

**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 06, 2020**

The Pamlico County Board of Commissioners met in regular session on Monday, January 06, 2020 at 7:00 pm in the Patsy H. Sadler room of the Pamlico County Courthouse. All Commissioners were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Officer Bill Fentress, and Clerk to the Board Courtney L. Norfleet.

Chairman Pat Prescott called the meeting to order.

Chairman Pat Prescott recognized Reverend Grady Simpson to lead the assemblage in prayer. Chairman Pat Prescott led the assemblage in the Pledge of Allegiance.

Chairman Pat Prescott asked if there were any corrections, additions, and/or deletions to the Monday, December 02, 2019 regular session minutes. There being none, on a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Monday, December 02, 2019 meeting are hereby approved and the Chairman's signature is authorized thereon.

Chairman Pat Prescott asked if there were any additions and/or deletions. There were two (2). On a motion made by Commissioner Paul Delamar and seconded by Commissioner Ed Riggs, the following changes to the agenda were approved.

- Delete Item 7, contribution to United Way, add email **Item 7, authorization to sign contract with East Carolina Council of Government for Economic Development Services**
- Add Elizabeth Cordes to the list of Health Advisory Board Appointees **Item 7a**

There were no members of the public to speak during public comment period.

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Candy Bohmert, the following resolutions were unanimously approved.

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

Department: Soil & Conservation

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100213-434977	Stream Debris Removal	\$ 70,000.00	
104961-519930	Contracted Stream Debris Removal	\$ 70,000.00	

Reason for Budget Revision: To recognize additional revenue and increase expenditure line.

Department: Senior Services

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-438309	Senior Services Tours	\$ 748.56	
104930-549800	Tours	\$ 748.56	

Reason for Budget Revision: To recognize revenue from Senior's for trip to Mike's Farm and increase tours expense account.

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105110-529000	Departmental Supplies	\$ 2,022.02	
100211-435510	Aid To Counties	\$ 2,022.02	

Reason for Budget Revision: To recognize increase in funding.

Department: Buildings

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-449302 DORI	Emergency Management Reimbursement	\$ 61,639.77	
105000-555000 CTHSE	Capital Outlays – Courthouse Renovations	\$ 61,639.77	

Reason for Budget Revision: To recognize insurance reimbursement for courthouse damages and increase associated expenditure line.

Department: Buildings

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105000-555000 JAIL	Capital Outlays		\$ 34,500.00
105000-555000	Capital Outlays	\$ 34,500.00	

Reason for Budget Revision: To move funds to cover Engineer Fees for HVAC replacement at Human Services Building.

Department: Cooperative Extension

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 100.00	
104950-549120	VAD Applications	\$ 100.00	

Reason for Budget Revision: To move unspent funds from prior year.

Department: **Cooperative Extension**

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100300-435112	VAD Applications Fees	\$ 50.00	
104950-549120	VAD Applications	\$ 50.00	

Reason for Budget Revision: To recognize revenue funds received and increase expenditure line.

Department: **Board of County Commissioners**

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104110-531000	Travel		\$ 500.00
104110-549100	Dues & Subscriptions	\$ 500.00	

Reason for Budget Revision: To cover line item overruns.

Department: **NCHFA ESFRLP 1718 Grant**

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
250217-449279	ESFRLP17 Grant Proceeds	\$ 175,000.00	
254925-557201	Soft Cost	\$ 50,000.00	
254925-550000	Construction Cost	\$ 125,000.00	

Reason for Budget Revision: To set up budget for NCHFA Grant ESFRLP 1718.

Department: Water 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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-529000 KER	Departmental Supplies		\$ 8,000.00
307140-529000 GRT	Departmental Supplies		\$ 8,000.00
307140-529000 MIL	Departmental Supplies		\$ 8,000.00
307140-529000	Departmental Supplies	\$ 24,000.00	

Reason for Budget Revision: To cover upcoming expenses for hydrant repairs and line repairs.

Department: Public Buildings

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100400-449302 DORI	Emergency Management Reimbursement	\$ 15,341.00	
105000-555000 CTHSE	Capital Outlays – Courthouse Renovation	\$ 15,341.00	

Reason for Budget Revision: To move insurance funds to cover the Asbestos Abatement for the Courthouse Annex Roof project.

Department: Tax 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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104140-519200	Professional Services	\$ 5,000.00	
104140-534000	Printing & Binding	\$ 1,000.00	
104140-531000	Travel		\$ 6,000.00

Reason for Budget Revision: To cover line item overruns.

Department: Register of Deeds

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
350226-441800	Enhancement & Preservation Funds	\$ 1,200.00	
354180-538100	Programming	\$ 1,200.00	

Reason for Budget Revision: To recognize revenue and increase associated expenditure line.

Department: Water 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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
300600-434265	Miscellaneous-NC DOT Reimbursement	\$ 96,720.00	
307140-519900	Contracted Services	\$ 96,720.00	

Reason for Budget Revision: To recognize revenue and increase associated expenditure line.

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 2019-2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance Appropriation	\$ 598,749.00	
105310-555000	Capital Outlay	\$ 598,749.00	

Reason for Budget Revision: To set up funds to cover new HVAC system at Human Services Building (DSS).

BE IT RESOLVED, the request for application for Rural Operating Assistance Program (ROAP) to be submitted and for the authorization of the County Manager and Finance Officer to sign the certified statement are hereby approved.

BE IT RESOLVED, the request for authority for the Budget Officer and Finance Officer to execute any budget amendments and other documents necessary to facilitate the Emergency Management Homeland Security Grant Program is hereby approved.

BE IT RESOLVED, the changes to the Fire Chiefs Commission Ordinance are hereby approved.

ORDINANCE

PROVIDING FOR THE ESTABLISHMENT OF THE PAMLICO COUNTY FIRE CHIEFS COMMISSION, THE OFFICE OF PAMLICO COUNTY FIRE MARSHAL AND PROVIDING FOR FINANCIAL ASSISTANCE TO CERTAIN FIRE DEPARTMENTS IN PAMLICO COUNTY.

ARTICLE I. AUTHORITY AND PURPOSE

SECTION I. This Ordinance is adopted pursuant to the authority contained in Article 11 of chapter 153A of the General Statutes of North Carolina.

SECTION II. The purposes of this Ordinance are to:

- A. Establish a Pamlico County Fire Chiefs Commission
- B. Encourage and financially aid rural volunteer fire departments in Pamlico County in order that they can provide fire protection to public school buildings, county government buildings, and private property in the County.
- C. Establish an effective firefighting organization to work with and supplement the Office of the Pamlico County Fire Marshal.
- D. Establish the Office of County Fire Marshal to provide liaison between the volunteer fire departments, county/state governments.
- E. Aid in the reduction of the cost of fire insurance to the County and its citizens.
- F. Provide for the prudent expenditure of County funds for fire protection purposes.
- G. Provide for more adequate and efficient protection of life and property in the rural areas of the County, and to provide a trained body of persons to assist the citizens of the County in case of emergency.

ARTICLE II. THE FIRE CHIEFS COMMISSION

SECTION I. There is hereby created the Pamlico County Fire Chiefs Commission, to be composed of members as follows:

- A. One member of the Board of Commissioners of Pamlico County, to be appointed by said Board as an ex-officio member.
- B. Nine (9) active volunteer firemen who are members of the firemen's Association. Each Chief & Asst. Chief or designee shall represent their respective department.
- C. The Fire Marshal of Pamlico County shall serve as an ex-officio member.
- D. The President of the Pamlico County Fire Association shall be an ex-officio member.
- E. The members of the Fire Chiefs Commission shall initially be appointed to establish a rotating board. To accomplish this, the Fire Chief, Asst. Chief, or designee from each Fire Dept. will be appointed. Upon the expiration of the initial terms, successor members shall be appointed for three-year terms.
- F. The Chiefs Commission shall elect one of its members as Chairman.
- G. The County Fire Marshal shall serve as the recorder for the Commission.

- H. The Fire Marshal's Office will provide clerical assistance to the Commission.

SECTION II. Duties and Powers

- A. The duties and powers of the Fire Chiefs Commission shall be as specified in this Ordinance and the Commission shall be empowered to make rules and regulations necessary to carry out the provisions of this ordinance.
- B. The Commission shall, from time to time, review the provisions and requirements contained in this Ordinance, and it shall recommend to the Board of County Commissioners, amendments or changes which the Commission may deem advisable.
- C. The Commission shall receive the annual budget requests from the individual Volunteer Fire Departments and shall make recommendations concerning County subsidies to the County Manager on or before April 30th of each year.
- D. The Fire Chiefs Commission shall inspect each fire department receiving County financial assistance as often as it finds necessary but at least once annually. It shall report to the Board of Commissioners, whether or not each department is meeting minimum standards, as specified herein.
- E. If the Fire Chiefs Commission finds that a fire department is not meeting the minimum standards specified in this Ordinance, notice of such deficiency shall be given in writing to the chief and at least two members of the department. This notice shall require that the deficiencies be corrected within sixty days. At the end of the sixty-day period another inspection shall be made by the Fire Chiefs Commission, and if the deficiencies have not been corrected, the Fire Chiefs Commission shall notify the County Board of Commissioners and the financial assistance shall be suspended until the deficiencies shall be corrected. Upon receipt of notification that a Volunteer Fire Department has failed to meet minimum requirements for maintenance of a 9-S-5-mile response (except where district boundaries prohibit), the County Board of Commissioners shall cause the Fire Insurance Rating Bureau to be notified of the deficiency.
- F. The Fire Chiefs Commission shall develop plans for adequate cost-effective fire protection for Pamlico County and shall make appropriate short- and long-range recommendations to the County Board of Commissioners. Such plans may include consolidation of existing departments or substations.
- G. The Fire Chiefs Commission shall review all matters pertaining to the delivery of fire protection and make recommendation thereon to the County Board of Commissioners.

ARTICLE III. FIRE MARSHAL

SECTION I. The Office of County Fire Marshal is hereby established. The County Manager may assign the duties of Fire Marshal to an employee of the county having other duties. Any appointment must be approved by the Fire Commission w/in 30 days.

SECTION II. The County Fire Marshal shall have the following duties and responsibilities:

- A. Keep the County Manager and County Board of Commissioners informed of the progress and development of rural fire departments.
- B. Act as liaison between fire departments in the County, the County Manager and County Board of Commissioners.
- C. Advise the County Manager and County Board of Commissioners concerning requirements of the Insurance Service Office of North Carolina for establishing fire districts.
- D. Advise fire departments in the County on the availability of Federal Surplus and Excess Property.
- E. Assist in coordinating group purchasing options for equipment and apparatus.
- F. Assist in coordinating systems for communicating alarms and calls to all firemen in the County.
- G. Assist with fire scene investigations upon request of the officer in charge of the scene of the fire.
- H. Assist in coordination and development of an Arson Task Force.
- I. Assist with development of a Fire Prevention Program for the County.
- J. Assist VFDs upon request in the improvement of insurance ratings.
- K. Advise and assist VFDs in the procurement of any local, state and federal monies in the ways of grants or loans.
- L. Coordinate (mutual aid) agreements between VFDs and surrounding counties, etc.
- M. Maintain file of all fire incident reports provided by VFDs.

ARTICLE IV. FINANCIAL ASSISTANCE

SECTION I. Pamlico County will make monthly grants of financial assistance to volunteer fire departments in Pamlico County upon their compliance with the minimum requirements hereinafter contained.

SECTION II. In order to qualify for financial assistance from Pamlico County, a fire department must:

- A. Be organized as a non-profit corporation under the laws of North Carolina, or
- B. Be wholly owned and operated by a Pamlico County corporation.
- C. Be a wholly volunteer fire department, that is, no member firemen shall receive any pay or other remuneration for services to the fire department as a fire fighter.

- D. Furnish to the County Fire Marshal by February 1st, of each year a list of all members as of January 1st, of that year. The list shall include name, address, telephone, and social security numbers.
- E. Furnish each of its members a means of identification, such as a card, a badge, hat or automobile plate. Such identification shall be evidence of bona fide membership in the department.
- F. Agree to conduct fire drills and to operate its equipment at regular intervals.
- G. Have adequate fire alarm and/or other communications equipment to ensure response to fire calls.
- H. Maintain a minimum grade 9-S-5-mile response rating with the North Carolina Fire Insurance Rating Bureau.
- I. Maintain the liability and workman's compensation insurance on the firemen and equipment as required by law and by the North Carolina Industrial Commission to ensure that the County will be free from any responsibility for damages or claims resulting from the activities of its firemen or from the operation of its equipment. Each department shall also maintain membership in good standing in the North Carolina and Pamlico County Firemen's Associations.
- J. Carry out an organized training program, which shall be specified by the Fire Commission. The training program shall include the training and qualifying of fire truck drivers. Each department shall participate in a minimum of one drill each month, and fire truck shall be operated at least once each week. Each department shall record a minimum of 36 documented hours of training for each member annually.
- K. Stress safety throughout the department and its activities. Emphasis shall be placed on the safe driving of the firemen's automobiles to the scene of the fire, as well as safe practices while fighting a fire. Only qualified members shall drive a fire truck.
- L. Keep accurate records of all fire calls in a fire record book. The chief of a fire department shall see that all reports required by the County Fire Marshal, the Insurance Service Office of North Carolina, the Police Information Network (PIN) or other governmental agencies shall be promptly filed. All fire incident reports shall be filled out completely and filed with the Office of the County Fire Marshal in a timely manner.
- M. Meet and maintain all requirements as stated and approved in 11 NCAC 05-Office of State Fire Marshal, Subchapter 05A- Fire and Rescue. Attached as "Attachment #1"

SECTION III. Financial assistance shall be made to fire departments in monthly installments. The county will commit assistance to a department for a one-year period, but payments shall be subject to suspension as provided in Article II, Section II, E hereof.

ARTICLE V. FIRE DISTRICTS

SECTION I. It shall be the responsibility of each fire department in Pamlico County to determine, after negotiation with the adjoining fire department, if appropriate, the area of the County within which it will

provide fire protection, (fire protection area), and the boundaries of such district shall be clearly shown on a map of the County. A report of such determination shall be made to the Fire Commission which shall make a recommendation in respect thereto to the County Board of Commissioners. No fire department shall solicit funds outside its fire district as so established, except that a department may solicit funds from a non-resident of its district from owners of property located in the district. The County Fire Marshal shall assist in establishing fire district lines if requested to do so by a fire department. The following items elaborate on the Fire Districts described above.

A. The senior officer of the fire department within whose district a fire is being fought or a HAZMAT incident has occurred, shall be the final authority at such fire or HAZMAT incident. In the case of a fire or HAZMAT incident outside an organized fire department district, the senior officer of the first department whose equipment arrives at the scene shall be the final authority. A senior officer may transfer his authority to another officer better qualified to deal with a given fire or other emergency provided the latter is willing to assume such authority. In such cases, all firemen shall be notified of the transfer of authority.

B. It shall be the responsibility of the officer in charge of fighting a fire, with such assistance as he shall deem necessary, to make a full investigation in order to determine the cause of the fire, if possible. All evidence of arson or other crime shall be reported to appropriate law enforcement officers.

ARTICLE VI. CONFLICTING ORDINANCES, ORDERS, RULES AND REGULATIONS SUSPENDED

All provisions of existing ordinances which conflict with this Ordinance are hereby repealed. All rules and regulations made and promulgated pursuant to this Ordinance shall supersede all existing rules and regulations inconsistent therewith.

ARTICLE VII. EFFECTIVE DATE

This Ordinance shall take effect on the 1st day of February 2020.

Attachment #1

CHAPTER 05 - OFFICE OF STATE FIRE MARSHAL

SUBCHAPTER 05A - FIRE AND RESCUE

SECTION .0900 – PUBLIC PROTECTION CLASSIFICATIONS FOR FIRE DISTRICTS

11 NCAC 05A .0901 DEFINITIONS

As used in this Subchapter:

- (1) "9S Inspection" means an inspection conducted by the Office of State Fire Marshal (OSFM) to ensure compliance with the requirements of this Section in order to receive a public protection classification rating.
- (2) "Automatic Aid" means assistance dispatched automatically by contractual agreement between two communities or fire districts to all structure fires.
- (3) "Eligible Firefighter" means all persons 18 years of age or older who are firefighters as defined by G.S. 58-86-2.
- (4) "Engine" means a motorized vehicle meeting the requirements of NFPA 1901, "Standard for Automotive Fire Apparatus."
- (5) "Fire Department" means an organization established or organized under applicable State and local laws, for the purpose of limiting, reducing, or preventing damage or personal injury caused by fire or other emergency.
- (6) "Fire Districts" or "Insurance Districts" means an area within a city, town, municipality, or county that is established in order to provide fire prevention and fire suppression services.
- (7) "Fire Station" means a building for the housing of fire department apparatus and personnel.
- (8) "Gallons Per Minute" or "GPM" means the volume of water flow from a hose, hydrant, or other fire suppression apparatus.
- (9) "Pounds Per Square Inch" or "PSI" means the pressure a gas or liquid exerts on the walls of its container.
- (10) "Public Protection Classification" or "PPC" means a rating given to fire districts or insurance districts throughout the State on their ability to provide fire prevention and fire suppression services to affected areas within its jurisdictional boundaries.
- (11) "Road Miles" are the miles that a fire apparatus will travel from a fire station to an emergency scene.
- (12) "Rural Fire District" means a fire district that is outside the jurisdictional boundaries of a city, town or municipality and is established pursuant to G.S. Chapter 69, Article 3A of or G.S. Chapter 153A, Article 11.
- (13) "Structure Fire" means a condition where an actual monetary loss or physical damage has occurred to a building or constructed area, due to the result of a fire.
- (14) "Tanker" means a fire truck/engine designed to carry water to fires, whether equipped with or without a pump to dispense the water.

History Note Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0902 PURPOSE

(a) This Section establishes standards for insurance public protection classifications for fire districts throughout the State.

(b) Fire districts in all rural areas of the State and in cities with populations of 100,000 or fewer according to the most recent annual population estimates certified by the State Budget Officer shall be inspected by the Department in accordance with the requirements of this Section. All other fire districts in the State shall be inspected by the Insurance Services Office ("ISO") in accordance with this Section.

(c) A "PPC 1" is the best rating, and a "PPC 10" indicates that the fire district does not meet the minimum protection requirements.

(d) A fire district that meets the certification requirements set forth in this Section shall be given a public protection classification of "PPC 9S."

(e) A fire district that meets the certification requirements set forth in this Section, but contains properties within its jurisdictional limits that are more than five but within six road miles from a responding fire station, shall be given a public protection classification rating of "PPC 9E."

(f) If a fire district contains some properties within its jurisdictional limits that meet the requirements of a certain PPC rating, and some properties within its jurisdictional limits that meet the requirements of another PPC rating, the fire district may receive a split rating.

(g) To receive a public protection classification better than a "PPC 9S," a fire district must meet the requirements of this Section and the North Carolina Fire Suppression Rating Schedule ("NCFRS").

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0903 RATING OF FIRE DISTRICTS

(a) To receive a PPC rating, a fire department shall submit a written request to OSFM containing the following information:

- (1) The name of the fire district;
- (2) The name of the entity that operates the fire district (e.g., city, town, county, non-profit corporation);
- (3) The name of the person in charge of the entity that operates the fire district;
- (4) The name and title of the Fire Chief or his or her designee;
- (5) The physical address of the location of every fire station utilized by the fire department;
- (6) The mailing address of the fire department;
- (7) The Federal (FEIN) Tax ID number of the fire department;
- (8) Copies of any contracts with a local government body to provide fire protection; and
- (9) A Geographic Information System ("GIS") computer-generated map of the fire district, and documentation of the approval of the map by the local governing body if applicable.

(b) A fire department may contract with more than one unit of government to provide fire protection. In addition, a local unit of government may contract with more than one fire department to provide fire protection.

(c) 9S Re-Inspections. Fire departments shall be re-inspected by OSFM, at least every

10 years and shall be notified by OSFM of such 9S re-inspection in writing at least 30 days in advance. In addition, upon receipt of information alleging noncompliance with this Section that is reviewed and verified by OSFM, OSFM shall perform unannounced re-inspections of fire departments.

(d) New Station Inspection. A fire department may request a certification inspection for any new station. Before OSFM will conduct the inspection, the fire department must provide the following:

- (1) Proof of Certificate of Occupancy; and
- (2) If the fire department is adding to their rated insurance district with an additional station or making any changes to the insurance district lines, new maps and approvals in accordance with Subparagraph (a)(9) of this Rule.

(e) Merging of fire departments. When two or more fire departments merge into one fire department, OSFM shall conduct a 9S inspection. Before the inspection will be conducted, the fire departments must provide the requirements of Paragraph (a) of this Rule.

(f) Unless otherwise approved pursuant to Paragraph (g) of this Rule, a fire district may not extend more than five road miles from a responding fire station.

(g) A rural fire district may extend its boundaries to more than five road miles but within six road miles from a responding fire department if, in addition to the requirements of Paragraph (a) of this Rule, the fire department enters a written automatic aid contract with another jurisdiction that requires the responding party to respond with at least one piece of fire apparatus capable of carrying at least 1,000 gallons of water.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25; 58-83-1;

Eff. January 1, 2018.

11 NCAC 05A .0904 FACILITIES

(a) A fire station shall be provided with heating for all-weather protection of apparatus.

(b) If a fire department has multiple fire stations, each fire station shall not be more than 10 road miles from another fire station within the fire district.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0905 APPARATUS SPECIFICATIONS AND EQUIPMENT

(a) Engines. All stations shall have at least one engine that is:

- (1) Constructed in accordance with NFPA 1901, "Standard for Automotive Fire Apparatus"; and
- (2) Equipped with the following:
 - (A) A pump certified by an independent third-party certification organization that is accredited for inspection and testing systems on fire apparatus in accordance with NFPA 1901, "Standard for Automotive Fire Apparatus."
 - (B) A pump rated at not less than 750 GPM at 150 PSI net pump

pressure.

- (C) A tank with at least a 300-gallon capacity.
 - (D) Two 200-foot pre-connected hose lines, with a diameter of 1 ½ inches, 1 ¾ inches, or 2 inches, with nozzles that have a minimum flow of 95 GPM.
 - (E) At least 20 feet of hard-suction hose in a size to flow the capacity of the engine, or at least 15 feet of soft-suction hose with a diameter of at least four inches.
 - (F) Four self-contained breathing apparatus (SCBA) in proper working condition. A SCBA shall be considered in proper working condition if the facepiece, back frame and harness, cylinder, hoses, low air alarms, regulators, and accessories are tested and operational in accordance with manufacturer's recommendations. The SCBA's shall be certified in accordance with NFPA 1981, "Standard on Open-Circuit Self- Contained Breathing Apparatus (SCBA) for Emergency Services."
 - (G) Four spare SCBA cylinders.
 - (H) One roof ladder at least 12 feet long.
 - (I) One extension ladder at least 24 feet long.
 - (J) One folding ladder.
 - (K) One pike-head axe.
 - (L) One flat-head axe.
 - (M) One forcible entry tool.
 - (N) One pike pole or plaster hook at least 6 feet long.
 - (O) Two portable, rechargeable hand lights suitable for use in hazardous conditions in accordance with NFPA 70, "National Electrical Code."
 - (P) 100 feet of utility rope, at least ½ inch in diameter.
 - (Q) Two 20 pound, class BC portable extinguishers.
 - (R) One 2½-gallon water extinguisher.
 - (S) One first aid kit.
 - (T) One bolt cutter at least 14 inches long.
 - (U) One two-way radio assigned to the apparatus.
 - (V) One traffic vest for each riding position.
- (b) Tankers. If a station has a tanker, the tanker shall:
- (1) Be equipped with at least 1,000 gallons of water.
 - (2) Be equipped with hoses and equipment for filling the tank and transferring water to the engine.
 - (3) Be properly baffled in accordance with NFPA 1901, "Standard for Automotive Fire Apparatus."
 - (4) Be equipped with one traffic vest for each riding position.
- (c) Protective Clothing. Each eligible firefighter shall be provided protective clothing approved pursuant to NFPA 1851, "Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting," including:
- (1) Helmet.
 - (2) Coat.

- (3) Pants.
 - (4) Boots.
 - (5) Gloves.
 - (6) Hoods.
- (d) A fire station shall inspect all equipment inventory monthly, and document the inspection.
- (e) A fire station shall perform maintenance on engines and tankers in accordance with manufacturers recommendations, and maintain logs documenting all such maintenance.
- (f) A fire department shall perform a fire pump performance test on all engines annually, in accordance with NFPA 1911, "Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles." If the engine was purchased within the previous 12 months, the certification required by Part (a)(2)(A) of this Rule shall satisfy this requirement.
- (g) All NFPA standards referenced in this Rule are herein incorporated by reference, including subsequent amendments and editions. Copies of these standards are available for public inspection at the Department, or may viewed online for free at the National Fire Protection Association website at <http://www.nfpa.org>.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0906 STAFFING LEVELS

- (a) Fire Station.
- (1) Each fire department shall maintain a minimum of 15 eligible firefighters on its roster.
 - (2) Each fire department shall provide a roster containing the names and date of birth of all eligible firefighters. A report submitted to the North Carolina State Firefighters' Association pursuant to G.S. 58-86-25 constitutes compliance with this Subparagraph.
 - (3) Each fire department shall provide current workers compensation insurance certifications for all of its eligible firefighters.
 - (4) Firefighters under the age of 18 will not be counted for purposes of meeting the requirements of this Rule.
- (b) Additional Fire Stations: Fire departments that operate more than one station shall have four additional personnel for each additional station.

History Note: Authority G.S. 58-2-30; 58-36-10; 58-40-25; S.L. 2017-167;

Eff. January 1, 2018.

11 NCAC 05A .0907 TRAINING

- (a) Eligible firefighters shall attend at least 36 hours of training annually in the area of fire prevention, fire suppression, or protection of life and property. No more than 12 hours of emergency medical services training may be counted toward the 36-hour training requirement.

- (b) Fire departments shall provide at least four hours of training per month, for a total of 48 hours of training per year.
- (c) Within one year of appointment, the fire chief of each fire department shall complete a class on management of fire department operations and records approved by the State Fire and Rescue Commission in accordance with G.S. 58, Article 78.
- (d) Fire departments shall maintain training records in accordance with 11 NCAC 05A .0911.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0908 COMMUNICATIONS AND ALARMS

- (a) Fire departments shall utilize the Public Service Answering Point (PSAP) established pursuant to G.S. 143B, Article 15, Part 10, to receive 911 calls and dispatching, 24 hours per day, 7 days per week.
- (b) Notification to firefighters of emergencies may be provided by pagers, portable radios with alerting capabilities, or station alerting devices with paid personnel. Text paging or phone paging by a third party shall not be an acceptable means of notification.
- (c) In jurisdictions utilizing Automatic Vehicle Location (AVL) systems, the fire department that is responsible for the fire district shall be dispatched, along with the closest unit recommendation of the AVL systems. In accordance with 11 NCAC 05A .0903(g), if a jurisdiction is utilizing AVL for unit dispatch, it shall ensure that an apparatus with a minimum of 1,000 gallons of water is dispatched as required by the automatic aid protocols.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0909 RESPONSE TO STRUCTURE FIRES

- (a) Each fire department shall ensure the response of at least four of its eligible firefighters and one engine to all structure fires. The fire chief may be one of the four responding members.
- (b) The fire department responding to a structure fire shall have a plan to provide a minimum flow of 200 GPM for 20 minutes within five minutes of the first arriving engine.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0910 INCIDENT REPORTING

- (a) When a fire department responds to a fire, the fire chief shall ensure that a fire incident report is completed on the current version of the National Fire Incident Reporting System (NFIRS).
- (b) A fire department shall keep records on dates, times, and locations of all fires on the current version of the NFIRS.
- (c) All reports shall be submitted to OSFM within 120 days of incident occurrence.
- (d) When a fire department responds to a fire involving fatalities, an initial report shall

be filed by the fire chief or fire marshal of the authority having jurisdiction within 48 hours of the incident to the Office of State Fire Marshal.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25; 58-79-1; 58-79-45;

Eff. January 1, 2018.

11 NCAC 05A .0911 RECORDS

A fire department shall maintain the following records for 36 months:

- (1) Apparatus maintenance logs for in service engines and tankers, in accordance with 11 NCAC 05A .0905.
- (2) Apparatus equipment inventory checks for all in service engines and tankers, in accordance with 11 NCAC 05A .0905.
- (3) Fire pump performance tests, in accordance with 11 NCAC 05A .0905.
- (4) Training records for all eligible firefighters, in accordance with 11 NCAC 05A .0907.

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

11 NCAC 05A .0912 NON-COMPLIANCE

- (a) Upon completion of an inspection, the OSFM inspector will review the inspection results with the fire chief or the chief's designee. Any fire department that fails to meet any of the standards set forth in this Section shall be considered non-compliant for the purpose of determining Fire Insurance District Rating Classifications.
- (b) A non-compliant fire department shall have a period of 30 days from the date of the inspection to submit a written corrective action plan to OSFM. The corrective action plan shall address each deficiency found in the inspection and the corrective action the fire department will take in response to the deficiency. Upon receipt of approval of the corrective action plan from OSFM, the fire department shall have six months to become compliant. If the fire department remains non-compliant after the expiration of the six-month corrective action period, OSFM shall consult with the entity that operates the fire district and place the fire department on probation until the fire department becomes compliant, for a period not to exceed six months. Upon completion of the probationary period, OSFM shall re-inspect the fire department for compliance. If the fire department remains non-compliant, OSFM shall designate the fire department as a "PPC10" (non-certified).

History Note: Authority G.S. 58-2-40; 58-36-10; 58-40-25;

Eff. January 1, 2018.

BE IT RESOLVED, the Coastal Community Action Community Services Block Grant (CSBG) FY 2020-2021 application has hereby been submitted to the Pamlico County Board of Commissioners for review.

BE IT RESOLVED, the request to authorize Bill Fentress, Marea Stewart, and Chairman Pat Prescott to sign for Requisition of Funds for CDBG-NR No. 18-C-3063 is hereby approved.

BE IT RESOLVED, the request for authorization of County Manager to sign a contract with Eastern Carolina Council of Governments contingent on agreement of terms is hereby approved.

BE IT RESOLVED, the request to add Dr. Elizabeth Cordes to list of appointees for Health Advisory Board is hereby approved.

BE IT RESOLVED, the request to move the second meeting in January to January 21, 2020 due to the Martin Luther King, Jr Holiday is hereby approved.

On a motion made by Commissioner Doug Brinson and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the request for authorization of the Budget and Finance Officers to make necessary budget amendments to fund the DSS HVAC Replacement project is hereby approved.

BE IT FURTHER RESOLVED, the Chairman, County Manager, and Finance Officer are hereby authorized to sign contract and other documents required to begin the project.

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

BE IT RESOLVED, Mr. Jim Holton is hereby reappointed to the VAD Agricultural Advisory Board for a three (3) year term.

On a motion made by Commissioner Ed Riggs and seconded by Commissioner Missy Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, Ms. Starr Murphy, Ms. Laura Stanbrough, and Dr. Elizabeth Cordes are hereby appointed to the Health Advisory Board for a three (3) year term.

On a motion made by Commissioner Candy Bohmert and seconded by Commissioner Missy Baskervill, the Board met in closed session pursuant to NCGS §143-318.11(a)(3) Attorney-Client Privilege to consult with the County Attorney regarding *Port Vandemere, Inc. v. Pamlico County* and *Bufflehead Point, LLC v. Pamlico County, North Carolina Department of Health and Human Services, and Scott Lenhart*.

On a motion made by Commissioner Doug Brinson and seconded by Commissioner Candy Bohmert, the Board went back into open session.

There being no further business, on a motion made by Commissioner Missy Baskervill and seconded by Commissioner Candy Bohmert, the Board adjourned until Tuesday, January 21, 2020.

Chairman

Clerk to the Board