

REGULAR SESSION OF THE PAMLICO COUNTY BOARD OF COMMISSIONERS

MONDAY, OCTOBER 3, 2016

The Pamlico County Board of Commissioners met in regular session on Monday October 3, 2016 at 7:00 pm in the Patsy H. Sadler Room of the Pamlico County Courthouse. All Commissioners were present. Also present were Attorney Dave Baxter, County Manager Tim Buck, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott led the assemblage in a moment of silence and Pledge of Allegiance.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the regular and closed session minutes of the September 19, 2016 meeting. There being none, on a motion made by Commissioner Kenny Heath and seconded by Commissioner Ann Holton, the following resolution was unanimously approved.

BE IT RESOLVED, the regular and closed session minutes of the Monday, September 19, 2016 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Pat Prescott asked if there were any additions and/or deletions to the agenda. There were none.

Chairman Pat Prescott asked if there were any members of the Public to speak during Public Comment Period. There were none.

The Board turned their attention to the Consent Agenda.

On a motion made by Commissioner Carl Ollison and seconded by Commissioner Paul Delamar, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Tax Reliefs and Releases are hereby approved.

Name:	Year	Tax/Ticket	Reason	Amount
Kent Carter	2016	6591175/6591176	Boat stolen in 2015, Police report on file	\$ 43.32
Burton Farm Development Co., LLC	14/15	6549650/6576029	Double listed/ value of common area to be billed to the units	\$ 433.00
William White	2016	6598083/6598084	Boat was sold years ago	\$ 13.74
Patrick McFadden	2015	6575503	Boat sold in 2014, bill of sale with 2016 listing form	\$ 299.17
Frederick Ballard	12/13	6472856/6517905	Property was coded wrong	\$ 916.55
Frederick Ballard	14/15/16	6547199/6573677/6600176	Property was coded wrong	\$1379.10

BE IT RESOLVED, the following Budget Amendments are hereby approved.

Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-0000-439900	Fund Balance Appropriated	\$44,071.15	
10-5470-500065	Adoption Promotion	\$44,071.15	

Reason for Budget Revision: To move funds to cover the return of Adoption Promotion funds received in error from the State.

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5151-529000	Departmental Supplies		\$300.00
10-5151-519900	Contracted Services	\$300.00	

Reason for Budget Revision: To move funds to cover the cost of lab services for our Primary Care patients.

Department: Health Department

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
10-5151-512100	Salaries & Wages		\$500.00
10-5151-512100 OS	Salaries & Wages (Other Services)		\$500.00
10-5151-519900	Contracted Services	\$500.00	
10-5151-519900 OS	Contracted Services (Other Services)	\$500.00	

Reason for Budget Revision: To move funds to cover the cost of Dr. Carperos working in the clinic.

BE IT RESOLVED, the Senior Center Multi-Purpose Funds in the amount of \$10,875 which will require a County match of \$3,625 that of which is already included in the budget is hereby approved.

BE IT RESOLVED, the County Manager is hereby authorized to hire up to \$4,000 over the hire range for Sheriff Office Employees with the stipulation that the salary must stay within the approved salary budget for the respective fiscal year.

BE IT FURTHER RESOLVED, the above authority is to be retroactive to September 1, 2016.

BE IT RESOLVED, the requested starting salary of \$74,000 for the recommended candidate for health director and up to a \$3,000 one-time moving allowance is hereby approved. The funds are available in the budget.

On a motion made by Commissioner Kenny Heath and seconded by Commissioner Carl Ollison, the following resolution was unanimously approved.

BE IT RESOLVED, the Memorandum of Understanding (MOU) with Craven County Backup Public Safety Answering Point (PSAP) Agreement is hereby approved.

NORTH CAROLINA
PAMLICO COUNTY
CRAVEN COUNTY

MUTUAL AID AGREEMENT FOR
9-1-1 COMMUNICATIONS AND
DISPATCH BACKUP PSAP's

This Mutual Aid Agreement for 9-1-1 Communications and Dispatch Backup PSAP's ("Agreement") is made and entered into this 1st day of June, 2016, by and between PAMLICO COUNTY, a body politic and corporate of the State of North Carolina ("PAMLICO"), and CRAVEN COUNTY, a body politic and corporate of the State of North Carolina ("CRAVEN"), collectively referred to as the "Parties."

BACKGROUND STATEMENT; PURPOSE

North Carolina General Statutes Section 166A-19.72 allows and authorizes mutual aid assistance and cooperation between political subdivisions provided that such agreements are consistent with the State emergency management program and plan. The Parties hereto wish to enter into this Agreement, consistent with the provisions of the State emergency management program and plan to provide mutual aid during times of disaster or any emergency situation to ensure that all available resources are potentially available in the event that either Party's 9-1-1 Communication Center Administrator requires the aid of the other.

AGREEMENT

The Parties agree to the following terms and conditions:

1. **REQUESTING ASSISTANCE**

- A. When temporary assistance is needed pursuant to this Agreement, the Administrator or either Party's 9-1-1 Communication Center shall notify the Administrator of the other Party's 9-1-1 Communications Center of the need for such assistance, and the requested assistance shall be provided if feasible to do so. Such request shall be made in writing whenever possible.
- B. In an emergency situation, the notification of the need for emergency assistance need not be in writing, but a written notification shall be provided as soon thereafter as possible. In an emergency situation, the notification may be made by telephone or radio contact.

2. **GRANT OF AUTHORITY**

- A. Each Party hereby authorizes and grants to its respective 9-1-1 Communication Center Administrator the authority to give, use and expend for the benefit of the other Party all available resources needed to assist the requesting party in providing reasonable and adequate 9-1-1 communication services for the residents of the requesting party.

- B. The Party who is requested to extend aid may withhold resources from the requesting Party in its sole discretion.

3. **DUTIES OF PARTY REQUESTING AID**

- A. The Party requesting aid will advise and assign the 9-1-1 Communication resources that shall be used by the responding Party to include additional personnel and portable equipment necessary.
- B. The Party requesting aid will provide for the physical needs of those employees and personnel of the Party rendering aid to include food and any temporary shelter needs unless otherwise agreed by the Party rendering aid.
- C. The Party requesting aid will reimburse and make whole the Party rendering aid for any and all damage to equipment, or loss of use of materials incurred by reason of extending aid.
- D. The Party requesting aid will indemnify, save, defend and hold harmless the Party rendering aid from any action or suit arising out of extending such aid, except for the negligence of the Party rendering aid.

4. **DUTIES OF PARTY RENDERING AID**

- A. The personnel of the Party rendering aid to the other Party shall, at all times, act in accordance with their respective certifications, and in accordance with their respective policies and procedures; and shall remain under the direct control, supervision and direction of their respective agency.
- B. The Party rendering aid will be responsible for the services rendered by its personnel.
- C. Unless otherwise specified, the personnel of the Party extending aid will continue to operate under the command and control of their own supervisors.

5. **EQUIPMENT AND INSURANCE**

- A. Each Party to this agreement shall be responsible for its own equipment and insurance, including workers compensation, at any time while assisting the other Party.

6. **TERM AND WITHDRAWAL**

- A. The term of this Agreement shall be for a period of (5) years from the date first above written and shall terminate automatically at the expiration of that term.
- B. Either Party may terminate this Agreement upon one hundred eighty (180) days prior written notice to the other Party.

7. **OTHER MUTUAL AID AGREEMENTS**

- A. This Agreement does not affect any other service or mutual aid agreement previously entered into by or between the Parties, nor does it prevent either Party from entering into other such agreements.

8. **PROCEDURES**

- A. Each Party to this Agreement shall create a document to detail the procedures for implementing a transfer of 9-1-1 Communications to the other Party.
- B. The Parties shall conduct regular, joint training sessions with their respective employees regarding their duties and obligations under this Agreement.

9. **MISCELLANEOUS**

- A. This Agreement sets forth the full understanding of the Parties, and all prior negotiations and understands with regards to the same are merged herein.
- B. If any of the provisions of this Agreement shall be held by court of competent jurisdiction to be unconstitutional or unenforceable, the decision of such court shall not affect or impair any of the remaining provisions of this Agreement, and the Parties shall, to the extent they deem to be appropriate, take such actions as are necessary to correct any such unconstitutional or unenforceable provision.
- C. This Agreement shall be executed by the parties hereto in duplicate originals, each of which, when executed, shall constitute one and the same Agreement and one of which shall be retained by each party.
- D. This Agreement shall be governed in accordance with the laws of the State of North Carolina. Exclusive venue for any action, whether at law or in equity, shall be the Superior Courts of Beaufort County, North Carolina.

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On a motion made by Commissioner Kenny Heath and seconded by Commissioner Paul Delamar, the following resolution was unanimously approved.

BE IT RESOLVED, the Revised Backup Public Safety Answering Point (PSAP) Plan is hereby approved.



Pamlico County PSAP Back Up Plan

[Street Address]
[City, ST ZIP Code]

p. [Telephone]

[Email]
[Web address]

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Executive Summary

I. Background

Pamlico County North Carolina is small, rural farming and fishing community located on the Inner Banks of the Neuse and Pamlico Rivers along with the Pamlico Sound. Historically, Pamlico County has been a quaint, quiet area to live and raise families. Over the last several years, we have experienced a rapid growth in residential properties, commercial properties, retirement living, and tourism. With an estimated full time population of around 14,000 and a seasonal population of around 20,000 Pamlico County Emergency Services is quite busy throughout the year. Current Emergency Response area covers 337 sq. miles of land and 230 sq. miles of water, totaling 567 sq. miles.

Pamlico County is made up of nine (9) Incorporated Municipalities and eight (8) large un-incorporated areas which Pamlico County provides 911 services for. Pamlico County owns and hosts the only PSAP in the County. Currently, the Pamlico County Office of Emergency Management / Fire Marshal administers the 911 Fund and is responsible for all 911 equipment. The Pamlico County Sheriff employs the tele-communicators and provides all annual required training for them. The Pamlico County 911 Center handles all 911 and admin calls for the following agencies:

Pamlico County Rescue Squad, Pamlico County Sheriff's Office, Oriental Police Department, Olympia VFD, Reelsboro Fire-Rescue, Grantsboro-Silverhill VFD, Arapahoe Fire-Rescue, Triangle VFD, Southeast Pamlico VFD, Vandemere VFD, Gosse Creek Island VFD, Florence-Whortonsville VFD, NC Forestry, Pamlico County Fire Marshal's Office.

In calendar year 2015, the 911 Center answered 5,599 911 calls. 5,507 of these calls were answered with 15 seconds. 92 of these calls were answered within 40 seconds. The 911 center staff consist of seven (7) certified tele-communicators, with four (4), twelve (12) hour shifts consisting of rotating days to night schedule. Currently, there is one (1) certified tele-communicator on duty at all times with a 2nd (senior) tele-communicator working peak call time hours shifts.

Pamlico County has entered into a Memorandum of Agreement (MOA) with Craven County Emergency Management to host our "Back-Up" PSAP solution at their communications center located at 411 Craven St. New Bern, NC 28560. Craven County has been well receptive of this project and very instrumental in the planning phase we

are in now. Both County agencies and Governing Bodies have approved the agreement that accompanies this document.

Equipment in Use

Pamlico County 911 Center currently relies on Centurylink to provide our 911 Trunk Services and Administration Lines. 911 and Admin calls are received into the building and processed through a Cassidian Patriot 2 Position System which is not Next Gen Capable and has reached the end of its life cycle. Emergency Calls are dispatched from the Pamlico County 911 Center through Integrated Southern Software CAD system (mobile applications) and Motorola MCC-5500 IP based console systems (2 position). Our current radio system is a split 800 Mhz. (VIPER) primary for Law Enforcement and VHF (repeated) primary for Fire-Rescue/Emergency Medical Services and backup for Law Enforcement. The 911 center is provided with Emergency Power from a whole building generator which is also shared with the Pamlico County Detention Center.

II. Objectives / Goals

It is the objective of the Pamlico County Office of Emergency Management/Fire Marshal and the Pamlico County Sheriff to provide the most up to date/current technology to not only our Tele-communicators, but to the constituents and visitors to Pamlico County. Historically, Pamlico County has not been a progressive agency and within the last couple of years, under new leadership, progress is being made. Based off our geographic location and history of large weather events (ie: Hurricanes, tornados, flooding), we have decided that an offsite hosting of our back up PSAP is the best solution for the agency

Current Continuity of Operations

Currently in the event of a 911 system interruption or failure, Pamlico County PSAP contacts the 911 Service Provider (Centurylink) and request all calls be routed to our neighboring County (Craven County Emergency Management 911 Center). Craven County PSAP will immediately begin answering our 911 calls and providing information back to Pamlico via administrative lines in the Emergency Operations Center, or by the use of a common Radio Talk Group on the VIPER Network. Currently, there is no connectivity between Pamlico and Craven County PSAPs for CAD, GIS, or Radio Systems. Craven and Pamlico operate off of different CAD/GIS Vendors and operate different Radio Systems. This process has been used several times and does work for the receiving of the 911 calls. There is a small time lapse on the actual Dispatching of the call due to the extra step in the process of Craven having to relay the information back to Pamlico. There is also a constraint on accurate record keeping, as mentioned above with the PSAPs operating on different systems. This current operation also taxes

the personnel at Cravens County PSAP as they are having to handle normal day to day operations along with any excess that may inflow from Pamlico County.

Planned Continuity of Operations

It is the plan of the Pamlico County Office of Emergency Management/Fire Marshal and the Pamlico County Sheriff, to replace the current 911 phone system this FY through use of 911 funds and upgrade to a VESTA system. Craven County is also moving to the VESTA system and this will allow continuity of operations between the two centers that will be tethered with a leased 10 meg Quality of Service fiber connection. In the event that Pamlico County has to evacuate our 911 center, calls can be routed directly to Craven's PSAP and through the managed connection will allow for a direct log on into our phone system from Craven's 911 Center. Pamlico County's 911 Center and Craven County's 911 Center are located 18.1 miles apart and there are alternate routes to reach each center. With the managed fiber connection between the two centers; Phone, CAD, GIS will all be available upon log in at Craven's 911 Center. Craven County has agreed to provide a 50 meg internal connection within the center for our workstation to integrate into their network. With the driving distance between the two PSAP's, this hosted solution will allow operations to immediately pick up and continue until personnel can relocate from Pamlico to Craven.

III. Finance/Performance

Associated Costs

Pamlico County has received quotes for the needed equipment to be hosted at Craven County Emergency Management. Pamlico County has to replace its current 911 Phone System this FY due to end of life / end of service cycle. A VESTA NG/SMS system has been quoted and is going to cost around \$155,000. Additionally, the annual maintenance contract will increase over current maintenance due to the new system and its diverse capabilities. The phone system replacement has to happen regardless and will integrate and streamline with Craven County to make this solution possible. The CAD/GIS portion will require additional servers and network switches (1 at Pamlico and 1 house at Craven within their IT department), along with additional software and licenses. This portion has been quoted around \$52,000 dollars with annual increase in maintenance contracts on the equipment and monitoring. The fiber connection between the two centers has been quoted as \$48 install and \$811 recurring monthly. There will have to be radio cards installed into Craven's Console's and combiner that have been quoted at \$20,000. Including the purchase of the new VESTA phone system, Pamlico County is looking at a total of \$225,000 of expenditure from the 911 fund. Our current

fund balance is \$250,888 un-audited. These purchases will put our balance below the required percentage to be maintained and we will be seeking funding reconsideration in the appropriate quarter and will be asking the 911 Board to do so.

Performance Measures

If and when a Backup PSAP is established it is the goal of the agencies to utilize the Backup PSAP at least once a month and also quarterly full function test. All servers, recorders, loggers, and IP equipment will be equipped with fault alarming and remote monitoring as covered in the annual maintenance contract with the selected vendor.

Pamlico County has identified the following four main challenges in developing and funding a new improved PSAP along with a Backup PSAP.

- Changes in technology including Next Generation and Text to 911.
- Challenges with funding at all levels, as with technology increasing funding is often decreasing.
- Expanding Interoperability beyond the Pamlico County PSAP.
- Insuring that a PSAP and Backup PSAP have a complete and current continuity of operations plan.

On a motion made by Commissioner Kenny Heath and seconded by Commissioner Paul Delamar, the following resolution was unanimously approved.

BE IT RESOLVED, the Water Committee recommendations on Water Department office renovation bids was tabled.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Kenny Heath, the following resolution was unanimously approved.

BE IT RESOLVED, the Water Committee recommendations on new tap fees is hereby approved.

Proposed Tap Fee Schedule

Meter Size	Current Tap Fee	Proposed Tap Fee
3/4 inch	700	1,360
1 inch	870	1,525
2 inch	1,200	7,500
3 inch or greater	Cost plus 20%	Cost plus 20%

BE IT FURTHER RESOLVED, the Board directed the County Manager to conduct a new rate study and to research the formation a new water district.

On a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the Board went into closed session under NCGS § 143-318.11(a)(3).

On a motion made by Commissioner Ann Holton and seconded by Commissioner Paul Delamar, the Board went back into open session.

No action was taken in closed session.

There being no further business, the Board recessed until Thursday, October 6, 2016 at 6:30 p.m.