the subdivision roads will not be installed prior to the school opening. The developer claims that the roads will be installed prior to the school opening. A legal document notating the provision of roads to service the school prior to school opening is sufficient.
- Another option is to remove the school parcel from the PD-R. Since the school parcel is over 10 acres, an exempt subdivision plat can be recorded.
- The BOC directed staff at its February 7, 2020 retreat to remove PD-R zoning from the UDO since it allows development densities and intensities beyond what the board finds acceptable, except in Currituck Station where services and infrastructure and planned for that level of development.
- Soils in the project location are concerning. Roanoke fine sandy loam and Cape Fear Silt are found in the area containing the commercial and upper story dwelling units. According to the Currituck County Soils survey, these soils are "poorly suited to most urban and recreation uses because of flooding, wetness, slow permeability and low strength."

#### LAND USE PLAN

**THE 2006 LAND USE PLAN CLASSIFIES THIS SITE AS FULL SERVICE WITHIN THE MOYOCK SUBAREA. THE POLICY EMPHASIS FOR THE MOYOCK SUBAREA IS TO PROPERLY MANAGE THE INCREASED URBAN LEVEL OF GROWTH THAT THIS AREA IS SURE TO EXPERIENCE OVER THE NEXT DECADE AND BEYOND. SECTION 3.7.2.E OF THE UDO REQUIRES THAT THE PD ZONING DISTRICT DESIGNATION, THE MASTER PLAN, AND THE TERMS AND CONDITIONS DOCUMENT BE CONSISTENT WITH THE 2006 LAND USE PLAN AND ANY APPLICABLE FUNCTIONAL PLANS AND SMALL AREA PLANS ADOPTED BY THE COUNTY. WHILE THE PROPOSAL IS CONSISTENT WITH SOME POLICIES IN THE LAND USE PLAN (SEE ATTACHED LIST FROM DEVELOPER FOR MORE DETAIL), IT IS INCONSISTENT WITH OTHER POLICIES OF THE PLAN, SOME OF WHICH ARE:**



POLICY HN1	<p>CURRITUCK COUNTY SHALL ENCOURAGE DEVELOPMENT TO OCCUR AT DENSITIES APPROPRIATE FOR THE LOCATION. LOCATION AND DENSITY FACTORS SHALL INCLUDE WHETHER THE DEVELOPMENT IS WITHIN AN ENVIRONMENTALLY SUITABLE AREA, THE TYPE AND CAPACITY OF SEWAGE TREATMENT AVAILABLE TO THE SITE, THE ADEQUACY OF TRANSPORTATION FACILITIES PROVIDING ACCESS TO THE SITE, AND THE PROXIMITY TO EXISTING AND PLANNED URBAN SERVICES.</p> <p><u>COMMENTS:</u></p> <ul style="list-style-type: none"> <li>• WITH THE APPROVAL OF FOST PD-R ON A NEIGHBORING PARCEL, IT WAS ESTABLISHED THAT HIGHER RESIDENTIAL DENSITY WAS ACCEPTABLE IN THIS AREA OF MOYOCK.</li> <li>• THE BOC UNANIMOUSLY DIRECTED STAFF AT ITS FEBRUARY 7, 2020 RETREAT TO REMOVE PD-R ZONING FROM THE UDO SINCE IT ALLOWS DEVELOPMENT DENSITIES AND INTENSITIES BEYOND WHAT THE BOARD FINDS ACCEPTABLE, EXCEPT IN CURRITUCK STATION WHERE PUBLIC SERVICES AND INFRASTRUCTURE AND PLANNED FOR THAT LEVEL OF DEVELOPMENT. THE TEXT AMENDMENT IS FORTHCOMING.</li> <li>• WITHOUT AN UPDATED TIA APPROVED BY NCDOT INCLUDING MOYOCK FARMS TRAFFIC AS NOTED ABOVE, IT IS NOT POSSIBLE TO DETERMINE THE ADEQUACY OF TRANSPORTATION FACILITIES PROVIDING ACCESS TO THIS SITE AT THIS TIME. WILL THE ADDITIONAL ESTIMATED 300 TRIPS PER DAY GENERATED BY MOYOCK FARMS TRIGGER ADDITIONAL TRANSPORTATION IMPROVEMENTS?</li> <li>• THE BOC MUST DETERMINE IF LESSENING THE LEVEL OF SERVICE ALONG CARATOKE HIGHWAY DURING PEAK TRAFFIC TIMES WITHOUT INCLUSION OF THE SCHOOL IS ADEQUATE AND ACCEPTABLE.</li> <li>• SINCE THE SCHOOL SITE IS NOT INCLUDED IN THE TIA, IT IS NOT POSSIBLE TO DETERMINE THE ADEQUACY AND SAFETY OF TRAVELLING PUBLIC WITHIN AND SURROUNDING THIS SITE AT THIS TIME.</li> </ul>
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POLICY TR2	<p>TRANSPORTATION PLANNING SHALL BE EMPLOYED TO PROMOTE A HIERARCHICAL FUNCTIONAL TRANSPORTATION SYSTEM AND TO PROMOTE THE PROPER ARRANGEMENT OF LAND PATTERNS BY CONTROLLING THE LOCATION AND APPROPRIATE USE OF STREETS, HIGHWAYS, TRAILS, AND OTHER MODES OF TRANSPORTATION. GENERALLY, THE DESIGN OF MAJOR ROADS SHOULD GIVE FIRST PRIORITY TO MOVING TRAFFIC, WHILE SMALLER ROADS MAY GIVE GREATER EMPHASIS TO SERVING ADJOINING LAND USES.</p> <p><u>COMMENTS:</u></p> <ul style="list-style-type: none"> <li>• WITHOUT THE SCHOOL BEING A PART OF THE TIA, IT IS NOT POSSIBLE TO DETERMINE IF STREETS ARE BEING APPROPRIATELY DESIGNED AND CONTROLLED.</li> <li>• CURRITUCK COUNTY SCHOOLS HAS EXPRESSED A CONCERN OVER STREET WIDTHS FOR SCHOOL BUS MANEUVERABILITY AND PARKING CONCERNS FOR HOMES LOCATED SO CLOSE TO FRONT PROPERTY LINE WHICH HAS BEEN RESULTING IN INSUFFICIENT OFF-STREET PARKING CAUSING CARS TO PARK ON-STREET MAKING SCHOOL BUS MANEUVERABILITY VERY DIFFICULT. <b>NOTE: THE DEVELOPER HAS INCREASED FROM SETBACKS FROM 20' TO 35' ADDRESSING PART OF THE SCHOOL'S CONCERN.</b></li> <li>• A REVISED TIA INCLUDING MOYOCK FARMS TRAFFIC, APPROVED BY NCDOT, IS NECESSARY TO DETERMINE THE APPROPRIATE IMPROVEMENTS AND TIMING OF IMPROVEMENTS.</li> </ul>
POLICY SF3	<p>SITE PLANNING FOR TRAFFIC MANAGEMENT AND SAFETY IN THE VICINITY OF PUBLIC SCHOOLS SHALL BE A PRIORITY.</p> <p><u>COMMENTS:</u></p> <ul style="list-style-type: none"> <li>• WITHOUT THE SCHOOL BEING A PART OF THE TIA, STAFF HAS CONCERNS THAT TRAFFIC IS NOT (VEHICLE, BICYCLE, PEDESTRIAN) BEING APPROPRIATELY MANAGED WITH A PRIORITY ON THE SAFETY OF THE TRAVELLING PUBLIC INCLUDING SCHOOL CHILDREN, SCHOOL BUSES, ETC.</li> <li>• Currituck County Schools has expressed a concern over street widths for school bus maneuverability.</li> </ul>
POLICY SF4	<p>CURRITUCK COUNTY SHALL CONTINUE TO SUPPORT A SERVICE LEVEL POLICY FOR SCHOOLS THAT CALLS FOR THE CONSTRUCTION AND MAINTENANCE OF CLASSROOM SPACE SUFFICIENT TO AVOID THE USE OF MOBILE CLASSROOM UNITS.</p> <p><u>COMMENTS:</u></p> <ul style="list-style-type: none"> <li>• APPROXIMATELY 286 DWELLING UNITS ARE PROPOSED IN THE MOYOCK ELEMENTARY SCHOOL DISTRICT WHERE NO SCHOOL CAPACITY EXISTS UNTIL OFFICIAL ACTION IS TAKEN BY THE THE CURRITUCK COUNTY BOARD OF EDUCATION.</li> </ul>



POLICY PP2	<p>CURRITUCK COUNTY SHALL CONTINUE TO IMPLEMENT A POLICY OF ADEQUATE PUBLIC FACILITIES, SUFFICIENT TO SUPPORT ASSOCIATED GROWTH AND DEVELOPMENT. SUCH FACILITIES MAY INCLUDE BUT NOT LIMITED TO WATER SUPPLY, SCHOOL CAPACITY, PARK AND OPEN SPACE NEEDS, FIREFIGHTING CAPABILITY, AND LAW ENFORCEMENT.</p> <p><u>COMMENTS:</u></p> <ul style="list-style-type: none"> <li>• APPROXIMATELY 286 DWELLING UNITS ARE PROPOSED IN THE MOYOCK ELEMENTARY SCHOOL DISTRICT WHERE NO SCHOOL CAPACITY EXISTS UNTIL OFFICIAL ACTION IS TAKEN BY THE CURRITUCK COUNTY BOARD OF EDUCATION.</li> <li>• UNTIL OFFICIAL ACTION IS TAKEN BY THE CURRITUCK COUNTY BOARD OF EDUCATION, THE ADDITIONAL STUDENTS (71) THIS DEVELOPMENT IS PROJECTED TO GENERATE THAT WILL ATTEND THE MOYOCK ELEMENTARY SCHOOL DISTRICT WILL INCREASE THE OVER CAPACITY ISSUE. APPROVING A PD-R REZONING TO INCREASE DENSITY MAY ALSO BURDEN THE MIDDLE SCHOOLS AND HIGH SCHOOLS THAT ARE NEAR ACTUAL CAPACITY AND NEAR OR OVER COMMITTED CAPACITY. (SEE TABLE ABOVE.)</li> </ul>
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### MOYOCK SMALL AREA PLAN

THE MOYOCK SMALL AREA PLAN CLASSIFIES THIS SITE AS FULL SERVICE AND LIMITED SERVICE. THE POLICY EMPHASIS FOR FULL SERVICE IN MOYOCK IS TO PROVIDE FOCAL POINTS IN THE COMMUNITY WHERE HIGH AMOUNTS OF ACTIVITY OCCUR. BOTH RESIDENTIAL AND COMMERCIAL COMPONENTS WILL BE PRESENT IN FULL SERVICE AREAS. CLUSTER OR PLANNED COMMERCIAL AND RESIDENTIAL AREAS WITH DIVERSITY IN HOUSING TYPES IS PREFERRED. THE POLICY EMPHASIS FOR LIMITED SERVICE DESIGNATIONS ARE LESS INTENSELY DEVELOPED THAN FULL SERVICE. EMPHASIS IS MORE ON RESIDENTIAL DEVELOPMENT AND DENSITIES. LIMITED SERVICE DESIGNATION HAS REDUCED PUBLIC SERVICES SUCH AS FIRE PROTECTION, EMERGENCY SERVICE, RECREATION, AND PUBLIC WATER. WHILE THE PROPOSAL IS CONSISTENT WITH SOME POLICIES IN THE MOYOCK SMALL AREA PLAN (SEE ATTACHED LIST FROM DEVELOPER FOR MORE DETAIL), IT IS INCONSISTENT WITH OTHER POLICIES OF THE PLAN, SOME OF WHICH ARE:

POLICY TR1	<p>DESIGN FUTURE TRANSPORTATION IMPROVEMENTS THAT ARE CONSISTENT WITH COMPLETE STREETS POLICY. COMPLETE STREETS POLICY ENCOURAGES DESIGN OF TRANSPORTATION NETWORKS AND FACILITIES THAT SAFELY ACCOMMODATE PEDESTRIANS, BICYCLISTS, RAIL, AND VEHICLES.</p> <p><u>COMMENTS:</u></p> <ul style="list-style-type: none"> <li>• A REVISED TIA INCLUDING MOYOCK FARMS TRAFFIC, APPROVED BY NCDOT, IS NECESSARY TO DETERMINE THE APPROPRIATE IMPROVEMENTS AND TIMING OF IMPROVEMENTS.</li> <li>• WITHOUT THE SCHOOL BEING A PART OF THE TIA, IT IS NOT POSSIBLE TO DETERMINE IF STREETS SAFELY ACCOMMODATE PEDESTRIANS, BICYCLISTS, AND VEHICLES.</li> <li>• CURRITUCK COUNTY SCHOOLS HAS EXPRESSED A CONCERN OVER STREET WIDTHS FOR SCHOOL BUS MANEUVERABILITY.</li> </ul>
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POLICY FLU 1	<p>PROMOTE COMPATIBILITY BETWEEN NEW DEVELOPMENT AND EXISTING DEVELOPMENT TO AVOID ADVERSE IMPACTS TO THE EXISTING COMMUNITY. THIS IS ACHIEVED THROUGH DESIGN AND INCLUDES LARGER SETBACKS, LANDSCAPED OR FORESTED STRIPS, TRANSITION ZONES, FENCING, SCREENING, DENSITY AND OR BULK STEP DOWNS OR OTHER ARCHITECTURAL AND SITE PLANNING MEASURES THAT ENCOURAGE HARMONY.</p> <p>COMMENTS:</p> <ul style="list-style-type: none"> <li>• THE AREA OF THE PROJECT NEIGHBORING RANCHLAND HAS SINGLE FAMILY DWELLING LOTS THAT TYPICALLY AVERAGE 15,000 SQ FT. THE RANCHLAND LOTS RANGE FROM 1.5 -5 ACRE LOTS.</li> <li>• THE AREA OF THE PROJECT NEIGHBORING EAGLE CREEK HAS SINGLE FAMILY DWELLING LOTS THAT TYPICALLY AVERAGE 15,000 SQ FT. THE EAGLE CREEK LOTS RANGE FROM 0.69 -1.11 ACRE LOTS</li> <li>• THE 25' BUFFER MAY NOT BE SUFFICIENT TRANSITION BETWEEN LOT SIZES.</li> </ul>
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#### TECHNICAL REVIEW COMMITTEE

THE TECHNICAL REVIEW COMMITTEE RECOMMENDS DENIAL OF THIS REQUEST BASED UPON THE FOLLOWING:

#### PLANNING

1. Traffic Impact Analysis (TIA):
  - a. While the TIA includes Fost as a background development, it does not include Moyock Farms which is proposing 100% access through Fost.
  - b. Staff has concerns that the TIA does not include the school site and may not accurately reflect the proposed conditions. Since the school site is a part of this PD-R request, it must be included in the TIA.
    - i. In looking at Table ES-1 Summary Level of Service Table, even without the inclusion of elementary school traffic, it appears that the LOS will drop from an A to a D at east bound Caratoke Highway and Survey Road at peak travel times. There are other drops in LOS for Caratoke Highway (reference table), a major arterial street, at peak travel times. Is NCDOT agreeable to the drop in LOS for Caratoke Highway? Is the Board of Commissioners agreeable to the drop in the level of service? The LOS and drops in the LOS do not include traffic from the school, which will significantly impact LOS. Are there other traffic improvements that may be required to maintain an equal LOS?
2. On June 9, 2020 the Superintendent attended the Planning Board meeting and shared a letter (attached) that stated the school site shown on the plan has officially been selected for school construction and on June 11, 2020 he provided a new capacity number for Moyock Elementary School based on the addition of four mobile classroom units. As of the writing of this staff report, the Board of Education has not officially acted on the new capacity number. Without Board of Education approval of the new capacity at Moyock Elementary School based on mobile classrooms, there is not school capacity available now or planned to be in place within two years of the development approval for the elementary school children in the Moyock District that this development will generate. Section 3.7.2.E of the UDO requires that the PD zoning district designation, the master plan, and the terms and conditions document be consistent with the 2006 Land Use Plan and any applicable functional plans and small area plans adopted by the county. According to Land Use Plan Policy PP2 (see below), it is necessary to consider adequate public facilities when considering a Planned Development rezoning because of the intensity and residential density of this type of development. Per Superintendent on 1/15/2020, a portion of the development is districted to Moyock Elementary School and at the time of the writing of this comment, the BOE has not made a

change to the district boundary. It is necessary to consider adequate public facilities when considering a Planned Development because of the intensity of development. For a legislative decision like a rezoning, all impacts to the community can and should be considered. The developer is proposing a phasing schedule that claims no dwelling units will be built until school capacity is available. The important thing to note is that according to Currituck County Schools, school capacity is not available now nor voted by the Board of Education to be programmed to be in place in two years for the portion of the development districted to Moyock Elementary School. The developer is asking for zoning approval of lots in the Moyock Elementary School district now that according to Currituck County School System, there is not adequate facilities to service. If the elementary school capacity is addressed, there is no guarantee that all other public facilities will be adequate (i.e. law enforcement, emergency medical services, firefighting services, county water).

3. The timing of the phasing scheduled must include the school since it is a part of the development. (UDO Section 3.7.2.G)
4. Since the school site is a part of the PD-R, the developer must address how the school will open if it is finished before the PD-R's WWTP is operational to service it.
5. Terms and Conditions document:
  - a. It does not appear that the county can regulate or enforce the workforce housing condition. This condition may need to be removed from the document.
  - b. The school must be included in the phasing schedule since it is a part of the master plan. (UDO Section 3.7.2.G)

Currituck County School Facilities, Maintenance, and Transportation Director

6. There is a concern over street widths for school bus.

**A PLANNED DEVELOPMENT REZONING IS A LEGISLATIVE DECISION OF THE BOARD OF COMMISSIONERS. IN DETERMINING WHETHER TO APPROVE OR DENY A REZONING THE BOARD OF COMMISSIONERS SHALL ADOPT A WRITTEN STATEMENT OF CONSISTENCY AND REASONABLENESS.**

This planned development rezoning request is inconsistent with the below applicable review standards from 2.4.3.C:

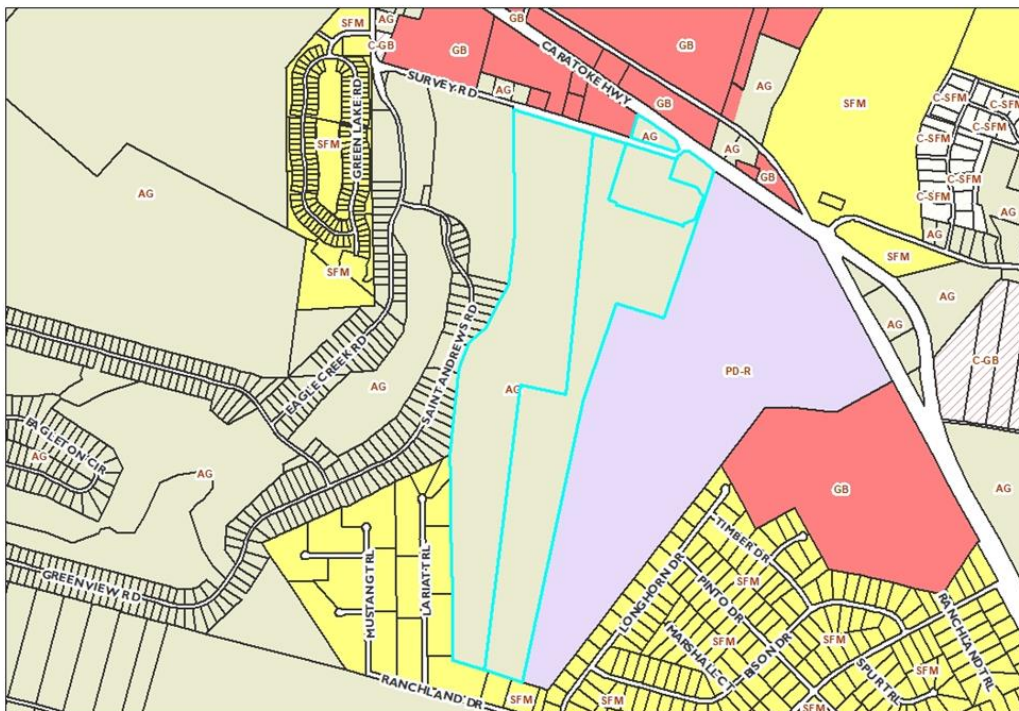
1. It is not consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purpose of the UDO.
  - See above where the development is determined to inconsistent with LUP Policies HN1, TR2, SF3, SF4, PP2, and Moyock Small Area Plan TR1.
    - One of the purposes of the UDO is to facilitate the adequate provision of transportation, utilities, parks, recreation, emergency services, and other public facilities. This proposal is insufficient in determining the safety of the transportation service and offers dwelling units in a school district where zero school capacity exists.

It is not reasonable and not in the public interest because of the inconsistencies with the Land Use Plan, Moyock Small Area Plan, and the purpose of the UDO. There are not adequate public facilities (schools) to service this development now or programed to be in place within two years as required by the Adequate Public Facilities Standards in the UDO. The UDO requires that the conditional zoning (legislative) be consistent with the Land Use Plan. As stated above, the Land Use Plan requires adequate public facilities be in place at time of approval – See Policy PP2 above.





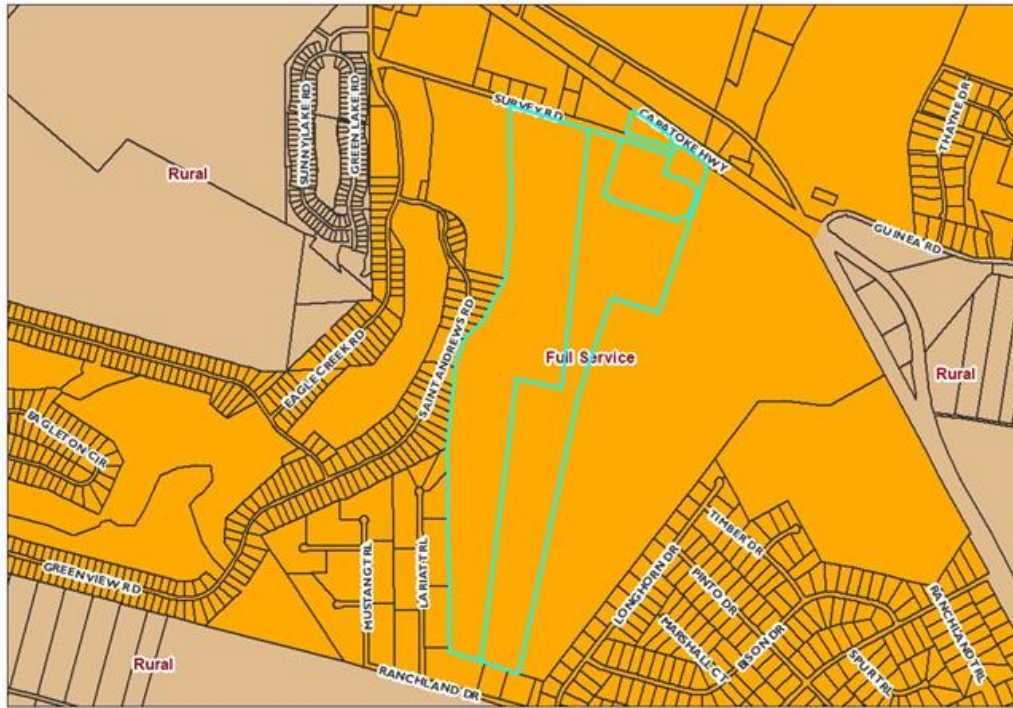
**PB 19-20 Flora Farm**  
**Aerial Photography (2016)**



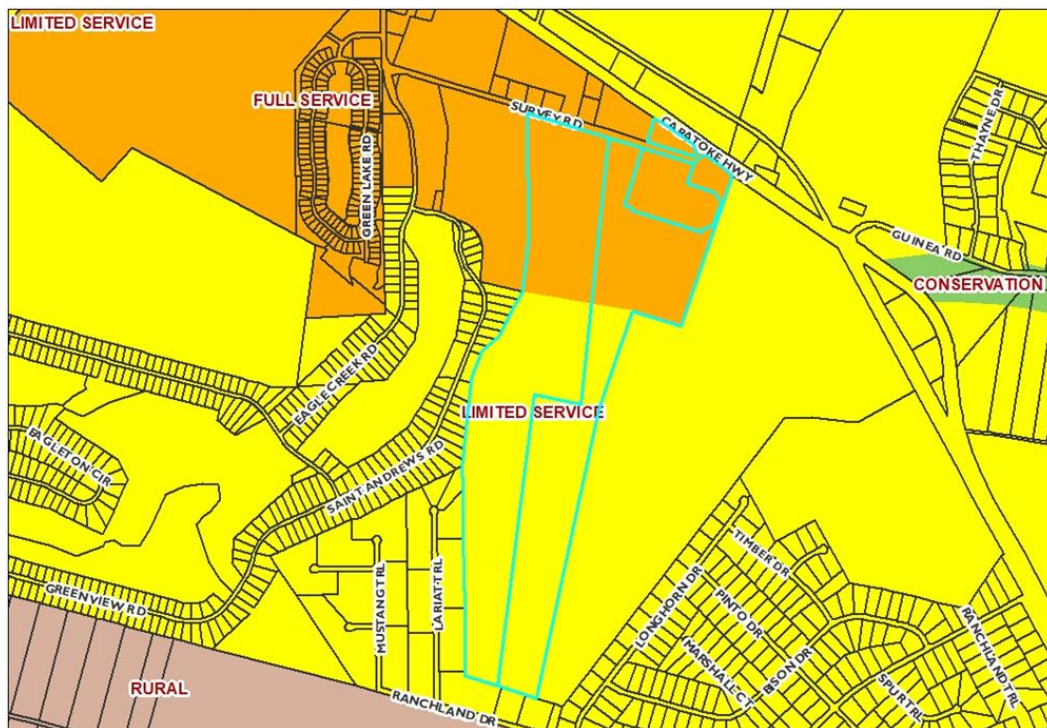
**PB 19-20 Flora Farm**  
**Zoning Base Districts**







**PB 19-20 Flora Farm  
2006 Land Use Plan Classifications**



**PB 19-20 Flora Farm  
Moyock Small Area Plan Classifications**

Ben Stikeleather, County Manager, introduced the Flora Farm rezoning request, which had been continued by the Board of Commissioners at the meeting held June 22, 2020 to allow time for the school system to provide updated student numbers. Jamie Schwedler, Attorney, Mark Bissell, Engineer, and Developer, Justin Old, attended to represent the applicant and provide additional information to Board members as needed. Commissioners posed several questions related to the designated 22 acre school site, student generation, school capacities, and transportation.

Regarding the school site, Mr. Bissell said other compatible governmental uses would be acceptable in lieu of a school, and both he and Ms. Schwedler confirmed the phased construction plan to remedy capacity issues with student generation.

Laurie LoCicero, Planning and Community Development Director, discussed the student generation numbers for Moyock and Shawboro schools and committed capacities of subdivisions already approved. She confirmed students from the neighboring Fost Tract would be going to Shawboro Elementary and explained the formula for calculating student generation. Mr. Stikeleather estimated construction would be completed by the 2023-2024 school year for Moyock Elementary and Moyock Middle School. Additional capacities resulting from school expansion at Moyock Elementary were discussed.

Ms. LoCicero reported roughly 900 lots are approved for potential development in the Moyock Township, not including the lots in the Fost Tract. Mr. Old disagreed and said the figures presented by staff due were inaccurate to the age of the report and other factors related to stages of development.

Additional Board discussion addressed school capacities and average daily memberships, districting, and affects of Covid-19 on the student numbers. Commissioners considered whether controlling growth and addressing adequate public facilities is appropriate at rezoning or when the Use Permit is brought forward.

Site density was reviewed and impacts to other public facilities, such as public safety services and traffic, were reviewed. Mr. Bissell said the traffic report noted no additional impacts, but the Board expressed concerns with the additional trips outlined in the report from the Moyock Farms access through the subdivision and construction of the neighboring Fost Tract. When asked, County Attorney, Ike McRee, compared consideration of a rezoning, which allows Commissioners to consider any information, with the expert testimony required at a quasi-judicial phase for consideration of a use permit. Mr. Bissell concluded with a summary of the Flora Farm request. Chairman White recessed the meeting at 7:02 PM and reconvened at 7:08 PM.

Commissioner McCord moved to approve PB 19-20, Flora Farm, because the request is consistent with the Land Use Policies, including HN3, CD1, HN5, ES2, SF1, and SF2. The request is reasonable and in the public interest because the increase in the number of residential roof tops may bring additional commercial development to Moyock. The following conditions included in the motion were to set aside the twenty-two acre school site, if not selected for school construction, to be used for another governmental purpose; and the conditions of the phasing schedule proposed at the June 22, 2020 meeting apply.

Commissioner J. Owen Etheridge seconded the motion. The motion failed on a final vote of 3 in favor and 4 opposed. Commissioners Payment, J. Owen Etheridge and McCord voted for approval. Chairman White and Commissioners Beaumont, Mary Etheridge and Jarvis were opposed.

<b>RESULT:</b>	<b>FAILED [3 TO 4]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner
<b>NAYS:</b>	Bob White, Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner

## NEW BUSINESS

### Motion for recusal of Chairman White

Chairman White asked to be recused from voting on the Horse Tour Licensing Fee item as owner of an outdoor tour business who pays the fee to operate. County Attorney, Ike McRee, said he could remain in the Board Room to respond to questions until the vote. Commissioner Beaumont moved to recuse Chairman White. The motion was seconded by Commissioner Payment. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### A. Consideration of Annual Outdoor Tour Operator Licensing Fee Payments

Vice-Chairman, Mike Payment, assumed the duties of Chair. County Manager, Ben Stikeleather, recalled the original deferment of the annual payment of horse tour license fees due to unknown impacts from Covid-19 and effects it may have on the summer visitor season.

County Attorney, Ike McRee, reviewed the ordinance amendment approved by the Board of Commissioners that deferred payments until September 1, 2020, and said the fees are now due unless additional action is taken by the Board. Mr. White addressed the Board from the podium in response to questions posed by Commissioners related to the summer season and current operations. He noted his business is currently down about 25 percent but believes he will see an overall 20 percent decline when operations cease for the year. He said vehicle capacities were reduced for tours.

Commissioners began discussion and Mr. White exited the Board room. Mr. Stikeleather reviewed revenues collected and use of the fees for road maintenance on

the off-road beach. Mr. McRee said the ordinance revision could be brought back to the Board of Commissioners at the next meeting for adoption.

Following discussion, Commissioner Beaumont moved to suspend wild horse tour fees for the year. Commissioner Jarvis seconded the motion. The vote resulted in a 3-3 tie and did not pass. Vice-chairman Payment, Commissioner Jarvis, and Commissioner Beaumont were in favor. Commissioner J. Owen Etheridge, Mary Etheridge, and McCord were opposed.

Commissioner J. Owen Etheridge moved to continue the discussion until first meeting in November to get final numbers and to consider assessing fees on a percentage basis. Commissioner McCord seconded the motion. The vote resulted in 3-3 tie and did not pass. Commissioner Jarvis, Commissioner J. Owen Etheridge and Commissioner McCord voted in favor and Vice-chair Payment and Commissioners Mary Etheridge and Beaumont were opposed.

Commissioner Mary Etheridge made a motion to charge the horse tour operator fee at 25 percent of the usual payment. She amended her motion and authorized the county to provide the balance of funds that would have been collected to the Carova Road Service District. Commissioner Beaumont seconded the motion. The motion carried unanimously. Following the vote, Chairman White rejoined Commissioners in the Board Room.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## **B. Soil & Water 205J Grant**

County Manager, Ben Stikeleather, briefly described the 205J Grant and introduced Dylan Lloyd, Soil and Water Technician, who presented additional information about the grant process and objectives of the regional watershed study. Mr. Lloyd responded to questions posed by Commissioners and, following presentation, the Board approved the request for matching funds in the amount of \$2,500.

## **C) Consent Agenda**

Commissioner Payment moved to approve Consent Agenda. The motion was seconded by Commissioner Beaumont. The motion carried.



<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**1. Resolution Authorizing the Purchase of Hardware from InstruLogic, LLC, for the Operation of Sailfish Street Stormwater Site through Sole Source Purchase Pursuant to N.C. GEN. STAT. §143-129(e)(6)**

**RESOLUTION AUTHORIZING THE PURCHASE OF HARDWARE FROM INSTRULOGIC, LLC FOR THE OPERATION OF SAILFISH STREET STORMWATER SITE THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

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

WHEREAS, proper functioning of the County's Sailfish Street Stormwater Site in the Whalehead Subdivision Improvement Service District requires the purchase of flow meter hardware compatible with existing systems equipment and;

WHEREAS, InstruLogic, LLC is the only entity capable of providing the County with necessary hardware compatible with current Whalehead Subdivision Improvement Service District equipment and operational systems, and

WHEREAS, Whalehead Subdivision Improvement Service District has been using InstruLogic, LLC to construct, develop and upgrade its system; and

WHEREAS, InstruLogic, LLC is supplying Whalehead Subdivision Improvement Service District with necessary hardware at a cost of \$19,059.00; and

WHEREAS, InstruLogic, LLC is supplying Whalehead Subdivision Improvement Service District with necessary hardware at a cost of \$19,059.00; and

WHEREAS, the total cost for the Whalehead Subdivision Improvement Service District purchase is \$19,059.00.

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

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$19,059.00 with InstruLogic, LLC for the sole source purchase of necessary hardware in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with InstruLogic, LLC for the acquisition of hardware described in this resolution and the proposed contract.

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

This the 21<sup>st</sup> day of September 2020.

**2. Resolution Authorizing the Purchase of Hardware and Software from Eastern Data, Inc. through Sole Source Purchase Pursuant to N.C. GEN. STAT. §143-129(e)(6)**

**RESOLUTION AUTHORIZING THE PURCHASE OF HARDWARE AND SOFTWARE FROM EASTERN DATA, INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

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

WHEREAS, proper functioning of the county's Mainland Water Treatment Plant access control system requires hardware and software upgrades compatible with existing systems equipment; and

WHEREAS, Eastern Data, Inc. is the only entity capable of providing the county with hardware and necessary software compatible with current county equipment and operational systems, and

WHEREAS, the county has been using Eastern Data, Inc. to construct, develop and upgrade its system; and

WHEREAS, Mainland Water Treatment Plant needs access control system hardware and software upgrades and Eastern Data, Inc. is the sole supplier of compatible hardware and software; and

WHEREAS, Eastern Data, Inc. is supplying Mainland Water Department with hardware and necessary software at a cost of \$17,376.60; and

WHEREAS, the total cost for the Mainland Water Department access control system upgrade is \$17,376.60.

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 \$17,376.60 with Eastern Data, Inc. for the sole source purchase of hardware and necessary software in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Eastern Data, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

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

This the 21<sup>st</sup> day of September 2020.

**3. Shingle Landing Park/Dominion ROW Agreement**

**4. Maritime Museum Change Order #3**

**5) Approval Of Minutes-Sept. 8, 2020, Sept. 14, 2020 Special Meeting**

**1. Minutes-Sept. 8, 2020**

## 2. Special Mtg Minutes-September 14, 2020

### CLOSED SESSION

#### 1. Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and to Preserve the Attorney-Client Privilege

Chairman White moved to enter Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege. Commissioner Mary Etheridge seconded the motion. The motion carried and the Board entered Closed Session at 7:47 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### ADJOURN

#### Motion to Adjourn Meeting

Commissioners returned from Closed Session. County Manager, Ben Stikeleather, updated the Board on a situation with the Outer Banks West KOA campground and their use of booster pumps to provide better water pressure at their facility. After the county received complaints from nearby residents about drops in water pressure, staff discussed the issue with campground representatives. A compromise was ultimately reached that allowed some use of the pumps through the Labor Day weekend. Mr. Stikeleather said pressure monitors installed on the county water system noted no drops in pressure after Labor Day, as agreed. A new monitoring meter will be installed that will automatically notify the county if the utility system pressure drops below 20 psi.

Mr. Stikeleather also informed the Board of a conflict between a member of the Lower Currituck Volunteer Fire Department (LCVFD) and a Currituck County Emergency Medical Service (EMS) because the employee picked up and drove a LCVFD brush truck when responding to a fire. The LCVFD member did not believe the employee was authorized to do so, and Mr. Stikeleather suggested the county consider adopting a policy authorizing county employees to use fire apparatus if properly certified.

There was no further discussion and Commissioner Payment moved to adjourn. The motion was seconded by Commissioner Jarvis. The motion carried and the meeting adjourned.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Mike H. Payment, Vice Chairman  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

Number

TDA2021003

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

Account Number	Account Description	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
15442-502000	Salaries - Regular	\$	21,926		
15442-503500	Salaries - Temp Services	\$	16,467		
15442-505000	FICA	\$	2,937		
15442-507000	Retirement	\$	3,443		
15447-502000	Salaries - Regular	\$	7,588		
15447-505000	FICA	\$	581		
15447-507000	Retirement	\$	804		
15448-502000	Salaries - Regular	\$	10,271		
15448-505000	FICA	\$	786		
15448-507000	Retirement	\$	1,088		
15449-502000	Salaries - Regular	\$	7,995		
15449-505000	FICA	\$	612		
15449-507000	Retirement	\$	847		
15320-415000	Occupancy Tax			\$	75,345
		<u>\$ 75,345</u>		<u>\$ 75,345</u>	

**Explanation:** Budget revision to amend salaries for 2% COLA and implementation of Salary Study Phase I effective first full pay period in October, which will be paid on the November 4, 2020 paycheck. Additional \$250 bonus for each full time employ that is an active employee on December 1. Bonus will be paid on December 9, 2020.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$75,345.

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

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

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

Attachment: BAs Oct 5\_TDA (TDA Special Meeting-Budget Amendments)

Number

TDA2021004

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15449-545000	Contract Services	\$ 25,000	
15320-415000	Occupancy Tax		\$ 25,000
		<u>\$ 25,000</u>	<u>\$ 25,000</u>

**Explanation:** Maritime Museum (15449) - Increase appropriations for operating contracts that may arise for the Maritime Museum that were not anticipated during budget for security, grounds maintenance, etc.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$25,000.

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

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

Attachment: BAs Oct 5\_TDA (TDA Special Meeting-Budget Amendments)

Number OS2021002

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Ocean Sands Water and Sewer Authority, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-502000	Salaries - Regular	\$ 2,328	
60808-505000	FICA	\$ 178	
60808-507000	Retirement	\$ 370	
60390-499900	Appropriated Fund Balance		\$ 2,876
		<u>\$ 2,876</u>	<u>\$ 2,876</u>

**Explanation:** Ocean Sands Water & Sewer Fund (60808) - Increase in salarys for 2% COLA to be paid on the November 4, 2020 check and bonus to be paid on December 9, 2020.

**Net Budget Effect:** Ocean Sands Water and Sewer District Fund (60) - Increased by \$2,876.

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

Attachment: BAs Oct 5\_Ocean Sands (OSWSD Board Special Meeting-Budget Amendments)

Number OS2021003

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Ocean Sands Water and Sewer Authority, at a meeting on the 5th day of October 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-511001	Telephone & Postage - Sewer	\$ 2,000	
60808-590001	Capital Outlay		\$ 2,000
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

**Explanation:** Ocean Sands Water & Sewer Fund (60808) - Transfer funds for increased postage costs.

**Net Budget Effect:** Ocean Sands Water and Sewer District Fund (60) - No change.

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

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

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

Attachment: BAs Oct 5\_Ocean Sands (OSWSD Board Special Meeting-Budget Amendments)