

**TOWN OF WILLIAMSTON
REGULAR BOARD OF COMMISSIONERS MEETING
WILLIAMSTON TOWN HALL
102 E. MAIN ST., WILLIAMSTON NC 27892
MONDAY, MARCH 3, 2025, 5:30 P.M.
AGENDA**

Times listed are estimates only. **Do not rely on listed times for when these items will be addressed. It is noted that items may be addressed earlier or later than the estimated times shown on this agenda.

<u>Agenda Item</u>	<u>Time **</u>	<u>Action</u>	<u>Page(s)</u>
I <u>Mayoral Procedures</u>			
(1) Call to Order	5:30		
(2) Pledge of Allegiance	5:31		
(3) Opening Prayer	5:33		
II <u>Discussion/Adjustment to the Agenda</u>	5:34	X	
(Please include removal and transfer of any Consent Agenda items from Consent Agenda to Regular Agenda that need full discussion)			
III <u>Consent Agenda</u>	5:35	X	
(These items may be adopted with a single motion, second and vote. However, any Governing Board Member may request removal of any item or items for full discussion.)			
(1) Regular Board Meeting Minutes of January 6, 2025			1-5
(2) Regular Board Meeting Minutes of February 3, 2025			6-9
(3) Retreat Minutes from January 24th & 25 th , 2025			10-15
(4) Budget Amendment for Repair Building & Grounds			16
(5) Confirm Approval of CDBG Smiling Faces Compliance Plans			17-44
IV <u>Public Comment</u>	5:37		
V <u>Old Business</u>			
VII <u>New Business</u>			
(1) Reclassification of Police Records Clerk to Administrative Assistant <u>Beth Coltrain</u>	5:45	X	45-48
(2) Reclassification of Firefighter to Master Firefighter <u>Michael Peaks</u>		X	49-53
(3) Reclassification of Recreation Specialist to Recreation Coordinator <u>Allen Overby</u>		X	54-56
(4) Recognition of Finance Director, Mandy Bullock, Completion of Master of Business Administration and completion North Carolina Finance Officer Certification <u>Travis Cowan</u>			
(5) Adoption of Ordinance 2025-2: Annexation of Smiling Faces <u>Shay Baggett</u>		X	57-60

The Town of Williamston usually holds all public meetings in the assembly room but provides an alternate space on the first floor for those with disabilities. Any individual with a disability who desires to attend the meeting should call 252-792-5142 as early as possible prior to any meeting.

Note: Please turn off any cell phones, etc. during this meeting. Thank you for your cooperation.

(6) NC Hazmat RRT Contract <u>Chief Peaks</u>	X	61-226
(7) Lamar Contract (Billboard) <u>Andrew Brownfield</u>	X	227- 229

VIII Department Head Reports 6:15

- Planning
- Finance
- Police
- Parks & Recreation
- Public Works
- Fire

IX Adjourn Regular meeting 6:35

Information attachments

Williamston Police Vehicle Take Home Program S.O.P. 600 V-2	230-232
Budget to Actuals	233-249
MML Library Minutes	250-253

This meeting is open to the public virtually. If you wish to make comments during the meeting, please forward questions or comments to jescobar@townofwilliamston.com or written statements to Town of Williamston, 102 East Main Street, Williamston, NC in advance. You may still speak at the meeting but written comments will ensure they understand in case of technical difficulties.

If you would like to listen and have input during the Public Hearing and Public comment sections, please follow the instructions below:

Please join our meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/360529277>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212

- One-touch: tel:+18722403212,,360529277#

Access Code: 360-529-277

The Town of Williamston usually holds all public meetings in the assembly room but provides an alternate space on the first floor for those with disabilities. Any individual with a disability who desires to attend the meeting should call 252-792-5142 as early as possible prior to any meeting.

Note: Please turn off any cell phones, etc. during this meeting. Thank you for your cooperation.

MINUTES OF THE MEETING OF
THE TOWN BOARD OF COMMISSIONERS
TOWN OF WILLIAMSTON, NC

January 6, 2025

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, January 6, 2025, at 5:30 p.m. at the Town Hall Assembly Room at 102 East Main Street, Williamston, NC.

PRESENT Mayor: Dean McCall
Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, and David Richmond
Town Administrator: Travis Cowan
Town Clerk: Jackie Escobar
Police Chief: Beth Coltrain
Public Works Director: Stacy Stalls
Planning and Zoning Administrator Andrew Brownfield
Planning and Downtown Marketing Coordinator: LaShonda Cartwright
Fire Chief: Michael Peaks
Parks and Recreation Director: Allen Overby
Finance Officer: Mandy Bullock
Town Attorney: Watsi Sutton

ABSENT Town Commissioner Glinda Fox

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, Commissioner Gianpoalo led the pledge of allegiance, and then Commissioner Richmond offered the invocation. The Mayor extended a special welcome to Martin County Commissioner Dempsey Bond and Town of Williamston Planning Board Member Robin Manning-Brown.

AGENDA APPROVED

Commissioner Richmond moved, Commissioner Coffield seconded, and the regular agenda was unanimously approved.

CONSENT AGENDA

Commissioner Moore moved it, seconded it by Commissioner Gianpoalo, and unanimously approved the consent agenda.

Items approved in the Consent Agenda are as follows:

- (1) Regular Board Meeting Minutes of December 2, 2024

PUBLIC HEARING

Commissioner Moore moved it, seconded by Commissioner Richmond, to open the Public Hearing for Budget FY 25-26 at 5:33 pm. The motion moved unanimously. The Town Administrator reported that the purpose of this hearing was to allow for community input for the Town's budget for Fiscal Year 2025-26. With no further comments, Commissioner Moore moved, seconded by Commissioner Coffield, to close the Public Hearing at 5:34 pm. The motion moved unanimously.

PUBLIC COMMENT – *Commissioner Richmond moved it, seconded by Commissioner Moore, to open the Public Comment segment at 5:35 pm. The motion moved unanimously. With no speakers, Commissioner Moore moved, seconded by Commissioner Gianpoalo, to close the Public Comment segment at 5:35 pm. The motion moved unanimously.*

NEW BUSINESS

CDBG Smiling Faces Grant Administration Services Contract

Shay Baggett reported that the Town of Williamston administers a CDBG Grant to install sewer lines along Smiling Faces Daycare's property and connect the property to the Town's existing sewer system. On December 2, 2024, the Board directed Town staff to negotiate a contract with

McAdams and Associates to provide administrative services after completing bidding procedures compliant with CDBG and the Town's purchasing policies. She presented the contract, which has been reviewed by the Town attorney and signed by Emily Miller, President of McAdams and Associates, with a staff recommendation to approve the contract as written. *Commissioner Richmond moved, seconded by Commissioner Moore, to approve the CDBG Smiling Faces Grant Administration Services Contract with McAdams and Associates. The motion passed unanimously.*

CDBG Smiling Faces Grant Preliminary Engineering Report Contract

Shay Baggett reported that the Town is currently administering a CDBG grant to install sewer lines along Smiling Faces Daycare's property and connect them to the Town's existing sewer system. On December 2, 2024, the Board directed Town staff to negotiate a contract with Rivers and Associates to provide preliminary engineering report (PER) services after completing bidding procedures compliant with CDBG and the Town's purchasing policies. Attached is the contract, which has been reviewed by the Town attorney and signed by Rivers and Associates' President, Gregory Churchill. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the CDBG Smiling Faces Grant Preliminary Engineering Report Contract with Rivers and Associates. The motion passed unanimously.*

Acceptance of Certificate of Sufficiency, Smiling Faces Voluntary Annexation Request

The Town Clerk presented the Certificate of Sufficiency for the Smiling Faces petition to annex voluntarily. At the December meeting, the Board approved Resolution 2024-15, directing the clerk to review the petition and confirm that it met the requirements under North Carolina General Statute G.S. 160A-58.1 for non-contiguous annexation. With guidance and assistance from Attorney Sutton, she confirmed that the Certificate of Sufficiency includes all the necessary components:

- a metes and bounds description
- a map showing the area's relation to our corporate limits
- and the names, addresses, and signatures of all required property owners.

The Smiling Faces Daycare property meets all legal standards for non-contiguous annexation, including proximity, serviceability, and area compliance. Based on these findings, Town staff recommended accepting the Certificate of Sufficiency. *Commissioner Richmond moved, seconded by Commissioner Moore, to accept the Certificate of Sufficiency for Smiling Faces Voluntary Annexation Request. The motion passed unanimously.*

Resolution 2025-1, Public Hearing on Question of Annexation

The Town Clerk presented Resolution 2025-1, Public Hearing on Question of Annexation. She indicated that the next step for annexing the Smiling Faces property is to consider Resolution 2025-1, which will set a public hearing to gather input and finalize the Board's consideration of this annexation. The proposed hearing date is February 3, 2025, at 5:30 pm, here at Town Hall during our regular Board meeting. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve Resolution 2025-1, Public Hearing on Question of Annexation. The motion passed unanimously.*

Revised Audit Contract with CRI, Michael Jordan

The Finance Officer presented a revised audit contract from Carr, Riggs, and Ingram. The change from the previous contract is in their company's structure. They are contracting a third party for taxes and consulting. Audit work will remain with the current company we have been working with for the last several years. Auditing standards and practice will remain unchanged. Carr, Riggs, and Ingram, as a reminder, are an outside, unbiased company that reviews the Town's financial statements for Local Government Commission reporting and approval. The Town Attorney has reviewed and approved this contract. *Commissioner Gianpoalo moved, seconded by Commissioner Richmond, to approve the revised Audit Contract with Carr, Riggs, and Ingram. The motion passed unanimously.*

Accessible Parks Grant Contract

The Parks and Recreation Director presented the Accessible Parks grant contract for the Board to approve. This grant is to replace the playground adjacent to the soccer fields and make necessary accessibility improvements. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the Accessible Parks Grant Contract. The motion passed unanimously.*

Consider Agreement with Timber Company

The Public Works Director presented the agreement that will allow Edsel G Barnes III, LLC., buyer, to harvest a small portion of the timber (less than an acre) belonging to the Town of Williamston and allow access to harvest timber that is on the East side of Williamston's Waste Water Treatment Plant which is on the Jane P.Heckstall property. By signing this agreement, the Town will allow the timber company to cross the Town of Williamston's property so that they can harvest the timber on the Jane P Heckstall property without crossing any of the Waste Water Treatment Plant utilities, therefore ensuring there are no damages to the infrastructure. *Commissioner Richmond moved, seconded by Commissioner Moore, to approve the Timber Agreement with Edsel G Barnes III, LLC.. The motion passed unanimously.*

Budget Amendment – Building Demolition

The Town Administrator reported that in recent conversations with the Board, it was evident that the Town needed to separate code enforcement and building demolition into separate line items. As staff prepares for the inevitable demolition of 219 MLK Drive, this budget amendment meets the separation as discussed. It designates funds from the fund balance to facilitate this work. *Commissioner Coffield moved, seconded by Commissioner Richmond, to approve the Budget Amendment – Building Demolition. The motion passed unanimously.*

DEPARTMENTAL REPORTS**Fire/Rescue**

The Fire Chief provided the following report:

- The department responded to 3,109 calls in 2024, marking it the busiest year recorded in the Town of Williamston's history.
- There were two house fires, one between Christmas and New Year's Eve and one on January 2.
- The department completed the roster of training in 2024 and would soon begin their annual required training for 2025.
- The three new hires have graduated from the Fire Academy.

- Unfortunately, Lieutenant Michael Piece has lost his father to cancer. The Fire Chief expressed his deepest condolences.
- Captain Rob Rogers will retire on February 1.
- The state updated the NC Fire Code on January 1, 2025. A notable requirement is that food trucks now require hood suppression systems.

Planning

The Planning and Zoning Administrator reported:

- The Planning and Zoning Director announced that demolition proceedings are progressing as planned. A hearing is scheduled for January 10 during the Town Board meeting.
- The Director outlined upcoming advisory meetings, which include the Mid-East Rural Planning Organization on January 16, 2025, and a WDI general meeting on January 15, 2025.
- Additionally, the Director noted that the Dollar General project at the intersection of West Main and NC-125 is complete.
- The Director also reported that a pre-construction meeting for the River Boardwalk project occurred on December 4, 2024. He indicated that pilings will be completed by February, marking the start of the moratorium on pilings.

Finance

The Finance Officer reported:

- Point and Pay integration was complete and live for residents.
- Staff began working on annual W2 forms.

Police

The Police Chief provided the following report:

- Officers participated in Hamilton's Christmas Parade, the Williamston Christmas Parade, and local schools' Christmas stores. The department hosted its annual Christmas Downtown event with a successful turnout!
- The total number of calls for service is 724. The top calls included traffic stops, foot patrol, and unlocking vehicles. In December, there were 98 incidents and 57 arrests.
- The Police Chief reported that a local Speedway was robbed on December 8 by the same thief involved in a robbery case in Robersonville. A Williamston Police Detective successfully identified, located, and arrested the suspect. The Police Chief praised the officers and expressed her pride in their work.
- Commissioner Richmond thanked the Police Department for their excellent work.

Public Works

The Public Works Director reported the following:

- He contacted CSX about removing the railroad timbers on Elm Street.
- Staff handled 10 water leaks, which were common during colder temperatures.
- Staff completed preventative maintenance as required by the State.

Parks and Recreation

The Parks and Recreation Director reported:

- Basketball was still in season, with a tournament scheduled for March 8.
- NC Amateur Sports awarded the Town of Williamston a \$12,000 grant to top-dress the baseball fields.
- A steering committee meeting for the Parks Comprehensive Plan will occur **on January 23, 2025.**

Closed Session – N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business

Commissioner Richmond moved, with a second by Commissioner Moore, to go out of regular session into closed session for N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business at 6:23 pm. The motion passed unanimously.

Commissioner Richmond moved, seconded by Commissioner Moore, to move out of the closed session into a regular session at 7:14 p.m. The motion passed unanimously.

The Town Attorney clarified the statutes for the closed sessions are as follows: N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business opposed to the agenda only listing N.C.143-318.11(a)(5).

Commissioner Moore moved, with a second by Commissioner Richmond, to go out of regular session into closed session for N.C.143-318.11(a)(5) Board’s Direction on Negotiating Position on Acquisition of 100 East Boulevard and N.C.143-318.11(a)(4) Location / Expansion of Local Industry / Business at 7:16 pm. The motion passed unanimously.

Commissioner Richmond moved, seconded by Commissioner Moore, to move out of the closed session into a regular session at 7:59 p.m. The motion passed unanimously.

There being no further business, *it was moved by Commissioner Moore, seconded by Commissioner Richmond, and unanimously declared the meeting adjourned at 8:00 pm.*

Submitted By:

Approved By:

Town Clerk

Mayor

MINUTES OF THE MEETING OF
THE TOWN BOARD OF COMMISSIONERS
TOWN OF WILLIAMSTON, NC

February 3, 2025

The Board of Commissioners of the Town of Williamston met in a regular called meeting on Monday, February 3, 2025, at 5:30 p.m. at the Town Hall Assembly Room at 102 East Main Street, Williamston, NC.

- PRESENT** Mayor: Dean McCall
 Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, and Glinda Fox
 Town Administrator: Travis Cowan
 Police Chief: Beth Coltrain
 Public Works Director: Stacy Stalls
 Planning and Zoning Administrator Andrew Brownfield
 Planning and Downtown Marketing Coordinator: LaShonda Cartwright
 Fire Chief: Michael Peaks
 Parks and Recreation Director: Allen Overby
 Town Attorney: Watsi Sutton
- ABSENT** Town Commissioner David Richmond
 Town Clerk: Jackie Escobar
 Finance Officer: Mandy Bullock

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, Commissioner Coffield led the pledge of allegiance, and then Commissioner Moore offered the invocation. The Mayor extended a special welcome to former Williamston Mayor Joyce Whichard-Brown, Martin County Commissioners Dempsey Bond and Ronnie Smith, and Town of Williamston Planning Board Member Robin Manning-Brown.

AGENDA APPROVED

Commissioner Fox moved, Commissioner Moore seconded, and the regular agenda was unanimously approved.

CONSENT AGENDA

Commissioner Moore moved it, seconded it by Commissioner Coffield, and unanimously approved the consent agenda.

Items approved in the Consent Agenda are as follows:

- (1) Budget Amendment for Skewarkee Sewer Outfall Renovation Project

Title	Debit	Credit
Sewer Retained Earnings		\$10,000.00
		\$10,000.00
Construction	\$156,804.90	
Contingency		\$102,833.15
CCTV	\$1,028.25	
Easement Prep & Acquisition		\$20,000.00
Mitigation Fees		\$25,000.00
Legal & Administrative		\$10,000.00
Closing Costs	\$10,000.00	
	\$167,833.15	\$157,833.15
Total	\$167,833.15	\$167,833.15

PUBLIC HEARING

Commissioner Moore moved it, seconded by Commissioner Richmond, to open the Public Hearing for Voluntary Annexation of Smiling Faces at 5:35 pm. The motion moved unanimously. The Town Administrator reported that the purpose of this hearing was to allow for community input regarding the voluntary annexation of Smiling Faces Daycare. With no further comments, Commissioner Moore moved, seconded by Commissioner Gianpoalo, to close the Public Hearing at 5:36 pm. The motion moved unanimously.

PUBLIC COMMENT – None

OLD BUSINESS

Reconsideration of the MCNC Encroachment Agreement

Shay Baggett reported that the Town Staff is requesting the Board reconsider the encroachment agreement between the Town of Williamston and MCNC. This agreement permits MCNC to install fiber lines through the Town Right-of-Way to the Providence Omnistructure (the Old Middle School) building. The Town Attorney reviewed and approved the agreement. *Commissioner Moore moved, seconded by Commissioner Coffield, to approve the MCNC Encroachment Agreement. The motion passed unanimously.*

NEW BUSINESS

Resolution of Tentative Award for Negotiated Bid for Williamston Skewarkee Sewer Rehab – Phase II – Sewer Rehab

Kevin Cooper of Rivers and Associates reported that the Town of Williamston initially advertised the Skewarkee Outfall Sewer Rehabilitation Project in October 2024. However, the first bid opening in November did not meet the minimum requirement. After re-advertising, the Town received only one bid from Bio-Nomic Services, Inc., which exceeded the available budget. To reduce costs, the Town and Bio-Nomic negotiated a revised scope, focusing on rehabilitating existing services instead of full replacements. A cost-saving alternative using chemical grout for service lateral rehabilitation was adopted, leading to significant reductions in bid line items and a total contract reduction of \$1,141,845.50. The revised contract, now totaling \$1,821,804.90, was incorporated into the contract documents. The Resolution 2025-02 Memo confirmed the Town's recommendation to approve Bio-Nomic's bid, pending approval from the NCDEQ Division of Water Infrastructure. *Commissioner Fox moved, seconded by Commissioner Moore, to approve Resolution 2025-02 Awarding Bid For Skewarkee Outfall Sewer Rehabilitation Improvement Project. The motion passed unanimously.*

Project Ordinance 2025-01, NCAS Softball Fields

The Town Administrator presented the NCAS Youth Sports Project, which aims to increase youth sports participation in the Town. The project focuses on maintaining the four softball fields at Godwin Coppage Park. A grant from North Carolina Amateur Sports will fully fund the \$12,960 needed for repairs, including top-dressing and cutting the outfield lips on each field. He emphasized the importance of detailed accounting for the Capital Project Fund to meet Local Government Commission requirements. He stated that staff would provide monthly financial status reports to the Board. *Commissioner Moore moved, seconded by Commissioner Gianpoalo, to approve the Project Ordinance 2025-01, NCAS Youth Sports Project. The motion passed unanimously.*

DEPARTMENTAL REPORTS

Police

The Police Chief provided the following report:

- Officers participated in key partner meetings, the Martin Luther King Jr Parade, and the award ceremony at EJ Hayes.
- The total number of calls for service is 681. The top calls included traffic stops, foot patrol, and unlocking vehicles. 96 of those 681 were actual calls where somebody was calling to report a crime. Of those calls, there were 45 arrests.
- The Police Chief reported that on January 21st, a gentleman was reported missing, Mr. Theophilus Whitehead. His vehicle was located at Moratoc Park. Unfortunately, on January 24th, his body was located and recovered from the Roanoke River. The Police Chief thanked the multiple agencies that assisted in the case, including the Martin County Sheriff's Office, the Bertie County Sheriff's Office, Bertie County Emergency Management, Bertie County EMS, Craven County Emergency Management, Hertford County Emergency Management, and the North Carolina State Management in North Carolina, Resource Commission, and the State Bureau of Investigation.
- Ms. Betsy, the Police Department Records Clerk, is set to retire on March 1st. She has been an instrumental asset to the department, making it challenging to fill her vacancy.
- Officers completed criminal justice training and standard audit, which happens every three years.

Planning

The Planning and Zoning Administrator reported:

- Demolition proceedings progressed as expected, and the hearing concluded on January 31st. The owner received 30 days to abate the property before staff could present an ordinance to the Town Board for demolition approval.
- The Mid-East Rural Planning Organization held a meeting on January 16, 2025, where regional projects were discussed, including the use of Reduced Conflict Intersections and roundabouts to enhance traffic flow and safety.
- NCDOT discovered construction materials underground near the US-17 project site, extending the completion timeline to April 2028 from January 2027.
- The Prison Camp Road extension project remained on track for completion by December 2025, with NCDOT estimating it was 75% complete.
- The Piedmont and Coastal NC Clean Communities Advisory Committee met on January 29, 2025, and formalized its founding documents during its start-up phase.
- The Downtown Concert Series preparations progressed, focusing on identifying funding sources and bands.
- WDI collaborated with the North Carolina Main Street program to prepare a strategic planning session with members, aiming to create a development strategy with local business owners.
- WDI began building a relationship with the local Historic Society to improve program accessibility between both organizations.
- The River Boardwalk Project remained on pace for timely completion, with a contractor and engineer meeting scheduled for February 20th.

- WDI met with members of the UNC School of Government to discuss the UNC DFI program, which allows students to design downtown renovation plans at no cost to the town.

Finance

The Town Administrator reported:

- The Finance department was working diligently on the audit.
- The Finance Officer provided the Budget-to-Actual report included in the Agenda Packet.

Parks and Recreation

The Parks and Recreation Director reported:

- Basketball was still in season, with a 10-year-old All-Star tournament scheduled for March 8 at Riverside Middle School.
- Soccer registration will open in a couple of weeks.
- On January 23, 2025, a steering committee meeting for the Parks Comprehensive Plan was held. The first public information meeting will be advertised and accompanied by a public survey.

Public Works

The Public Works Director reported the following:

- The cold weather prompted several water main leaks.

Fire/Rescue

The Fire Chief provided the following report:

- The department responded to 250 calls in January.
- The Fire Chief attended the NC Association of Fire Chiefs Mid-Winter Conference & Expo in Concord.
- The Fire Chief will attend the Congressional Fire Service Institute in Washington, DC. He was invited to attend, providing the department an opportunity to discuss fire service-related issues with congressional leaders.
- Captain Rogers has retired. The Fire Chief publicly thanked Captain Rogers for the service and sacrifice that he and his family have offered. Captain Rogers will remain in the department as a part-time member and as a volunteer, continuing to serve but relinquishing some of his responsibilities in the command staff.
- Unfortunately, the department lost a retired member, Troy Harrell. He was a very active volunteer, having served our community for over 35 years.

There being no further business, *it was moved by Commissioner Moore, seconded by Commissioner Coffield, and unanimously declared the meeting adjourned at 6:07 pm.*

Submitted By:

Approved By:

Town Clerk

Mayor

MINUTES OF THE MEETING OF
THE TOWN BOARD OF COMMISSIONERS
TOWN OF WILLIAMSTON, NC

January 24 and 25, 2025

The Board of Commissioners of the Town of Williamston met for its Annual Planning Retreat on Friday, January 24, 2025, at 1:00 pm and Saturday, January 25, 2025, at 9:00 am at the NC Telecenter 415 East Boulevard, Williamston, NC 27892.

PRESENT Mayor: Dean McCall
Commissioners: Alton Moore, Ruth Coffield, Anthony Gianpoalo, Glinda Fox, and David Richmond
Town Administrator: Travis Cowan
Town Clerk: Jackie Escobar
Police Chief: Beth Coltrain
Public Works Director: Stacy Stalls
Planning and Zoning Administrator Andrew Brownfield
Planning and Downtown Marketing Coordinator: LaShonda Cartwright
Fire Chief: Michael Peaks
Parks and Recreation Director: Allen Overby
Finance Officer: Mandy Bullock

ABSENT Town Attorney: Watsi Sutton

JANUARY 24, 2025

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, the Parks and Recreation director led the pledge of allegiance, and then the Fire Chief offered the invocation.

INTRODUCTION OF FACILITATOR AND RETREAT PROCESS AND UNDERSTANDINGS GREGG PIBURN, LEADERS EDGE CONSULTING

The Town Administrator introduced Gregg Piburn of Leaders Edge Consulting as the meeting facilitator.

DEPARTMENTAL PRESENTATIONS

Overview of Budgeting Concepts

The Town Administrator overviewed budgeting concepts for Williamston, highlighting North Carolina General Statute 159-8(a), which requires local governments to maintain an annual balanced budget. A budget is balanced when estimated net revenues and appropriated fund balances equal appropriations. The presentation covered the budget's composition, including debt, obligated funds, and personnel and operational expenditures. The Administrator also reviewed revenue sources like property taxes, sales tax, fees, and EMS funding, emphasizing their impact on the budget.

The Town Administrator highlighted the tax impact on the budget and the need to maintain fund balances. He emphasized saving funds for capital projects, securing grants, and sustaining operations, recommending that the fund balance cover at least eight months of expenses for financial stability.

The Town Administrator emphasized that the budget should not rely on savings. Instead, financial planning should follow the fundamental equation: Budget = Revenues - Expenditures. This approach ensures that the town operates within its means while maintaining fiscal responsibility and long-term sustainability.

Project Updates

Shay Baggett outlined the Town of Williamston's capital projects for the fiscal year 2025-2026, detailing completed, ongoing, and upcoming projects. She aimed to provide the board with a clear understanding of these initiatives and their financial sources. Shay Baggett defined capital projects as long-term expenditures requiring significant financing, such as grants, loans, or bonds, to create, acquire, or repair capital assets. These projects typically span more than one fiscal year. She reported that projects were set for closure pending an audit. These included initiatives funded by the American Rescue Plan Act (ARPA) for revenue replacement, the installation of AMI water meters, and various other infrastructure improvements.

Active Projects

1. **Gaylord Perry Park:** This project, which cost \$919,875 in total, sought to renovate the gym floor, upgrade facilities, and construct a skate park. A PARTF grant partially funded it.
2. **River Boardwalk Extension:** Funded by multiple grants totaling \$1,010,000, this project aimed to expand the Roanoke River Boardwalk and introduce a disc golf course.
3. **Electric Vehicle Chargers:** The project, primarily funded by the VW-DC Fast Priority Corridor Program, planned to install two EV fast chargers in Williamston.
4. **Sewer Asset Inventory Assessment:** The NCDEQ funded this project with nearly \$900,000, which sought to evaluate and monitor the town's sewer collection system.
5. **Downtown on the Move:** A revitalization project for downtown Williamston, backed by a \$750,000 HUD grant and additional contributions.
6. **Skewarkee Gut Sewer Outfall Rehab:** Estimated at \$2.55 million, this loan-funded project focused on reducing inflow and infiltration in the sewer system.
7. **Lead Service Line Inventory:** A \$490,000 loan-funded effort to document and submit a lead service line inventory to state and federal authorities.
8. **Community Development Block Grant Smiling Faces:** This \$667,825 HUD-funded project aimed to extend the sewer system to Smiling Faces Daycare and integrate it into the town's jurisdiction.
9. **Stream Rehabilitation Assistance Program (STRAP):** A \$275,000 project focused on removing debris and restoring water flow to mitigate flooding in Williamston.

Upcoming and Proposed Projects

- **DOT Sidewalk Project:** Planned sidewalk construction along Main Street to Highway 17, managed by NCDOT.
- **NCAS Youth Sports Project:** A \$12,960 initiative to maintain and enhance softball fields for youth sports participation.
- **Accessible Parks Grant:** An \$87,021 grant-funded effort to make Godwin Coppage Park more accessible with ADA-compliant routes, parking, and playgrounds.
- **Grant Applications in Progress:** The town pursued funding for future development through the Rural Downtown Economic Development Grant and the T-Mobile Hometown Grant.

Finance Department

The Finance Officer presented the fiscal year 2025 financial plans, emphasizing accountability for town funds and assets. The department monitored the budget, ensured compliance with financial regulations, and provided timely financial reporting to the board.

The Finance Officer outlined key goals, including maintaining financial stability, increasing tax collection rates, and maximizing investment returns. The department worked to keep expenditures aligned with revenues while efficiently managing utilities and minimizing delinquent balances. Financial oversight extended to regulations set by the Local Government Commission and other entities, with funding managed from ARPA, HUD, CDBG, and USDA grants.

Several capital projects were in progress, including Electric Vehicle Chargers, AMI Water Meter installations, Water and Sewer Asset Inventories, and the Downtown on the Move initiative. The Finance Officer noted that the new electric vehicle chargers would initially operate at a loss until usage covered costs. The Town purchases water through MCRWASA, and utility billing follows a structured cycle, with bills printed monthly reflecting usage from two months prior.

Challenges included employee recruitment and retention, benefit plans, insurance changes, and rising costs in professional services, liability insurance, and training. The Finance Officer concluded by highlighting technological updates and strategies to ensure the Town's long-term financial stability.

Fire/EMS/RRT Departments

The Fire Chief began his presentation by highlighting the department's mission to protect citizens through fire, rescue, and EMS services. Serving as a regional hazardous materials response team since 1995, the department covered 25 counties under a state contract renewed every four years. The Fire Chief reported that 2024 was the department's busiest year, with 3,109 calls. Paid staff handled all primary service calls while volunteers assisted with additional EMS and fire responses: rising EMS demand and the absence of a local hospital created financial and operational challenges. EMS vehicle replacements faced delays, with new units taking nearly three years to manufacture.

The fire division followed a 25-30 year apparatus replacement cycle. A new \$1.5 million ladder truck was expected in 2026, while the next engine replacement was planned for 2029 at \$850,000. Staffing retention and volunteer engagement remained priorities, as the growing demand required continued support. The Fire Chief committed to working with county officials on EMS solutions and pursuing grants and partnerships to secure funding. He emphasized the need for board support to sustain operations and enhance emergency response capabilities.

Parks & Recreation Department

The Parks and Recreation Administrator presented the 2025 Long-Range Planning for the Parks and Recreation Department, which focused on enhancing community life through recreation, fitness, and tourism. Public input meetings and an online survey were scheduled for February to develop five to ten-year goals aligned with town projects.

The Parks and Recreation Administrator proposed setting the Christmas Parade date for the Saturday before Thanksgiving and reviewed staffing needs. The Administrator also discussed event insurance requirements, noting coverage exclusions for inflatables.

The presentation emphasized strategic planning, staffing, event coordination, and risk management to improve parks and recreation services.

Police Department

The Police Chief presented for the Williamston Police Department, highlighting staffing shortages, budget concerns, and retention challenges. In 2024, officers responded to an average of 22-24 calls per day. Still, the department operated with only eight patrol officers, straining resources and exhausting the overtime budget.

The Chief emphasized the ongoing wage competition in law enforcement, making retention difficult. Current pay structures for officers and BLET recruits lagged behind competing agencies, prompting discussions on incentives such as pay progression, take-home vehicles, and updated policies on grooming standards.

A key proposal focused on a take-home car program, citing research that linked fleet expansion to improved officer availability, response times, and retention. The plan aimed to gradually integrate vehicles into the budget while maintaining the replacement cycle.

The Chief also proposed a percentage-based pay progression system tied to education and certifications, reinforcing professional development and recruitment efforts. The presentation concluded with a focus on sustaining the department's future by balancing officer incentives with budget constraints.

Public Works

The Public Works Director presented for the Williamston Public Works Department, which oversaw six divisions: Water, Sewer, Street, Sanitation, Cemetery, and Garage. With 34 employees, the department focused on maintaining a safe and efficient workplace while promoting professional growth.

The presentation highlighted the department's achievements, including multiple consecutive years of safety awards and recent renovations, such as upgraded security, new siding, and repainted offices. The director outlined Capital Improvement Plan (CIP) requests for the upcoming budget, including new vehicles, leaf collection equipment, sewer infrastructure updates, and fuel system upgrades to improve fleet operations.

The Water Department focused on maintaining distribution lines and hydrants while ensuring fire protection and water quality. The Sewer Department prioritized compliance with state regulations, system maintenance, and grease interceptor inspections. The Sanitation Department maintained a structured pickup schedule for yard waste and household debris. At the same time, the Cemetery Department continued its maintenance efforts and introduced new columbarium pricing. The Street Department aimed to improve paving, sidewalk maintenance, and asphalt repair.

The director emphasized the importance of scheduled equipment replacements, strategic budgeting, and continued investment in infrastructure to ensure efficiency and public service quality. The meeting concluded with a review of priorities for the upcoming year.

Planning

The Planning and Zoning Administrator presented the 2025 retreat update, outlining ongoing projects, growth areas, downtown development, and code enforcement efforts. The River Landing Boardwalk Project, which began in January 2025, experienced weather-related delays but remained on track for a May closeout. The department worked to secure a Rural Downtown Economic Development Grant to fund streetscape improvements.

The presentation highlighted key growth areas, including NC-125/Prison Camp Road, where NCDOT was upgrading Exit 512, and US-17, where the ongoing boardwalk project aimed to boost tourism. The potential reopening of the hospital and construction of a new high school near US-17 Business/South McCaskey Road were opportunities for development.

Downtown revitalization efforts continued, with increasing investor interest and the expansion of Williamston Downtown, Inc.'s initiatives. The department pursued Main Street Program recertification and participated in urban planning efforts to improve streetscaping, landscaping, and parking. Reducing downtown vacancies remained a priority, with zoning modifications supporting mixed-use development.

Code enforcement improved, with 72% of violations resolved by property owners. Due to increased property owner compliance, the Town completed 127 abatements in 2024, down from 160 in 2023. The Planning and Zoning Administrator reviewed the housing demolition process, detailing legal steps to address deteriorated and dilapidated structures. The presentation concluded with a focus on continued urban development and ordinance enforcement.

There being no further business, *it was moved by Commissioner Gianpoalo, seconded by Commissioner Richmond, and unanimously declared the meeting adjourned at 4:30 pm.*

JANUARY 25, 2025

CALL TO ORDER AND INVOCATION

Mayor Dean McCall called the meeting to order. First, the Accounting Services Supervisor, Tiffany White, led the pledge of allegiance, and then Commissioner Moore offered the invocation.

DEVELOP TOWN BOARD OF COMMISSIONERS GUIDING PRINCIPLES GREGG PIBURN, LEADERS EDGE CONSULTING

Gregg Piburn of Leaders Edge Consulting could not attend the retreat, so the Town Administrator filled in. Using Gregg Piburn's guidelines, the Town Administrator emphasized the importance of cohesive collaboration between board members and staff. He encouraged leaders to focus on high-level strategic planning while allowing staff to handle implementation. The session also introduced guiding principles for the board, reinforcing respect, integrity, and a shared commitment to community service.

DEVELOP GOALS AND OBJECTIVES

Key Goals and Objectives for 2025-2026 were outlined, focusing on strategic growth, community health and wellness, and public safety. The board prioritized downtown revitalization, targeting the recruitment of new businesses and mixed-use developments while enhancing streetscapes and signage. The board also discussed housing opportunities, including zoning updates and grants for renovations to attract young professionals and families.

Community wellness initiatives included securing an EMS funding agreement to ensure service stability following the local hospital closure. The town aimed to recruit a primary care provider and OB/GYN and develop wellness programs in collaboration with Parks and Recreation. Safety priorities included maintaining the police camera project, increasing downtown lighting, and improving ADA accessibility at Town Hall.

Budget discussions emphasized capital improvement planning (CIP), workforce retention, and grant funding. Town leaders explored employee pay progression strategies, infrastructure investments, and potential funding sources for public works projects.

The retreat concluded with a commitment to actionable progress. Staff leaders were assigned to refine tactical action plans and provide updates to the board. Leaders expressed optimism about achieving these goals while ensuring fiscal responsibility and continued community engagement.

There being no further business, *it was moved by Commissioner Moore, seconded by Commissioner Richmond, and unanimously declared the meeting adjourned at 5:06 pm.*

Submitted By:

Approved By:

Town Clerk

Mayor

TO: Travis Cowan

Date Submitted: 3/3/2025

SUBJECT: Budget Amendment

Date of Council Action: 3/3/2025

I hereby request that the budget for the General Fund be amended, as set forth below, as permitted and authorized by the General Statutes of North Carolina.

The purpose of this amendment is to budget funds for the repair of Town Hall Bay door and removal of tree in public lot due to damage to sidewalk.

The following accounts will be increased/decreased:

Account No	Title	Department	Debit	Credit
Expense Accounts: 10.4200.7401	Small Equipment	Administration		\$ 5,000.00
Expense Accounts: 10.5000.1500	Repair Building and Grounds	Public Buildings	\$5,000.00	
			\$5,000.00	\$ 5,000.00

Department Head Mary Bullock

This request has been checked for proper account numbers and verified that the amendment is balanced. If the request is to record a grant's acceptance or amendment, the Finance Department has received a copy thereof and it appears to be in order.

Remarks: _____ Yes X _____ No

Mary Bullock
Finance Officer

ACTION OF TOWN ADMINISTRATOR

Approved for Council Action
 Disapproved

[Signature]
Administrator

Memo

To: Mayor and Commissioners

From: Emily Miller, McAdams and Associates

Date: March 3, 2025

Re: CDBG Compliance Plans for Sewer to Serve Smiling Faces Daycare Project # 22-C-4134 (NR)

Mayor and Board,

Per the request by the NC Department of Commerce Rural Economic Development Division, the Town's CDBG / HUD Compliance Plans have been updated for approval on the Consent Agenda. The Compliance Plans include:

- Anit-displacement and Relocation Plan
- Grievance Procedure Policy
- Fair Housing Plan
- Equal Employment and Procurement Plan
- Code of Conduct Policy
- Citizen Participation Plan
- Section 3 Plan
- Language Access Plan

Recommendation:

Approve on Consent Agenda.

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

TOWN OF WILLIAMSTON

Three Year Plan

This Residential Anti-displacement and Relocation Assistance Plan is prepared by the Town of Williamston in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the Town of Williamston will take the following steps to minimize the direct and indirect displacement of persons from their homes: *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities, select one or multiple steps or describe others steps below)*

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.

1. CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units within three years of commencement of demolition or rehabilitation (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305).

- Target only those properties deemed essential to the need or success of the project.
- Other: *(Describe)*

A. Relocation Assistance to Displaced Persons

The Town of Williamston will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

B. One-for-One Replacement of Lower-Income Dwelling Units

The Town of Williamston will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program[s] in accordance with 24 CFR 42.375. Before entering into a contract committing Town of Williamston to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the Town of Williamston will make public by publication in a newspaper of general circulation and submit to the NC Department of Commerce the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower- income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the Town of Williamston will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

C. Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the Town of Williamston may submit a request to the NC Department of Commerce for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

D. Contacts

The office of the Town Clerk at (252) 792-5142 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The office of the Town Clerk at (252) 792-5142 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted this 3rd day of March, 2025.

Dean McCall, Mayor

ATTEST:

Jackie Escobar, Clerk

Providing Meaningful Communication with Persons with Limited English Proficiency

*Town of Williamston
Five Year Plan*

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

POLICY:

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the **Town of Williamston** will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

DEFINITIONS:

Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

Title VI Compliance Officer: The person or persons responsible for administering compliance with the Title VI LEP policies.

Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

The **Town of Williamston** will promptly identify the language and communication needs of the LEP person. Staff will use a language identification card (or “I speak cards,” provided by the Rural Economic Development Division (REDD) and LEP posters to determine the language. In addition, when records

are kept of past interactions with individuals or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

List the current name, office telephone number, office address and email address of the Title VI compliance officers:

Ms. Jackie Escobar
 102 East Main Street
 Williamston, NC 27895
 (252) 792-5142 extension 106
jescobar@townofwilliamston.com

(Note: The agency must notify the REDD Compliance Office immediately of changes in name or contact information for the Title VI compliance officer.)

Check all methods that will be used:

Maintaining an accurate and current list showing the language, phone number and hours of availability of bilingual staff (***provide the list***):

Ms. Jackie Escobar, Spanish
 (252) 792-5142 extension 106
 Hours of Availability: 8:00am to 5:00pm Monday through Friday

Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

(Identify the agency(s) name(s) with whom you have contracted or made arrangements)

Martin County Department of Social Services

Has agreed to provide qualified interpreter services. The agency's (or agencies') telephone number(s) is/are:

(252) 789-4400
 Hours of Availability: 8:00am to 5:00pm Monday through Friday

Other (***describe***):

Telelanguage
 (800) 514-9237
 (888) 884-7734

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest should be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

- i. The **Town of Williamston** will set benchmarks for translation of vital documents into additional languages. *(please ensure to keep records of those documents that apply to your agency)*
- ii. When translation of vital documents is needed, the **Town of Williamston** will submit documents for translation into frequently-encountered languages.
- iii. Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

4. PROVIDING NOTICE TO LEP PERSONS

The **Town of Williamston** will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. Example: The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and individuals and their families will be informed of the availability of such assistance free of charge.

At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the main lobbies, waiting rooms, etc.

Town Hall Lobby

Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations

The Town will provide LED outreach through advertisements on website and in local newspaper.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, The **Town of Williamston** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, The **Town of Williamston** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, complaints filed by LEP persons, feedback from residents and community organizations, etc.

I. Compliance Procedures, Reporting and Monitoring

A. Reporting

The agency will complete an annual compliance report and send this report to REDD. (Format will be supplied by REDD)

B. Monitoring

The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system proposed by the local government. These reports will be maintained and stored by the Title VI Compliance Officer and will be provided to the REDD upon request.

The agency will cooperate, when requested, with special review by the REDD.

II. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy. The form can be found at <http://www.nccommerce.com/cd/community-investment/forms-resources/compliance-plans-and-templates>.

The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

The agency will notify the appropriate section within REDD of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Resolution of Matter

If the matter cannot be resolved by informal means, the individual will be informed of his or her right to appeal further to REDD. This notice will be provided in the primary language of the individual with Limited English Proficiency.

The REDD Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.

If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.

If not resolved by REDD, then complaint will be forwarded to Department of Justice (DOJ), Department of Housing and Urban Development (HUD) Field Office.

SUBMITTED AND ADOPTED BY:

Dean McCall, Mayor _____

Signature

March 3, 2025

Local Jobs Initiative
Section 3 Plan
Local Economic Benefit for Low- and Very Low-Income Persons

Town of Williamston
 Three Year Plan

I. APPLICATION AND COVERAGE OF POLICY

NC Commerce and any of its sub-recipients are committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, *NC Commerce and any of its sub-recipients* of the Town of Williamston has developed and hereby adopts the following Plan:

NC Commerce and any of its sub-recipients will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CRF Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder

This Section 3 covered project area for the purposes of this grant program shall include *NC Commerce and any of its sub-recipients* and portions of the immediately adjacent area.

NC Commerce and any of its sub-recipients will be responsible for implementation and administration of the Section 3 plan. In order to implement the *NC Commerce and any of its sub-recipient's* policy of encouraging local residents and businesses participation in undertaking community development activities, the *NC Commerce and any of its sub-recipients* will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, *NC Commerce and any of its sub-recipients* will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The *State of North Carolina and any of its sub-recipients* will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan shall be mentioned in the pre- bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Martin County Employment Security Commission shall be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in our project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information. Community Investment and Assistance (CI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

NC Commerce and any of its sub-recipients will take the following steps to assure that low income residents and businesses within the community development project area and within the *Town of Williamston* are used whenever possible: (Describe below)

The Town will keep a record of interested residents and businesses within the community development project area and within the town to use upon the need for solicitation of need for services. The Town will advertise the in the local distributed newspaper encouraging all low-income persons and Section 3 businesses to participate in activities related to the project.

Please check the methods to be used for the Section 3 program in your community:

NC Commerce and any of its sub-recipients will place a display advertisement in the local newspaper containing the following information:

- i. A brief description of the project
- ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
- iii. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
- iv. A location where individuals interested in jobs or contracts can register for consideration
- v. A statement that all jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, or which the *Town* will maintain a list for individuals and business concerns inquiring information

Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training

Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

- i. Advertisement in the local newspaper
- ii. Posting of Section 3 Plan at the Town Hall
- iii. Town Council meeting when project activities and schedules are discussed
- iv. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
- v. Notification to other agencies that provide services to low-income people.

Other (describe):

NC Commerce and any of its sub-recipients will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

NC Commerce and any of its sub-recipients will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

NC Commerce and any of its sub-recipients will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of State CDBG, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

NC Commerce and any of its sub-recipients shall report annually the Section 3 numbers using the form HUD 60002 to State CDBG at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

NC Commerce and any of its sub-recipients may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

V. COMPLAINTS CONTACT

Please provide the main contact in case that any complaint is received from the general public on Section 3 compliance (including name, phone number, address, and email):

Ms. Jackie Escobar
Town Clerk
102 E. Main Street
Williamston, NC 27892
(252) 792-5142 extension 106
jescobar@townofwilliamston.com

Adopted this 3rd day of March , 2025.

_____ (*Chief Elected Official*)
Dean McCall, Mayor

ATTEST: _____ (*Clerk*)
Jackie Escobar, Town Clerk

CITIZEN PARTICIPATION PLAN
RURAL ECONOMIC DEVELOPMENT DIVISION
NORTH CAROLINA DEPARTMENT OF COMMERCE
COMMUNITY DEVELOPMENT BLOCK GRANT

Grantee: Town of Williamston

Recipient's Address: 102 E. Main Street, Williamston, NC 27892

Contact Person: Jackie Escobar

Contact Email: jescobar@townofwilliamston.com

Contact Phone: (252) 792-5142

TDD#: (800) 735-2962

The primary goal of the Citizen Participation Plan is to provide citizens, especially low and moderate income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects.

The Citizen Participation Plan is required by Section 104(a) (2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a) (6)

The plan is vitally important to the success of CDBG-funded activities undertaken by local governments. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

1. INTRODUCTION

The Town has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. This Plan is an essential element of the Town's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the North Carolina Department Commerce – Rural Economic Development Division (NCDOC-REDD) and the Department of Housing and Urban Development (HUD).

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the Town's CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized. Low and moderate income residents may request technical assistance and will be provided technical assistance as such.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the Town.

2. SCOPE OF PARTICIPATION

The Town will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. changes and/or amendments to approved CDBG projects; and,
- c. assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the Town are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

3. CITIZEN PARTICIPATION CONTACT PERSON

Jackie Escobar, Town Clerk has been designated Citizen Participation Coordinator by the Mayor and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at Town Hall at (252) 792-5142, extension 106 during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

4. TECHNICAL ASSISTANCE

The staff of the Town shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the Citizen Participation Coordinator.

5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

5.1 Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the Town. Public hearings may be held at any site which, in the opinion of the Town, provides adequate access for citizen participation.

Hearings will normally be held at the Williamston Town Hall. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the Town, be held at an alternate location to be specified in the public hearing notice(s).

5.2 **Application** Public Hearing

One public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the NCDOC-REDD for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the Town to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the Town during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the Town through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The Town may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the Town.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

5.3 **Amendment** Public Hearings

The Town will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the Town. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the Town shall hold a public hearing on all formal amendments which require the NCDOC-REDD approval. For “local” amendments and changes for which the NCDOC-REDD approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled Town meetings where such changes or amendments are considered.

5.4 Assessment of Performance Public Hearings

Citizens of the Town will be provided with the opportunity to comment on the performance of local officials, the Town staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the Town in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the NCDOC-REDD for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

5.5 Additional Hearings

Other public hearings may be held as deemed necessary by the Town in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

5.6 Limited English Proficiency Residents

The Town has followed the guidance provided in the Language Access Plan to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

5.7 Public Hearing Notice

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than twenty five (25) days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

5.8 Accessibility to Low and Moderate Income Persons

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s). **Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.**

5.9 Accessibility to Persons with Disabilities

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The Town shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance. The Town shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the Town shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

6. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the Town shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the Town Hall. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the NCDOC-REDD and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and

written responses from the Town; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the Town disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the Town shall not disclose any information which may, in the opinion of the Mayor, be deemed of a confidential nature.

7. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Town.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the Mayor. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the Mayor, then the aggrieved may appeal his/her case to the Town.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within ten (10) calendar days of the receipt of such comments or complaints where practicable. Should the Town be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the NCDOC-REDD.

Citizens may, at any time, contact the NCDOC-REDD and/or HUD directly to register comments, objections or complaints concerning the Town's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the NCDOC-REDD or HUD.

All comments or complaints submitted to the NCDOC-REDD or the HUD shall be addressed in writing to:

NC Department of Commerce
Rural Economic Development Division CDBG-NR
4346 Mail Service Center
Raleigh, North Carolina 27699-4346

Or:

U.S. Department of Housing and Urban Development

Community Planning and Development Division
Greensboro Field Office
1500 Pinecroft Road
Greensboro, NC 27407

Records of all comments, objections and/or complaints by citizens concerning the Town's CDBG program and subsequent action taken in response to those comments shall be maintained on file at Town and shall be made available for public inspection upon request.

8. AMENDMENTS

The Town may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the Town to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the Town. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the Town and shall be incorporated into this Plan.

9. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the Town in the development, implementation and execution of any Community Development Block Grant program.

ADOPTED this 3rd day of March, 2025.

Dean McCall, Mayor

ATTEST:

Jackie Escobar, Clerk

CODE OF CONDUCT

**Town of Williamston
NC Department of Commerce CDBG Program**

- A. This Code shall govern the performance of officers, employees, and agents engaged in the award and administration of contracts supported by Federal funds.
- B. No employee, officer or agent of Town shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - 1. The employee, officer or agent;
 - 2. Any member of his immediate family;
 - 3. His or her partner; or
 - 4. Any organization which employs or is about to employ any of the above,has a financial or other interest in the firm selected for award.
- C. Town officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- D. Town at its discretion may make determinations of minimum rules where financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- E. All violations of these standards deemed by the Council to be in excess of minimum levels determined in No. 4, will result in penalties, sanctions or disciplinary action as required by State and Local laws and regulations or as deemed appropriate by the Town Board of Council.

Adopted this 3rd day of March, 2025.

Dean McCall, Mayor

ATTEST:

Jackie Escobar, Town Clerk

**Town of Williamston
CDBG No: 22-C-4134 (NR)**

Equal Employment and Procurement Plan

The Town of Williamston maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the Town of Williamston prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The Town of Williamston shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the Mayor to assist in the implementation of this policy statement.

The Town of Williamston shall development a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Mayor.

The Town of Williamston is committed to this policy and is aware that with its implementation, the Town of Williamston will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this 3rd day of March, 2025.

Dean McCall, Mayor

ATTEST:

Jackie Escobar, Town Clerk

Recipient’s Plan to Further Fair Housing

Grantee: Town of Williamston

Recipient’s Address:

102 East. Main Street
Williamston, NC 27892

Contact Person: Jackie Escobar, Town Clerk

Contact Phone: (252) 792-5142 x 106

Contact Email: jescobar@townofwilliamston.com

TDD #: 1-800-735-2962

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time _____ Past Activities X

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient’s community. (Use additional pages as necessary)

Discussions with local public officials indicate that housing related industries (contractors, lenders, realtors, appraisers) are aware of the need for fair housing; however, they lack information regarding Federal and State fair housing legislation. Public-assisted housing providers appear to be more knowledgeable of legislation. There seems to be a lack of knowledge among citizens of fair housing laws and a lack of affordable dwellings for handicapped and large families within public housing. All activities undertaken will have provisions of reaching the visually impaired and ensure equal opportunity for housing in the community for all persons regardless of income status.

III. Will the above activities apply to the total municipality or county?

Yes X No _____ **If no, provide an explanation.**
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis. (Use attached table)

The Town of Williamston has developed a fair housing program that includes activities that have provisions for reaching the visually impaired and ensuring equal opportunity for housing in the community for all persons regardless of income status. Activities scheduled for the Williamston CDBG NR Program are to:

Grantee Name: Town of Williamston

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxxx</i>	<i>\$xxxx</i>
Publish Fair Housing Complaint Procedure with the TDD number.	April- June	2025	\$450	
Place Fair Housing Literature in the Lobby of the Town Hall	July - Sept.	2025	\$50	
Distribute Fair Housing Brochures to Local Financial Institutions, Realtors, Businesses	Oct. – Dec.	2025	\$50	
Publish Notice to Public Promoting Fair Housing	Jan. – March	2026	\$450	
A Fair Housing Notice will be printed on Town Water Bill to all customers	April – June	2026	\$50	
Post Complaint Procedure in Lobby of Town Hall	July – Sept.	2026	\$50	
Publish Fair Housing Complaint Procedure with the TDD number.	Oct. – Dec.	2026	\$450	
Discuss Fair Housing Awareness as Agenda Item during Town Council Meeting	Jan. – March	2027	\$100	
Publish Notice to Public Promoting Fair Housing	April – June	2027	\$450	
Distribute Fair Housing Brochures to Local Financial Institutions, Realtors, Businesses	July – Sept.	2027	\$50	
Publish Notice to Public Promoting Fair Housing	Oct. – Dec.	2027	\$450	
A Fair Housing Notice will be printed on Town Water Bill to all customers	Jan. – March	2027	\$50	

- V. **Describe recipient’s method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures.** (Use additional pages as necessary)
- 1) Any person or persons wishing to file a complaint of housing discrimination in the town may do so by **informing the Town** of the facts and circumstance of the alleged discriminatory acts or practice.
 - 2) Upon receiving a housing discrimination complaint, the Town shall acknowledge the complaint within **10 days in writing** and inform the NC Department of Commerce and the North Carolina Human Relations Commission about the complaint.
 - 3) The Town shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
 - 4) The Town shall **publicize** in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

Approved By:

March 3, 2025

Dean McCall
Mayor

Signature

Date

GRIEVANCE PROCEDURE
COMMUNITY DEVELOPMENT BLOCK GRANT

The Governing Body of the Town of Williamston, hereby designates the Town Clerk to serve as Section 504 Compliance Officer throughout the implementation of the Town of Williamston Community Development Block Grant.

Citizens with Section 504 grievance may do so at any point in the program. The Locality will respond in writing to written citizen grievances. Citizen grievances should be mailed to: Town Clerk, 102 E. Main Street, Williamston, NC 27892, 252-792-5142. The Town of Williamston will respond to all written citizen grievances within ten (10) days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any actions prohibited under Section 504, a meeting with the Compliance Officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce (NCDOC), Rural Economic Development Division (REDD):

Mailing Address - 4346 Mail Service Center, Raleigh, North Carolina, 27699-1633

NCDOC will respond only to written comment within ten (10) calendar days of the receipt of the comment.

This information is available in Spanish or any other language upon request. Please contact Jackie Escobar at (252) 792-5142 or at 102 E. Main Street, Williamston, NC 27892 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jackie Escobar al (252) 792-5142 o en 102 E. Main Street, Williamston, NC 27892 de alojamiento para esta solicitud.

Adopted this 3rd day of March, 2025

Dean McCall, Mayor

ATTEST: _____

Jackie Escobar, Clerk

Memo

To: Mayor and Commissioners

From: Beth Coltrain

Date: 03/03/2025

Re: Reclassification of Police Records Clerk to Administrative Assistant

Mayor and Board,

This memo serves as an overview of the reclassification of the Police Records Clerk to Administrative Assistant. The reclassification is in response to the position's increasing responsibilities. Such roles and responsibilities must be clearly defined as well as proper compensation for competitive hiring for the future. The Administrative Assistant position will be Grade 15 on the Pay Grade Classification.

I have attached a job description with this MEMO for your review. If you have any questions or concerns, please let me know.

Recommendation: Approve the request as written.

WILLIAMSTON POLICE DEPARTMENT

Williamston, North Carolina

No: 300 C-1**Subject:** Administrative Assistant**Effective Date:** March 3, 2025 **Revised:****.10 GENERAL PURPOSE**

The purpose of the Administrative Assistant position is to perform a wide variety of office support work in carrying out the day-to-day clerical and administrative duties in support of the operations of the department. The Administrative Assistant acts as the first point of contact for the police department by greeting visitors, customers and employees; determines customer needs and provides the appropriate information, service or referral. It is a highly responsible, professional position within the police department that assists staff with administrative tasks and is responsible for various reports, records and correspondence.

.20 DUTIES & RESPONSIBILITIES

1. Screen incoming mail, visitors and telephone calls and route as appropriate based on information obtained; take detailed messages; greet the public; provide general information to the public; assist the public by providing information concerning services provided, explain policies and procedures, and guidelines; resolve problems within area of assignment.
2. Work will involve filing, mailing, copying, documenting, and input of information.
3. Serve as a liaison between department and other internal departments and/or external agencies.
4. Schedule, arrange, and coordinate department activities, meetings, conferences, travel and various events; maintain calendar of activities and resolve any conflicts in scheduling.
5. Compose general correspondence; type and edit a variety of documents including agendas and statistical reports; verify accuracy of information, research discrepancies and record.
6. Establish and maintain a variety of records, reports, logs and files; develop reports concerning new or ongoing programs and program effectiveness; gather and compile information for various reports to include statistical reports.
7. Operate a variety of office equipment including copiers, facsimile machines and computers; input and retrieve data and text; organize and maintain file storage and filing.
8. Provide guidance, direction and review work of interns and non-sworn personnel.
9. Requisition supplies and materials as required.
10. Contact the public and outside agencies for the purpose of obtaining, clarifying, and providing information, and making referrals.
11. Establish and maintain a personnel file structure; determine record retention and destruction requirements; oversee filing procedures.

WILLIAMSTON POLICE DEPARTMENT

Williamston, North Carolina

12. Perform payroll documentation for hourly and salaried employees; monitor leave balances.
13. Train employees and maintain records on specialized software applications and/or databases such as Division of Criminal Information Network (DCIN) and Records Management System (RMS).
14. Report data to appropriate agencies as required.
15. Collect and receipt monies paid to the department.
16. Monitor police radio traffic, dispatch police personnel and request assistance as needed via radio, telephone, computer terminal or other communications equipment.
17. Work is performed under supervision of the Chief of Police.
18. May exercise supervision over interns and non-sworn personnel.
19. Any other duties assigned by the Chief of Police.

.30 KNOWLEDGE, SKILLS & ABILITIES:Knowledge of:

- Operations, services, and activities of the department.
- Policies, practices and procedures of the department.
- Principles of business letter writing and report preparation.
- Principles and procedures of recordkeeping.
- English usage, spelling, grammar and punctuation.
- Principles and practices of basic bookkeeping.
- Modern office procedures, methods and computer equipment.

Skills:

- Considerable tact, courtesy and discretion
- Strong communication skills
- Good work ethic
- Quick decision-making
- Good judgement
- Organization
- Multitasking
- Proficient in Microsoft Word, Excel, data entry, and RMS (Police Reporting Information)

Ability to:

- Prioritize and problem solve
- Interpret and explain departmental policies and procedures.
- Work independently.
- Understand the organization and operations of the Town and outside agencies as necessary to assume assigned responsibilities.
- Conduct basic research and analysis.
- Perform office support work including establishing and maintaining appropriate records and files, and independently compile information for reports.
- Type or word process at a speed necessary for successful job performance.

WILLIAMSTON POLICE DEPARTMENT

Williamston, North Carolina

- Operate a variety of office machines including a computer.
- Perform routine mathematical and statistical calculations.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.
- Effectively interact and communicate with others.
- Provide office/administrative support to officers.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience:
Three years of increasingly responsible experience in office support work.
- Training:
Equivalent to completion of the twelfth grade supplemented by specialized secretarial or office management training. Preferred associate's degree in a related field.
- Certifications:
Must be DCIN (Department of Criminal Information Network) certified as soon as possible, within 3 months of being hired.
Must be commissioned by the State of North Carolina as a Notary Public as soon as possible, within 6 months of being hired.
- Requirements:
This position is subject to psychological evaluation.
Must pass a criminal background investigation.

Memo

To: Mayor and Commissioners
From: Chief Michael Peaks
Date: 02/24/2025
Re: Travis Cowan, Town Administrator

Mayor and Board,

I am writing you with a proposal to add three positions within my department titled "Master Firefighter / Advanced Medical Technician". These positions would not require hiring additional staff; as current staff would be utilized. These positions would be first-line supervisors and will be used in our overall incident command structure. This would fall under Grade 17 of the pay plan classification. Also, the funding for these positions are within my current fiscal year 2024/2025 budget.

This request comes after much thought and planning for the future of my organization. I have four command staff members eligible for retirement and a "shallow pool" of experienced Firefighters who can or are ready for these leadership roles within my department. The addition of these positions will prepare and shape these individuals while working alongside our Captain and Lieutenant for the command and leadership decisions that are made within my organization daily on the company level.

I have attached a job description with this MEMO for your review. If you have any questions or concerns, please let me know.

Recommendation:

Approve the request as no additional positions will be added nor additional expense as the positions funded are within the current fiscal year.

Respectfully,



Michael Peaks, Fire Chief

Williamston Fire / Rescue / EMS

Suggested Operating Guidelines



TITLE: Fire Lieutenant / AEMT
 NUMBER: 200.23
 PAGE[S] 4
 FIRE CHIEF APPROVAL: Phillip M. Peaks

EFFECTIVE DATE: March 20, 2017
 REVISION DATE: May, 13, 2019
 LAST REVIEW DATE:
 REVIEWED BY: Chief Peaks

FIRE LIEUTENANT / AEMT

I. Purpose

- To provide guidelines for the duties, responsibilities & requirements of the position of Fire Lieutenant / AEMT (Advanced Emergency Medical Technician)

II. Scope

- This guide applies to all Williamston Fire Rescue EMS personnel.

III. Course of Action

General Statement of Duties

- Performs responsible fire suppression, rescue, emergency medical, hazardous materials emergencies and other incident response activities on an assigned shift in the fire department and supervises response on assigned apparatus.

Distinguishing Features of the Class

- An employee in this class coordinates and supervises the operations for the fire apparatus assigned for the shift, and assists in supervision of station operations of fire suppression and emergency medical response personnel and operations on an assigned shift. Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, emergency medical and rescue procedures, techniques, and equipment, and requires the employee to incorporate the necessary changes into in-service training. Considerable independence, judgment, and ability to make effective decisions under pressure is required in all aspects of work, particularly in directing staff in incident response. The employee is subject to the hazards associated with incident response work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high

Williamston Fire / Rescue / EMS

Suggested Operating Guidelines

heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to OSHA standards on blood borne pathogens. Work is performed under general supervision of the Fire Captain and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response.

Illustrative Examples of Work

Essential Duties and Tasks

- Assists the Fire Captain with command function as defined within the incident command system during fire, medical, hazardous materials and rescue emergencies; assist captain with supervising apparatus personnel during fire suppression, rescue, hazardous materials emergencies and emergency medical care; directs response operations as required or until arrival of the incident commander.
- Assists in supervision of personnel at a station on a shift insuring effective utilization of staff, and maintenance of equipment and facilities; inspects personnel, station, and equipment for proper appearance and condition.
- Assists with the supervision of and conducts company and in-service training; plans and provides training for career advancement.
- Coordinates fire suppression, medical and emergency response activities with outside agencies during mutual aid response with assigned apparatus.
- Performs special assignment such as FIT Testing, Training, ISO Preparation, and Equipment Maintenance.
- Prepares reports on incidents and response; prepares and maintains records; participates in inspections and related record-keeping.
- Assists in maintaining equipment in good operating condition; assigns, supervises, and participates in routine maintenance tasks related to equipment, station, and grounds.
- Performs employee training and coaching; gives input into performance evaluations of assigned staff.
- Represents the department at public education events, fire prevention activities, fire inspections, in-station activities such as providing station tours.
- Assumes duties of Captain in Captain's absence.

Knowledge, Skills, and Abilities

- Thorough knowledge of modern methods of combating fires, emergency medical care, hazardous materials emergency response and incidence response, and of the use and maintenance of related equipment.
- Thorough knowledge of departmental rules and regulations.
- Thorough knowledge of the physical layout of the Town and related facilities.
- Thorough knowledge of hazards associated with the fire service and safety precautions necessary to the fire service.

Williamston Fire / Rescue / EMS

Suggested Operating Guidelines

- Knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, conflict resolution, and performance coaching and evaluation.
- Knowledge of the use of information technology in the creation and maintenance of fire service records and reports.
- Skill in collaborative conflict resolution.
- Ability to effectively plan, prepare, and conduct in-service training on firefighting, emergency medical care, hazardous materials response, rescue, incident response, and equipment operations for public safety personnel.
- Ability to provide coaching, technical advice, and training of employees.
- Ability to provide leadership and inspire calm control while supervising emergency incident scenes.
- Ability to maintain effective working relationships with employees, volunteers, officials, and members of the public, and to speak effectively before groups in public educational situations.
- Ability to make sound judgments in emergency situations.
- Ability to maintain excellent physical condition necessary for performing

Additional Job Duties

- Performs related duties as required.

Physical Requirements

- Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, and hearing.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to size up the color, volume, and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to read extensive and prepare records and reports.

Desirable Education and Experience

- Graduation with a Degree in fire science or related field; and five years of fire, rescue, and emergency medical experience as a Firefighter/Emergency Medical Technician; or an equivalent combination of education and experience.

Williamston Fire / Rescue / EMS

Suggested Operating Guidelines

Special Requirements

- Possession of a valid North Carolina class A driver's license (Non-CDL), possession of NC Firefighter certification, NC Hazardous Materials Responder II (Technician), NC Advanced Emergency Medical Technician, N.C. Emergency Vehicle Driver, NC Fire Officer I, Fire Service Instructor Level I or II (Preferred) and NC Fire Inspector I (Preferred) within timeframes required by the Town.

Competencies

Technical Competency:

- Ability to use tools and concepts of the specialty area in which the employee works and to think, learn and process information using appropriate processes, procedures, resources and work or professional standards.

Interpersonal Competency:

- Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as an effective team member.

Intellectual Competency:

- Ability to think, learn, process information, solve problems and gather necessary information using math and reading skills appropriate to the job level.

Customer Service:

- Ability to identify customers, determine the valid needs of a situation and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensibility:

- Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Professional Conduct:

- Ability to exhibit conduct that demonstrates a commitment to public service. Ability and maturity to react in a professional manner, both within and outside the organization.

Memo

To: Mayor and Commissioners

From: Allen Overby

Date: February 25, 2025

Re: Recreation Coordinator

Mayor and Board,

We are requesting to change the title of the Recreation Specialist position to Recreation Coordinator and change the pay scale from grade 12 to grade 14. The job description is included and there would be no required salary adjustment for the employee currently in this position.

This position has taken on more of a role with helping lead and supervise athletics, other programs, and activities at Gaylord Perry. This would also put this position on the same pay scale as our Park Maintenance Coordinator position.

Recommendation: Approve title and grade scale change

RECREATION COORDINATOR

General Statement of Duties

Assists, coordinates, implements, and supervises varied recreation programs and activities for the Town's recreation programs.

Distinguishing Features of the Class

An employee in this class assists, organizes, coordinates, and supervises youth travel tournaments, sports camps, youth sports, and special events in the community. Work includes promoting, organizing, recruiting and training coaches and officials, forming teams, scheduling games and practices, coordinating and purchasing uniforms, equipment and supplies, ensuring proper supplies and equipment at each game, and supervising during games handling and resolving problems with coaches, players and parents. Work involves considerable planning and scheduling of activities and contact with participants, coaches and officiating personnel. Employee develops rules, policies, and other regulations to insure safe, effective and enjoyable programming that maintains public acceptance. Work is performed in accordance with departmental rules and policies and requires judgment and discretion in the application and interpretation of programs, game rules, and procedures. Employee is subject to hazards in parks and recreation including working in both inside and outside environments, in extreme hot and cold weather, and exposure to the hazards of motorized equipment. Work is performed under the general supervision of the Director and is evaluated in terms of program effectiveness, and through observation, discussions, and public acceptance and feedback.

Duties and Responsibilities

Essential Duties and Tasks

Assists with planning, organizing, and promoting travel team tournaments, sports camps, special events, and youth sports; helps evaluate programs for participation levels and attainment of program objectives; aids the recommendations for changes to programs.

Observes and supervises athletic events and games for quality of competition, proper use of equipment and facilities, and sportsmanship; assists by developing and enforcing rules, policies, and regulations for participant behavior and enforces.

Meets with coaches, officials and/or parents to deal with problem situations and seeks resolution to the problem and/or making and explaining decisions based on the official game rules and department policies and procedures.

Assists with recruiting, training, supervising, and insuring proper payment for a wide variety of part-time, temporary coaches, volunteer officials, scorekeepers and other staff.

Assists with organizing youth teams; dividing teams to insure equality; setting up games and practice time schedules.

Counsels and advises parents concerning participation of children in athletic recreational activities.

Assists with planning, and revising complex schedules for youth practices and games utilizing the same facilities, allowing time for set up between each and weather conditions that may necessitate changes.

Supervises activities, facilities, supplies, and equipment; ensure rules and regulations, order and discipline are maintained.

Assist with youth registration, collect fees, and prepares records such as playground/facility reports and tournament reports.

Assists in the formulation and execution of departmental rules and policies.

Assists checking inventory of equipment and uniforms to assure safe, up to standards and adequate supplies on hand; assures equipment maintained and stored after each game and season.

Assists interpreting and publicizing programs and activities of the department to the public through media and other means.

Recreation Coordinator
Page 2

Participates in setting up ball fields and gyms; moves bleachers, sweeps floors, sets up scorekeeper tables; sets height of goals and nets.

Performs inspections and general maintenance operating maintenance equipment such as mower, bucket rake, gator, rake and shovel; opens recreation center for operation.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

Considerable knowledge of principles, practices, and methods of athletic recreation programming and supervision.

Considerable knowledge of current literature, trends, and developments in the field of public athletic recreation.

Knowledge of standard resources, materials, game rules, and facilities utilized in a public athletic recreation program.

Working knowledge of modern effective supervisory principles and practices including communication, coaching, and motivation.

Working knowledge of computers and office software such as word processing and spreadsheets, and ability to use in performing duties.

Ability to organize work and handle current circumstances while preparing for events weeks and months in advance.

Ability to effectively plan and execute year round athletic programs.

Ability to recruit, train, and supervise temporary, part-time, and volunteer workers and coaches.

Ability to use sound judgment and to enforce rules and regulations with tact and firmness.

Ability to express ideas effectively in written and oral forms.

Ability to establish and maintain effective working relationships with adults, youth, parents, volunteers, peers, school and other community organization officials and representatives, and superiors.

Ability to handle numerous details effectively and efficiently and with a high degree of accuracy.

Physical Requirements

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

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, to read extensively, to operate a computer and motorized vehicles, and to inspect work of others.

Desirable Education and Experience

Graduation from high school is required and Sports Management, Recreation or closely related degree is optional and considerable experience in sports management, recreation and/or athletics, preferably in a municipal setting; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.



TOWN OF WILLIAMSTON, NORTH CAROLINA

Ordinance 2025-02

Parcel 0504898

AN ORDINANCE ANNEXING TERRITORY TO THE TOWN PURSUANT TO THE AUTHORITY PROVIDED IN NORTH GENERAL STATUTES § 160A-31 AND PURSUANT TO A PETITION SUBMITTED BY THE OWNERS OF ALL THE REAL PROPERTY LOCATED WITHIN THE AREA TO BE ANNEXED.

WHEREAS, Smiling Faces Child Care Center, Inc. owns property located on Highway 64 in Williamston Township (Martin County Parcel No. 0504898) and has submitted a petition requesting voluntary annexation, pursuant to G.S. 160A-31 as amended, of the two (2) acre portion of the property described below; and

Lying and being in Williamston Township, Martin County, State of North Carolina, and beginning at an iron pipe located on the northern edge of the right of way of U.S. 64 and 13 between Williamston and Everetts, North Carolina, said point of beginning being the southeast corner of the Kingdom Hall Church lot as will appear on that map referred to herewith, thence along the Kingdom Hall Church lot North 6 degrees 59 minutes East 475 feet to an iron pipe, the northeast corner of said Kingdom Hall Church lot, thence North 83 degrees 06 minutes West 200 feet to an existing iron pipe, thence along the now or formerly Irving Smith land North 06 degrees 59 minutes East 717.8 feet to a railroad spike, the center line of the Seaboard Coast Line Railroad, thence along the center line of said Seaboard Coast Line Railroad North 88 degrees 18 minutes East 164.2 feet to the center line of a culvert under the railroad, thence along the center line of a branch South 20 degrees 39 minutes East 55.8 feet, South 34 degrees 32 minutes East 59.8 feet, South 85 degrees 31 minutes East 109 feet, South 18 degrees 48 minutes East 61.3 feet, South 64 degrees 24 minutes East 80 feet to an iron pipe, thence along the George Williams line and along N.C. Green Oil Company line South 6 degrees 54 minutes West 1046.75 feet to an iron pipe located on the northern edge of U.S Highway 64 and 13, thence along the Northern edge of the right of way of said U.S Highway No, 64 and 13 North 83 degrees 06 minutes West 239.1 feet to the iron pipe, the point of beginning. Same being that tract of land shown on survey for I.L. Smith surveyed July 15, 1988, by Billy R Leggett.

WHEREAS, the Town of Williamston Board of Commissioners has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Town of Williamston Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall at 5:30 pm on February 3, 2025, after due notice by publication and posting in a newspaper, The Enterprise, with general circulation in the Town of Williamston and the area of the property proposed to be annexed, and the Town's website; and

WHEREAS, the Town of Williamston Board of Commissioners finds that the area described therein meets the standards of G.S. 160A-58.1 (b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town;
- c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town; and

WHEREAS, the Town of Williamston Board of Commissioners further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Town of Williamston Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Town of Williamston Board of Commissioners of the Town of Williamston, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Williamston effective on June 30, 2025.

Lying and being in Williamston Township, Martin County, State of North Carolina, and beginning at an iron pipe located on the northern edge of the right of way of U.S. 64 and 13 between Williamston and Everetts, North Carolina, said point of beginning being the southeast corner of the Kingdom Hall Church lot as will appear on that map referred to herewith, thence along the Kingdom Hall Church lot North 6 degrees 59 minutes East 475 feet to an iron pipe, the northeast corner of said Kingdom Hall Church lot, thence North 83 degrees 06 minutes West 200 feet to an existing iron pipe, thence along the now or formerly Irving Smith land North 06 degrees 59 minutes East 717.8 feet to a railroad spike, the center line of the Seaboard Coast Line Railroad, thence along the center line of said Seaboard Coast Line Railroad North 88 degrees 18 minutes East 164.2 feet to the center line of a culvert under the railroad, thence along the center line of a branch South 20 degrees 39 minutes East 55.8 feet, South 34 degrees 32 minutes East 59.8 feet, South 85 degrees 31 minutes East 109 feet, South 18 degrees 48 minutes East 61.3 feet, South 64 degrees 24 minutes East 80 feet to an iron pipe, thence along the George Williams line and along N.C. Green Oil Company line South 6 degrees 54 minutes West 1046.75 feet to an iron pipe located on the northern edge of U.S Highway 64 and 13, thence along the Northern edge of the right of way of said U.S Highway No, 64 and 13 North 83 degrees 06 minutes West 239.1 feet to the iron pipe, the point of beginning. Same being that tract of



land shown on survey for I.L. Smith surveyed July 15, 1988, by Billy R Leggett.

Section 2. Upon and after June 30, 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Williamston and shall be entitled to the same privileges and benefits as other parts of the Town of Williamston. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Williamston shall cause to be recorded in the office of the Register of Deeds of Martin County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Martin County Board of Elections, as required by G.S. 163-288.1.

Section 4. This ordinance shall become effective on June 30, 2025 following adoption pursuant to G.S. 160A-31(d). The Board finds that the annexation was not submitted under G.S. 31(b1) or 160A-31(j).

Section 5. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Williamston.

Adopted this ____ day of March, 2025.

The Honorable Dean McCall
Mayor

ATTEST:

Clerk

APPROVED AS TO FORM:

TOWN ATTORNEY



Memo

To: Mayor and Commissioners
From: Chief Michael Peaks
Date: 02/24/2025
Re: Travis Cowan, Town Administrator

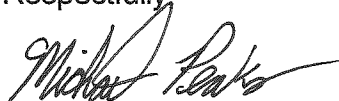
Mayor and Board,

I am requesting your approval of the Cooperative Agreement between the Town of Williamston and the State of North Carolina, Division of Emergency Management. The purpose of this agreement is to maintain the Hazardous Materials Regional Response Team here in Williamston. Williamston Fire has housed this state asset since 1995 and it provides my agency with the funding to support the program.

Recommendation:

Approve the Cooperative Agreement that has been presented and reviewed by Attorney Sutton.

Respectfully,

A handwritten signature in black ink that reads "Michael Peaks". The signature is written in a cursive style with a large, stylized initial "M".

Michael Peaks, Fire Chief



Josh Stein, Governor

NC Department of Public Safety
EMERGENCY MANAGEMENT

Eddie M. Buffaloe Jr., Secretary
William C. Ray, Director

**NC Regional Response Team
State of NC Fiscal Year 2025-2029**

**Cooperative Agreement
between**

GRANTOR:

State of North Carolina, Dept. of Public Safety
North Carolina Emergency Management

RECIPIENT:

Sponsoring Agency:

Tax ID/EIN:

Unique Entity ID:

(from SAM)

AGREEMENT #: 1993-769-25-

Award Amount: NTE \$69,000 each FY 26-29

Total Award Amount: NTE \$276,000

NCFS Budget Fund(s): 102646

NCFS AMU: 1908064

Period of Performance: 7/1/25– 6/30/29

1. Purpose

North Carolina Emergency Management (NCEM) ~~will~~ enters into ~~thisa~~ cooperative agreement to reimburse the Sponsoring Agency, the actual costs of maintaining a Regional Response Team pursuant to Title 14B North Carolina Administrative Code (hereafter N.C.A.C.) Chapter 03 Section .0500 North Carolina Hazardous Materials Response Program. Reimbursed cost associated with maintaining a Federal Emergency Management Agency (FEMA) Type II Hazardous Materials Team shall not exceed \$69,000 per year, each state fiscal year during the four-year period of performance with the option of a one-year extension by the Grantor. The team shall be maintained throughout the period of performance as North Carolina Regional Response Team for the corresponding response region as identified in Attachment C, Regional Response Teams Area Boundaries.

See Attachment A, Scope of Work for a detailed description of the approved scope of work for this cooperative agreement for the parties.

2. Authority

The parties enter into this cooperative agreement under the authority of Article 2 of the North Carolina Emergency Management Act, as amended, Chapter 166A of the North Carolina General Statutes, (hereafter N.C. Gen. Stat.) § 166A-22 and 166A-23 along with N.C. Gen. Stat. § 166A-29.1 that provided reoccurring

receipt funding to the North Carolina Division of Emergency Management “to offset costs associated with the operations of the regional response program for hazardous materials emergencies and terrorist incidents.”

The funds awarded under this cooperative agreement must be used in compliance with all applicable federal, state, local, and tribal laws and regulations, including N.C. Gen. Stat. § 143C-6-21, 143C-6-22, 143C-6-23, 09 N.C.A.C. 03M, and 14B N.C.A.C. 03. By accepting this award, RECIPIENT agrees to use these funds in a manner consistent with all applicable laws and regulations.

3. Compensation

GRANTOR agrees that it will pay RECIPIENT compensation for eligible services to be rendered by RECIPIENT. Payment to RECIPIENT for expenditures under this AGREEMENT will be reimbursed after RECIPIENT’s reimbursement request is submitted and approved for the eligible scope of work activity. Cooperative agreement funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced, products or services received (i.e., invoices, contracts, itemized expenses, etc.), and proof of payment is provided.

- A. RECIPIENT understands and acknowledges that the total funding level available under this agreement will not exceed \$69,000 in each State FY 26-29, FY 30 if a fifth-year extension is needed. Attachment A provides the scope of work and payment amounts to be paid to the RECIPIENT. RECIPIENT agrees to complete all sections of the Quarterly or Periodic Progress Report (Attachment B) following each quarter and provide all supporting documentation when the quarterly report is submitted.
- B. Pursuant to N.C. Gen. Stat. § 143C-1-1, RECIPIENT understands and agrees that funding shall be subject to the availability of appropriated funds. However, in the event of agreement termination due to lack of adequate appropriated funds, GRANTOR will ensure that it will pay for services and goods acquired and obligated on or before the notice of agreement termination.
- C. This AGREEMENT must be signed by the Official(s) authorized to sign below and returned to GRANTOR no later than 120 days after the award date. The cooperative agreement shall be effective upon the return of the executed AGREEMENT and final approval by the GRANTOR of the project budget and program narrative.
- D. RECIPIENT must meet all funding requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or suspension/revocation of cooperative agreement funds awarded for this project. See also paragraph 5 below regarding compliance.

4. Conditions

Continued funding is contingent upon completion of all funding requirements. The following conditions must be adhered to during the entire duration of the program:

- A. **RECIPIENT** must:
 - i. Ensure their organization has and maintains a current [Unique Entity Identifier](#) created in the System for Award Management ([SAM](#)). Current [SAM](#) registrants have already been assigned their [Unique Entity Identifier](#) and can view it within [SAM](#).
 - ii. Ensure their organization is registered with [SAM](#). Every applicant is required to have their name, address, and EIN up to date in SAM, and the [Unique Entity Identifier](#) number used in SAM must be

the same one used to apply for all awards from GRANTOR. SAM information can be found at <http://www.sam.gov>.

- iii. Provide quarterly progress reports to GRANTOR by the following dates every quarter during the period of performance (POP) of this grant, through and including the end of the POP on 6/30/29: *January 15th, April 15th, July 15th and October 15th*. See paragraph 4.C. below for details on required quarterly reports.
- iv. **No Match Requirement.** RECIPIENT is not required to provide matching funds for this award.
- v. RECIPIENT must submit requests for reimbursement with all required documentation attached, not to exceed a total of \$69,000 in each State FY 26-29. Once GRANTOR is satisfied that RECIPIENT has provided all required documentation, the requested distributions can be processed for payment. The distributions of funds will be coded to budget fund **102646** and AMU **1908064** in the North Carolina Financial System (NCFS).

B. **Required Documents/Forms.** RECIPIENT must submit the following [documents](#) to GRANTOR upon execution of this AGREEMENT:

- i. NC Substitute [W-9](#) (09 N.C.A.C. 03M .0202)
- ii. [Electronic Payment / Vendor Verification Form](#) (09 N.C.A.C. 03M .0202); or method of payment included in the Sponsoring Agency package.
- iii. Conflict of Interest Policy (G.S. 143C-6-23.(b))
- iv. [Sworn \(Notarized\) No Overdue Tax Debt Certification](#) (G.S. 143C-6-23.(c))
- v. Executed copy as a party to the [North Carolina Statewide Mutual Aid Agreement](#)

C. **Quarterly Progress Reports** (*see* Attachment B).

RECIPIENT agrees to provide quarterly (90-day) progress reports to be sent electronically from RECIPIENT to GRANTOR and shall at a minimum include:

- i. Period stating beginning balance of the Project Fund.
- ii. Total expenses disbursed (aggregate totals) by the following project uses:
 - a. Administration Expenses (e.g.).
 - b. Training Expenses (e.g.).
 - c. Equipment Expenses (e.g.).
- iii. Period ending balance of the RECIPIENT funding disbursed pursuant to this agreement.
- iv. ATTACHMENT B is a copy of the quarterly progress tracking report.
- v. Quarterly project status reports shall be emailed to [GRANTOR](#).

5. Compliance

RECIPIENT shall comply with applicable federal, state, local and/or tribal statutes, regulations, ordinances, licensing requirements, policies, guidelines, reporting requirements, certifications and other regulatory matters for the conduct of its business and purchase requirements performed under this AGREEMENT. RECIPIENT shall be responsible for the purchases made under this AGREEMENT and for the supervision of its employees and assistants.

Failure to comply with the specified terms and conditions of this AGREEMENT may result in the return of funds and any other remedy for noncompliance specified in 2 CFR 200.339 (incorporated by reference in this AGREEMENT), and/or termination of the award per 09 N.C.A.C. 03M.0801 and 2 CFR 200.340 (incorporated by reference in this AGREEMENT). Additional conditions may also be placed on RECIPIENT for noncompliance with the specified terms and conditions of this AGREEMENT, including (but not limited to)

additional monitoring and possible placement of RECIPIENT on the Suspension of Funding maintained by the State Office of State Budget & Management ([OSBM](#)).

6. **Responsibilities**

GRANTOR:

- A. GRANTOR shall provide funding to RECIPIENT to perform the activities as described herein.
- B. GRANTOR shall conduct a review of the project to ensure that it is in accordance with all funding requirements.
- C. The award date is 7/1/25. Funds must be encumbered, and reimbursement request must be sent by GRANTOR by 5/1 each State Fiscal year to be reimbursed that State Fiscal Year.
- D. GRANTOR shall directly monitor the completion of this project.

RECIPIENT:

- A. This AGREEMENT must be signed and returned to GRANTOR within 120 days after RECIPIENT receives notice of this award. This cooperative agreement shall be effective upon return of the executed AGREEMENT and final approval by NCEM.
- B. RECIPIENT understands and acknowledges required compliance with all statutory provisions outlined in N.C. Gen.Stat. § 143C-6-23 (State grant funds: administration; oversight and reporting requirements) and 09 N.C.A.C. 03M .0205 (Minimum Reporting Requirements for Recipients and Subrecipients).
- C. Funds Management. RECIPIENT agrees that funds paid through this cooperative agreement shall be accounted for in a separate fund and accounting structure within the RECIPIENT's central accounting and fund management system.
 - i. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this grant shall be reasonable and supported by documentation. State rates should be used as guidelines.
 - ii. If eligible, RECIPIENT shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this cooperative agreement, pursuant to N.C. Gen. Stat. § 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their quarterly project status reports.
 - iii. Pursuit to 14B N.C.A.C. 03 funds may only be used for the purposes of building or maintaining a Hazardous Materials Regional Response Team program and shall not be comingled with other funds or used for other purposes.
 - iv. The award date is 7/1/25. Funds must be encumbered, and reimbursement request must be sent by GRANTOR by 5/1 each State Fiscal year to be reimbursed that State Fiscal Year.
- D. Closeout Reporting Requirements. Following the principles of 2 CFR 200.344, Closeout, RECIPIENT must submit to GRANTOR, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the cooperative agreement, and this AGREEMENT.

Closeout Reporting Requirements ContinuedThis includes, at a minimum:

- 1) A complete accounting of how all cooperative agreement funds were used;
 - 2) A complete performance status report; and
 - 3) A Certification stating the funds were used for the purpose appropriated.
 - 4) A closeout letter indicating that the approved scope of work is now 100% complete and ready for final inspection.
 - 5) Any other closeout documentation requested by GRANTOR.
 - 6) The above noted reports shall include RECIPIENT reporting information related to the above noted quantitative results and accomplishments.
 - 7) RECIPIENT agree that all program activity results information reported shall be subject to review and authentication and RECIPIENT will provide access to work papers, receipts, invoices, and reporting records, if requested by GRANTOR, as the GRANTOR executes any audit internal audit responsibilities.
 - 8) RECIPIENT will be deemed noncompliant if its final report is not submitted within the 90-day period stated above.
 - 9) Once the complete final performance and financial status report package has been received and evaluated by GRANTOR, the RECIPIENT will receive official notification of agreement close-out from GRANTOR.
 - 10) The notification will inform RECIPIENT that GRANTOR is officially closing the agreement and retaining all agreement files and related material for a period of five (5) years or until all audit exceptions have been resolved, whichever is longer.
- E. Procurement. RECIPIENT shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds, and conform to applicable state standards identified in [N.C. Gen.Stat. Chapter 143, Article 3, Purchases & Contracts](#).

If RECIPIENT utilizes local procurement policies, RECIPIENT is required to submit a copy of the applicable policies they followed and demonstrate that they complied with those policies, including competition as required.

RECIPIENT is required to check the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors>, to verify that all vendors and contractors have not been suspended or debarred from doing business with the state government.

Per 09 N.C.A.C. 03M, agencies shall not disburse any state financial assistance to an entity that is on the [Suspension of Funding List](#) (SOFL). OSBM maintains the SOFL for non-compliant grant RECIPIENTS. The SOFL is updated on a weekly basis. RECIPIENT is prohibited under this AGREEMENT from procurement, contracting and/or sub-granting with any entity listed on the SOFL using grant funds.

- F. Submit invoice(s) requesting reimbursement for item(s) received to NCEM Hazardous Materials Regional Response Team Office. GRANTOR will reimburse RECIPIENT for eligible costs as determined by GRANTOR. RECIPIENT must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from GRANTOR.

- i. RECIPIENT shall be responsible for the replacement of any consumable equipment used for local response. On approved State response missions, replacement of consumable equipment will be the responsibility of the GRANTOR. Procured pursuant to the AGREEMENT as follows:
 - a. RECIPIENT shall take and maintain a physical inventory of all equipment purchased or supplied with funds awarded under this cooperative agreement. Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. RECIPIENT may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than \$1,000 to be inventoried. If so, such equipment purchased under this cooperative agreement shall be included on the report submitted to GRANTOR. The summary, cost reports with backup documentation, certificate of title, and any other RECIPIENT reports or inventory reports that include information regarding the grant, vendor, invoice number, cost per item, number of items, description, location, condition and identification number may be used to meet this requirement. The GRANTOR reserves the right to deobligate funds from this agreement to purchase any tangible, non-expendable property required for the RECIPIENT directly and issue that equipment to the RECIPIENT.
 - b. RECIPIENT must ensure a control system exists to ensure adequate safeguards to prevent loss, damage, or theft. RECIPIENT shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated and fully documented and made part of the official project records and reported to the GRANTOR.
 - c. RECIPIENT must ensure adequate maintenance procedures exist to keep program equipment in good condition notwithstanding ownership of such equipment.
 - d. Disposition Procedures. GRANTOR shall be notified by RECIPIENT prior to disposal of any equipment purchased with this cooperative agreement when the equipment is no longer needed by RECIPIENT. State equipment shall be returned in accordance with all applicable State accountable property policies.

- G. Property and Equipment. Property and equipment purchased with the cooperative agreement funds shall be titled to GRANTOR, and RECIPIENT shall be responsible for the custody and care of any property and equipment purchased with grant funds furnished for use in connection with this AGREEMENT. GRANTOR reserves the right to deobligate funds from this agreement equal to the costs of the equipment to be purchased to purchase equipment directly and provide to RECIPIENT as State property.

- H. Indirect Costs. No indirect costs will be charged to this award.

- I. Conflict of Interest. Per [N.C. Gen.Stat. § 143C-6-23\(b\)](#), RECIPIENT is required to file with GRANTOR a copy of RECIPIENT's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. **The policy shall be filed before GRANTOR may disburse any grant funds.**

In conjunction with providing the conflict of interest policy to GRANTOR, RECIPIENT must disclose in writing to GRANTOR, and attempt to avoid, any real or potential conflict of interest that may arise during the administration of this grant award.

This includes RECIPIENT's responsibility to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts or subgrants. No employee, officer, or agent may participate in the selection, award, or administration of a contract or subgrant supported by this grant award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract or subgrant. The officers, employees, and agents of the RECIPIENT may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. RECIPIENT may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the RECIPIENT. All RECIPIENTS must disclose in writing to GRANTOR, and attempt to avoid, any real or potential conflicts of interest with respect to procurement, contracting, subcontracting with funds provided under this grant award. Upon request, RECIPIENT must also provide a copy of their standards of conduct policy covering conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award.

- J. Travel. RECIPIENT must have an acceptable local travel regulation plan or accept the state travel regulations.
- K. Records Retention for Auditing & Monitoring. RECIPIENT acknowledges and agrees that, from and after the date of execution of this Agreement and for five (5) years following its termination, the books, records, documents, and facilities of the RECIPIENT are subject to being audited, inspected and monitored at any time by GRANTOR upon its request (whether in writing or otherwise). RECIPIENT further agrees to provide GRANTOR staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.
- L. Advertising. RECIPIENT agrees not to use the existence of this grant award or the name of GRANTOR as part of any commercial advertising, without prior written approval of GRANTOR.
- M. Reimbursement for medical expenses incurred due to a documented exposure at an authorized state hazmat incident shall be made in accordance with the provisions of Attachment 1, "NC Regional Hazardous Material Response Team's Occupational Medical Monitoring Program Guidelines, GOG 111. If exposure to hazardous substances or conditions or harmful physical agents is detected and documented by qualified medical personnel, the NCRRT technician shall file a claim for Workers' Compensation through the contracted municipality. The NCRRT medical expenses from that point are covered by Workers' Compensation. If the claim for workers' compensation is denied, the NCRRT technician must use his/her medical coverage to pay the costs. If such coverage is not available or is exhausted, the State will reimburse for the cost of medical expenses incurred due to a documented exposure at an authorized hazmat incident or authorized response to an act of terrorism. NCRRT technicians must exhaust all available insurance coverage prior to requesting reimbursement from the State and must provide documentation of such.

7. Funding

Pursuant to N.C. Gen. Stat. § 143C-1-1, and 166A the RECIPIENT understands and agrees that agreement funding shall be subject to the availability of appropriated funds. However, in the event of agreement termination due to lack of adequate appropriated funds, GRANTOR will pay for services and goods acquired and obligated on or before the notice of agreement termination.

RECIPIENT acknowledges and agrees that, in its conduct under this Contract and in connection with any and all expenditures of cooperative agreement funds, RECIPIENT shall comply with the cost principles in the Code of Federal Regulations, [2 CFR, Part 200](#).

8. Taxes

RECIPIENT shall be an independent RECIPIENT and as such shall be responsible for ALL taxes. There shall be no reimbursement for taxes incurred by the RECIPIENT from the GRANTOR under this cooperative agreement.

9. Warranty

To the maximum extent allowed under applicable law, RECIPIENT will hold GRANTOR harmless for any liability and personal injury that may occur from or in connection with the performance of this AGREEMENT to the extent permitted by the North Carolina Tort Claims Act. Nothing in this AGREEMENT, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this AGREEMENT. This AGREEMENT does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This AGREEMENT is intended for the sole and exclusive benefit of the parties hereto. This AGREEMENT is not made for the benefit of any third person or persons. No third party may enforce any part of this AGREEMENT or shall have any rights hereunder. This AGREEMENT does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this AGREEMENT. Nothing herein shall be construed as a waiver of sovereign immunity of the State of North Carolina or governmental immunity of the Sponsoring Agency. Pursuant to N.C.G.S. §§ 166A-19.60 and 166A-24, all activities and functions performed by the Sponsoring Agency and its officers and employees under this Agreement have been declared to be governmental functions. Nothing in this Agreement shall be construed to mandate purchase of insurance by the Sponsoring Agency pursuant to N.C.G.S. §160A-485 or in any way waive the Sponsoring Agency's defense of governmental immunity from any cause of action alleged or brought against any party for any reason if otherwise available as a matter of law. No officer, agent or employee of the Sponsoring Agency shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law

10. State of North Carolina Reporting Requirements per N.C. Gen.Stat. § 143C-6-23 and 09 N.C.A.C. 03M 0501

North Carolina state law ([N.C. Gen.Stat. § 143C-6-23](#) and [09 N.C.A.C. 03M](#)) requires every non-state entity that is not subject to the requirements of the Local Government Commission ([LGC](#)) that receives state or federal pass-through grant funds from state agencies to file annual reports on how those grant funds were used no later than three months after the end of the non-state entity's fiscal year. Reporting levels are based on the level of state financial assistance from all funding sources.

There are three reporting levels with different forms to be completed at each level, and there is an audit requirement for Level 3:

Level 1: Less than \$25,000

Level 2: Between \$25,000 and \$499,999

Level 3: \geq \$500,000

Level 3 addition: \geq \$750,000

This applies to non-profits and all other non-state entities that are not subject to the requirements of the LGC. **Government entities including counties and local governments are not required to file these reports.**

11. Audit Requirements

Per 09 N.C.A.C. 03M.0205, a RECIPIENT that receives a combined **\$500,000** or more in **North Carolina state funding or federal funding passed through a state agency** must within 9 months of the RECIPIENT's fiscal year end submit to DPS Internal Audit (AuditGrantsReport@ncdps.gov) a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards (GAGAS): <https://www.gao.gov/yellowbook>.

If RECIPIENT is a unit of local government in North Carolina, RECIPIENT may also be subject to the audit and reporting requirements in [N.C. Gen.Stat. § 159-34](#), Local Government Finance Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the RECIPIENT and are subject to change (see [Local Government Commission](#) for more information).

12. Points of Contact (POC)

To provide consistent and effective communication between RECIPIENT and GRANTOR, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this AGREEMENT. GRANTOR contact shall be, the Emergency Services Branch Manager and the NCEM Public Information Officer (PIO).

RECIPIENT POC shall be the person designated by the RECIPIENT. RECIPIENT is required to keep GRANTOR informed of any changes in POC over the course of the period of performance. All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this AGREEMENT. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

- A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.
- B. Is or becomes part of the public domain, through no fault of the receiving party.
- C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.
- D. Is independently developed at the receiving party by someone not privy to the confidential information.

13. Public Records Access

All information maintained by GRANTOR in connection with this AGREEMENT is subject to the [North Carolina Public Records Act](#), Chapter 132 of the North Carolina General Statutes and is subject to [public records requests](#) through NCDPS.

14. **Situs**

This AGREEMENT shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

15. **Antitrust Laws**

All signatories of this AGREEMENT will comply with all applicable state and federal antitrust laws.

16. **Other Provisions/Severability**

Nothing in this AGREEMENT is intended to conflict with current federal, state, local, or tribal laws or regulations. If a term of this AGREEMENT is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this AGREEMENT shall remain in full force and effect.

17. **Entire Agreement**

This AGREEMENT and any annexes, exhibits and amendments annexed hereto and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

18. **Modification**

AGREEMENT may be amended only by written amendments duly executed by RECIPIENT and GRANTOR.

19. **Termination**

The terms of this AGREEMENT, as modified with the consent of all parties, will remain in effect until 6/30/29. Either party upon thirty days advance written notice to the other party may terminate this AGREEMENT.

20. **Scope of Work**

RECIPIENT shall execute and maintain a Contract Response Team summarized below and as described in Attachment A, which is hereby incorporated by reference into this AGREEMENT:

A. Documentation to be provided throughout the Period of Performance of the cooperative agreement:

- i. Quarterly project progress reports, per paragraph 4.C. above.
- ii. RECIPIENT involved legal action that pertains to any goods or services purchased with cooperative agreement funds.
- iii. Any other documentation that would be pertinent.
- iv. Copies of any audits and corrective actions pertaining to any other funds provided to RECIPIENT by GRANTOR.
- v. All legible and complete invoices and receipts detailing the expenses associated with the project. Receipts must contain the following information:
 - Name and address of the vendor or establishment providing the product or service.
 - Vendor/Payee invoice number, account number, and any other unique meaningful identifying number.
 - Date the product or service was provided.
 - Itemized description of all products or services.
 - Unit price of products or services (if applicable).
 - Total amount charged.

- Proof of payment of expenses associated with the project.
- RECIPIENTS must submit fully completed reimbursement request included in the Cost Report, along with all required supporting documentation, with each reimbursement request. Failure to properly do so will result in non-payment of the reimbursement request.

21. Execution and Effective Date

This cooperative agreement shall become effective upon return of this original AGREEMENT, properly executed on behalf of RECIPIENT, to NCEM on behalf of GRANTOR and will become binding upon execution of all parties to this AGREEMENT. The terms of this AGREEMENT are effective upon signature by all parties.

This AGREEMENT shall be in effect from .

22. Attachments

All attachments to this Agreement are incorporated as if set out fully herein.

B. In the event of any inconsistency or conflict between the language of this AGREEMENT and the attachments hereto, the language of the AGREEMENT shall be controlling, but only to the extent of such conflict or inconsistency.

C. This AGREEMENT includes the following attachments or documents incorporated by reference as if fully set out herein:

- Attachment A – Scope of Work
- Attachment B – Quarterly or Periodic Progress Report & Accounting
- Attachment C – Map of NC RRT Response Areas
- Attachment D – NC RRT System Administrative Manual
- Attachment E – Title 14B N.C.A.C. Chapter 03 Section .0501-.0510
- Attachment F – N.C. Gen. Stat. 166A – Article 6

D. Attachments include updates to the most recent version as adopted by the respective authority during the period of performance of this agreement to include the General Assembly as to updates to North Carolina General Statutes, the Rules Review Commission as to updates to North Carolina Administrative Code, or the North Carolina Hazardous Materials Regional Response Team Advisory Committee as it relates to Program standards and documentation.

23. AUTHORIZED SIGNATURE WARRANTY

THE UNDERSIGNED REPRESENT AND WARRANT THAT THEY ARE AUTHORIZED TO BIND THEIR PRINCIPALS TO THE TERMS OF THIS AGREEMENT. IN WITNESS WHEREOF, RECIPIENT AND GRANTOR HAVE EACH EXECUTED THIS AGREEMENT AND THE PARTIES AGREE THAT THE AGREEMENT IS EFFECTIVE AS OF 07/01/25, EVEN IF THIS AGREEMENT IS SIGNED BY ANY PARTIES AFTER THAT DATE.

SPONSORING AGENCY

Signature: _____

Date: _____

Printed Name: _____

Title: _____

STATE OF NC / NC DEPARTMENT OF PUBLIC SAFETY / NC EMERGENCY MANAGEMENT

Signature: _____

Date: _____

Printed Name: Mr. Will Polk

Title: Deputy General Counsel

STATE OF NC / NC DEPARTMENT OF PUBLIC SAFETY / NC EMERGENCY MANAGEMENT

Signature: _____

Date: _____

Printed Name: Mr. William C. Ray

Title: Director & Deputy Homeland Security Advisor

Attachment A

Scope of Work and Annual Budget

Before award finalization and disbursement, each sponsoring agency is required to provide to the Agency a description of funding allocation for the total amount and specific purpose as stated in the Cooperative Agreement. This will include a scope of work, information related to any potential supporting agencies and an annual budget for the appropriated funds. Please attach additional sheets, as necessary.

1. Sponsoring Agency:	
Sponsoring Agency Name:	
Tax Identification #:	
Fiscal Year End:	

2. Scope of Work:
Recipient shall detail below how the organization will spend the amount of funding allocated for the specific purpose as stated in the contract. The description should include services to be provided, objectives to be achieved, and expected results. The description should also include anticipated timing of those services, objectives and expected results.
<p><u>Authority</u></p> <p>The parties enter this agreement under the authority of Article 2 of the North Carolina Emergency Management Act, Hazardous Materials Response as amended, Chapter 166A of the North Carolina General Statutes (hereafter N.C. Gen. Stat. § 166A-22, Hazardous Materials Emergency Response Program and N.C. Gen. Stat. § 166A-23, Contracts; equipment loans N.C. Gen. Stat. § 166A-29.1 that provided reoccurring appropriations to the North Carolina Division of Emergency Management for funding to support the State Hazardous Material Response Team.</p> <p>The funds awarded under this agreement must be used in compliance with all applicable federal, state, local and tribal laws and regulations, including N.C. Gen. Stat. § 143C-6-21, 143C-6-22, 143C-6-23, North Carolina Administrative Code (hereafter N.C.A.C.) 09 N.C.A.C. 03M, and 14B N.C.A.C. 03. By entering into this agreement, Sponsoring Agency agrees to use these funds in a manner consistent with all applicable laws and regulations.</p> <p><u>Response Expenses</u></p> <p>The Hazardous Materials Regional Response Team shall be eligible to receive reimbursement for actual costs of any response, activation, demobilization, and reconstitution costs for State Missions consistent with the latest version of the FEMA Public Assistance Program and Policy Guide for Emergency Protective Measures. These costs shall not be counted towards their administrative, training, or equipment costs associated with this agreement. The funds provided as part of this cooperative agreement are to offset the costs to maintain a Hazardous Materials Regional Response Team (NC RRT).</p> <p><u>Roles and Responsibilities</u></p> <p>North Carolina Division of Emergency Management will:</p> <ul style="list-style-type: none"> ▪ Promulgating the regulations, standards, policies, directives, and overall concept of operations for the NC RRT System as appropriate; ▪ Maintaining overall direction and control of System Resources engaged in NC RRT System activities, as contemplated in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the NC RRT System; ▪ Evaluating System and team performance in accordance with the Regulations, standards, policies and procedures and directives of the NC RRT System; ▪ Scheduling and conducting periodic meetings of NC RRT System advisory committees and other consultative bodies.

Roles and Responsibilities Cont.

- Assist in obtaining training, supplies, vehicles, and equipment from State, Federal, and donor sources for local issuance and use in training, emergencies, or disasters;
- Perform audit, inventory, and evaluation of team capabilities, equipment, and supporting documentation of training and credentialing;
- Maintain any required insurance on State owned vehicles or trailers;
- Processing claims for reimbursement in accordance with the Regulations, policies, and procedures and to provide reimbursement of documented actual expenses when deployed as a State Mission;
- Ensuring proper coordination and cooperation within the State, between the Division of Emergency Management and other State Emergency Response Team components and entities, and between State and other Federal, State, local, and private-sector entities for the purpose of NC RRT System activities.
- Maintaining 24-hour per day capability to receive a request for NC RRT System Resources.
- The Director of North Carolina Emergency Management or their designee, i.e., the NC Regional Response Team Coordinator, shall have the authority to activate the teams in whole or in part using the All-Hazards Response Model; and
- Notification of activation will be made by the NCEM Director or their designee.

Sponsoring Agency will, at the direction of the NC Division of Emergency Management:

- Establish and maintain, as a minimum, a Type II Hazardous Materials Regional Response Team available for response at the request of NCEM;
- Establish and maintain per manufacturer recommendations, as a minimum, a functionally equivalent equipment cache for a FEMA Type II Hazardous Materials Regional Response Team as described in 14B N.C.A.C. 03 available for response at the request of NCEM;
- Recruiting and training the NC RRT, according to the Regulations, standards, policies, procedures, directives, and overall concept of operations for the NC RRT System promulgated by NCEM;
- Submitting to NCEM a copy of any agreements with any Participating Agencies;
- Designating a Regional Response Team Program Manager, who shall represent the RRT as a decision maker at regularly scheduled NC RRT management meetings, as well as other such persons as required by the Regulations, standards, policies, procedures, directives, and overall concept of operations for the NC RRT System.
- Maintaining 24-hour per day capability to receive a request for an Alert or Activation Notice of NC RRT System Resources and follow NCRRT General Operating Guide, Response.
- To the extent that the Sponsoring Agency and/or Participating Agencies chooses to provide personnel for NC RRT System management teams or other technical functions, or for any NCEM advisory and consultative entities, complying with financial, administrative, acquisition, reimbursement, and reporting requirements set forth in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the NC RRT System with respect to these personnel.
- Operate and maintain State owned vehicles and other equipment as required to execute this agreement;
- Ensure any required insurance is maintained on any vehicle or trailer owned by any agency other than the State that is used as part of any NC RRT System activity;
- Ensure worker's compensation coverage for all Regional Response Hazardous members and that all members shall be in an on-duty status during all system activities;

Roles and Responsibilities Cont.

- Maintain participation in the North Carolina Statewide Mutual Aid Agreement;
- Accept and maintain equipment from the State and other sources for use in training, emergency, or disaster response as well as provide for an annual inventory and inspection of equipment;
- Mobilize, control and supervise team(s) for Out of State, In-State, regional, or local disaster service;
- Notifying the NCEM 24hr Watch when there is a change in the operational status of the RRT;
- In the event of a State or local emergency or disaster, provide the team(s) to the State under the terms and conditions of applicable State law and/or agreements whenever the resources have not been or is not currently utilized locally for a disaster or emergency;
- Ensure compliance with all applicable laws, administrative rules, and policy associated with the program and;
- Obtaining the consent, according to Gen. Stat. § 166A-22(a)(9), of the County Emergency Management Agency, if different than the Sponsoring Agency, prior to responding to any Alert or Activation Request of NC RRT System Resources, in accordance with the Regulations, standards, policies and procedures of the NC RRT System as well as under the terms and conditions of applicable State law and/or agreements.

Documentation Requirements of the Grantor to Disperse Funds under this Agreement

Prior to dispersing any funds, the following is required:

Submittal proof of required documentation as cited in Section 4 “Conditions” of the COOPERATIVE AGREEMENT including all Subsections A-C of Section 4. Submissions shall include:

- A current Unique Entity Identifier (UEI);
- A NC Substitute W-9 (09 N.C.A.C. 03M .0202);
- Conflict of Interest Policy (N.C. Gen. Stat.143C-6-23.(b));
- Sworn (Notarized) No Overdue Tax Debt Certification (N.C. Gen. Stat.143C-6-23.(c));
- Executed copy as a party to the current North Carolina Statewide Mutual Aid Agreement; and
- Maintaining at a minimum one (1) central point of contact, RRT Program Manager, for the RRT as required per Section 12, Point of Contact of the Cooperative Agreement.

For Disbursement of Administration Expenses:

- Annual certification that the team roster has been updated and that the team and personnel comply with requirements of 14B N.C.A.C. 03 .0509
- Annual certification that the Sponsoring Agency is an eligible entity per the N.C.A.C.;
- Verification of annual State inventory has been completed in the previous 12 months;
- Verification that the Sponsoring Agency team profile has been updated to include verification of team manager(s) for the team and personnel certifications have been verified.

For Disbursement of Training Expenses

Requirements for disbursement of funds associated with training reimbursement shall comply with the RRT maintaining a roster of personnel appropriate team type as cited in Title 14B N.C.A.C. 03 .0509 (c) and include the following:

- Submission of associated training records for the program and its members for any training that is being submitted for reimbursement as well as documentation of actual training expenses incurred by the team for reimbursement under this agreement and NCRRT General Operating Guide, Section Records Management and Section Training Standards; and
- Compliance with quarterly reimbursement and progress reports for training and associated travel.

Documentation requirements to Disperse Funds (cont.)

For Disbursement of Equipment Expenses

Requirements for disbursement of funds associated with capital purchase equipment reimbursement using state funding streams shall comply with the NC RRT maintaining a functionally equivalent cache of equipment based on the appropriate team type as cited in Title 14B of the N.C.A.C. 03 .0509 (d) and include the following:

- Maintenance of current inventory of NC RRT cache.
- Associated documentation of the purchases of new equipment to meet or maintain equivalent cache of equipment as required in the NCRRT General Operating Guide. For the purchase of new equipment, the team must have prior approval by the NCEM RRT Program Coordinator prior to any equipment costs being eligible for reimbursement under this agreement with the exception of like-kind equipment replacement and the expansion of current systems. Equipment maintenance costs are eligible up to the amount of the agreement in any State fiscal year if this work is for repair and preventative maintenance. Any modification to the equipment cache, equipment cache transportation, or other associated program equipment requires prior approval of the NCEM RRT Program Coordinator prior to those costs being eligible for reimbursement under this agreement.
- Submission of associated equipment repair, replacement, or purchase records that is being submitted for reimbursement as well as documentation of actual equipment expenses incurred by the RRT for reimbursement under this agreement.
- To be eligible for funds under this section, the team must have completed an annual State inventory within the previous 12 months; NCEM conducting Inventory.
- Compliance with quarterly reimbursement and progress reports for Regional Response Team equipment and equipment associated expenses according to the NCRRT General Operating Guide.

Movement of Funds Across Expense Categories and Other Expenses

The NC RRT Program Coordinator shall have the authority to review and approve requests to move fund balances between training and equipment categories within the same State fiscal year at the team's request to meet programmatic needs. The team must submit a plan for any fund transfer between expense categories with a detailed justification for the request to move funds across expense categories. Once the NC RRT Program Coordinator approves the funds transfer the team may be reimbursed for expenses as approved by the NC RRT Program Coordinator.

Other expenses may be reimbursed under this agreement contingent on the availability of funds to cover the costs of maintaining program equipment and team readiness. These costs must be approved by the NC RRT Program Coordinator who must validate the availability of funds to cover the additional expenses of the RRT because of participating in this program. The recipient is responsible to ensure that any procurement covered under this section complies with the requirements of any applicable local, State, or Federal procurement rules to include 2 CFR 200 requirements. The recipient shall submit an invoice to the NC RRT Program Coordinator for an approved expense and payment shall be remitted under the terms and conditions of this agreement for any approved additional costs.

Communication

Sponsoring Agency and NCEM will regularly communicate any program status changes of which both the Sponsoring Agency and NCEM should be aware.

Both parties affirm a mutual goal of continually working to implement best practices and lessons learned with the aim of always improving the effectiveness and efficiency of the NC Hazardous Materials Regional Response Program.

The recipient is responsible for tracking use of local, mutual aid, State, and Emergency Management Assistance Compact (EMAC) missions where program equipment or personnel are utilized as part of a Hazardous Materials Response and reporting this data not less than quarterly according to NCRRT General Operating Guide, Incident Documentation The recipient shall communicate with the local / county emergency management coordinator when reporting availability status or when deploying under the NC RRT System. The recipient is responsible to communicate to the NCEM 24-Hour Watch when there is a change in operational status due to personnel, equipment, or other issues or obligations that would prevent a response to a State Mission, or when local response obligations would impact availability.

Amendments may be considered at any time and enacted based on the consensus of all parties.

3. Sub-Recipients:			
a. Does the Recipient anticipate that it will pass down or pay out any funds to any sub-recipients?		Yes	No
If yes, answer the following:			
b. Name of Sub-Recipient	c. Program name	d. Amount to Sub-Recipient	

Below are general expenditure descriptions that can serve as a **guide** for preparing the organization’s annual budget related to the funding. Please add or delete expenditure captions for clarity if needed. The annual budget must be signed by an authorizing official. Budget can be modified per the conditions of this agreement with approval of the grantor.

The following annual budget is for the time period beginning 7/1/2025 and ending 6/30/2026 and renews each State fiscal year contingent on funding availability until this agreement expires or is modified under the agreement of both parties.

EXPENDITURE DESCRIPTION	AMOUNT
Training Expenses (e.g. program related staffing)	\$ 29,000
Equipment Expenses (e.g. supplies and equipment)	\$ 10,000
Administration Expenses (e.g. overhead & project management)	\$ 30,000
Total Beginning Balance of the Project Fund	\$ 69,000 (AWARD AMOUNT PER FISCAL YEAR)

With regard to the information contained herein, I certify that the annual budget has been approved by the Recipient’s Chief Fiscal Officer.

Signature Date

Printed Name Title

Quarterly Progress Report

Department of Public Safety – NC Regional Response Team Program – SFY25 RRT Cooperative Agreement Period of Performance:

Fiscal Year: Recipient: MOA #: 1993-769-25-

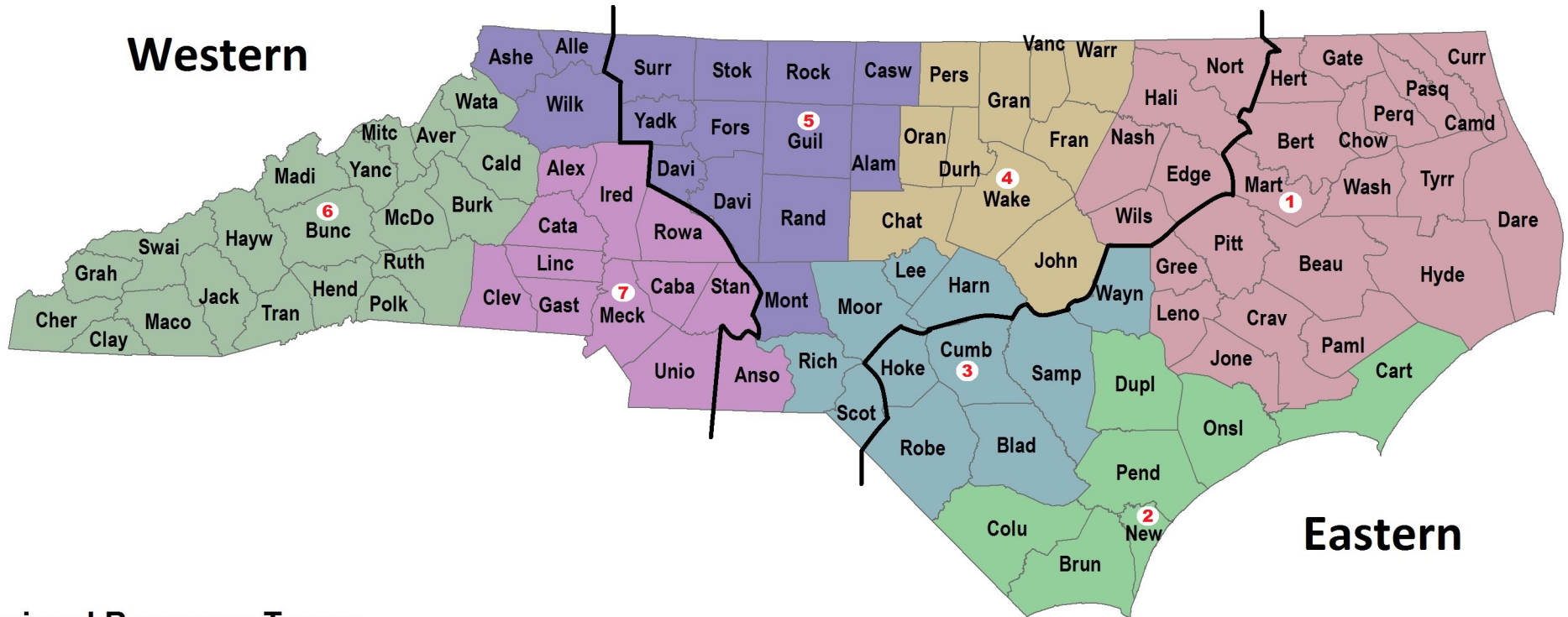
<i>Select a quarter and complete the funds-expended blanks, activities status, and submission information. Return the completed form to your program manager. Quarterly progress reports shall be emailed to: jr.griffin@ncdps.gov and sarah.robison@ncdps.gov</i>		
Quarter	<input type="checkbox"/> 1 st July 01 – September 30 (Due October 15) <input type="checkbox"/> 2 nd October 01 to December 31 (Due January 15) <input type="checkbox"/> 3 rd January 01 to March 31 (Due April 15) <input type="checkbox"/> 4 th April 01 to June 30 (Due July 15)	
Grant Award Amount		\$69,000 each FY
Total Funds Expended in this Quarter		Click or tap here to enter text.
Balance Award Minus All Reimbursements in this Quarter		Click or tap here to enter text.
Activities	Metric	Current Status
Training	Dates, current status. For example, list identified needs, updates or revisions made to plans, or those to be made.	Click or tap here to enter text.
Equipment	Dates, current status. For example, list identified needs, updates or revisions made to organization, or those to be made.	Click or tap here to enter text.
Administration	Dates, current status. For example, list identified needs, items in vendor negotiation, purchased, placed in service, etc.	Click or tap here to enter text.
Submitted by		
Date	Click or tap here to enter text.	



Regional Response Teams Area Boundaries








Central

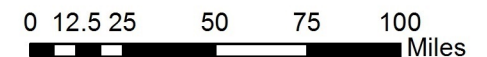
Western



Eastern

Regional Response Teams

-  NCRRT-1 **Williamston**
-  NCRRT-2 **Wilmington**
-  NCRRT-3 **Fayetteville**
-  NCRRT-4 **Raleigh**
-  NCRRT-5 **Greensboro**
-  NCRRT-6 **Asheville**
-  NCRRT-7 **Charlotte**





NCRRT GENERAL OPERATING GUIDELINE

Contents

100- Program Structure	8
100.1 TAC and EC	8
100.2 Daily Operations.....	9
100.3 Cooperative Agreement	9
100.4 General Operating Guidelines	10
103- Incident Documentation	11
103.1 Overview.....	11
103.2 Scope	12
103.3 General Overview	12
103.4 Incident Documentation	13
Attachment 103-B Incident Documentation Packet	17
101- Response.....	34
101.1 Overview.....	34
101.2 Scope	35
101.3 Response Decision.....	35
101.4 Immediate Response.....	36
101.5 Measured Response	38
101.7 Local Response.....	39
101.8 Unit Designations	40





NCRRT GENERAL OPERATING GUIDELINE

101.9 Mode of Response	41
102- General Response Guide.....	41
102.1 Overview.....	42
102.2 Scope	42
102.3 Definitions	42
102.4 Response Guidelines	44
102.5 Delineation of Roles	47
102.6 Site Safety Plan	49
102.7 Research	51
102.8 Entry Group.....	52
102.9 Incident Termination.....	53
102.10 Post Incident Guide	55
Attachment 102-A: Risk vs. Benefit Graphic	57
Attachment 102-B: Emergency Signals	60
Attachment 102-C: Incident Debrief Checklist	62
Attachment 102-D: After Action Review Checklist	64
104- Reconnaissance and Size Up.....	65
104.1 Overview.....	65
104.2 Scope	65
104.3 Scene Size Up and Assessment	66





NCRRT GENERAL OPERATING GUIDELINE

104.4 Off Site Reconnaissance	67
104.5 On Site Reconnaissance	68
104.6 Decontamination	69
105- Decontamination	70
105.1 Overview	70
105.2 Scope	70
105.3 Definitions	70
105.4 Decontamination Overview	71
105.5 Contamination Levels	72
105.6 Decon Group Operations.....	72
105.7 Decon Group Supervisor	73
105.8 Decon Stations by Level	77
105.9 Decon Procedures	79
105.10 Termination of Decon	99
105.11 Mass Decon	100
106- Personal Protective Equipment.....	100
106.1 Overview	100
106.2 Scope	101
106.3 Definitions	101
106.4 PPE Overview	102





NCRRT GENERAL OPERATING GUIDELINE

106.5	Respiratory Protective Equipment	104
106.6	Thermal Protective Equipment.....	104
106.7	Chemical Protective Equipment.....	106
106.8	PPE Selection Overview	116
106.9	PPE Selection	117
106.10	PPE Testing and Maintenance	119
107-	Inventory, Inspections, Records	119
107.1	Overview.....	120
107.2	Incident Readiness	120
107.3	Cooperative Agreement Inspections	120
107.4	Annual Fixed Asset Inspection	123
107.5	Records Management.....	124
108-	Training Standards	124
108.1	Overview.....	125
108.2	Definitions	125
108.3	Minimum Training Requirements	126
108.4	Training Funding Reimbursement.....	127
108.5	Annual Training Topics and Hours	128
108.6	Record Management	129
108.7	Training Standard.....	129





NCRRT GENERAL OPERATING GUIDELINE

109- Mitigation Methods	129
109.1 Overview.....	130
109.2 Methods and Techniques	130
111- Medical Surveillance.....	136
111.1 Overview.....	136
111.2 Scope	136
111.3 Definitions	137
111.4 General.....	137
111.5 Medical Surveillance Examination	138
111.6 Recommended Medical Surveillance Exam Content	140
111.7 Reimbursement for Medical Surveillance Examinations	143
111.8 Failure to Maintain Medical Surveillance Examinations	144





NCRRT GENERAL OPERATING GUIDELINE

Acronyms

CRC	Contamination Reduction Corridor
DEQ	Department of Environmental Quality
DDO	Division Duty Officer
GOG	General Operating Guidelines
IC	Incident Commander
ICS	Incident Command System
IDLH	Immediately Dangerous to Life or Health
IFSAC	International Fire Services Accreditation Congress
LPG	Liquefied Petroleum Gas
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NIOSH	National Institute of Occupational Safety and Health
NCEM	North Carolina Emergency Management
N.C.G.S.	North Carolina General Statute
NCRRT	North Carolina Hazardous Materials Regional Response Team
NCRRT-EC	NCRRT Executive Committee
PASS	Standard on Personal Alert Safety Systems
PPE	Personal Protection Equipment
SCBA	Self-Contained Breathing Apparatus





NCRRT GENERAL OPERATING GUIDELINE

SOG	Standard Operating Guide
TAC	Technical Advisory Committee
TAG	Technical Advisory Group





NCRRT GENERAL OPERATING GUIDELINE

General Operating Guideline	100- Program Structure
Approval Date	5/25/21
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

100.1 TAC and EC

The North Carolina Hazardous Materials Regional Response Team Program (NCRRT) will be governed by a Technical Advisory Committee (TAC), as outlined in North Carolina General Statute (N.C.G.S.) 166A-26. The TAC will serve under the appointment of the Secretary of Public Safety. The TAC will be led by a Chairperson and a Co-Chairperson at the will of the Secretary of Public Safety. A subgroup of the TAC, the NCRRT Executive Committee (NCRRT-EC; formally the NCRRT Technical Advisory Group or TAG), exists as a body of team leaders to plan and advise the State Hazardous Materials Manager and Assistant State Hazardous Materials Manager on operationally specific projects and in managing daily operations. The NCRRT-EC will meet separate from the TAC and will be led by a chairperson, appointed by the NCRRT-EC's voting members by majority vote. A Vice Chair and a Secretary will also be voted on by the teams to serve on the NCRRT-EC. Elections for the Chairperson, Vice Chair, and Secretary will follow an alternate year schedule of voting for a term of 2 years. The NCRRT-EC Chairperson will advise the TAC at each quarterly meeting. In the NCRRT-EC Chairperson's absence, the Vice Chair, Secretary, or State





NCRRT GENERAL OPERATING GUIDELINE

Hazardous Materials Manager, serving as the NCRRT-EC Executive Director, shall brief the TAC.

100.2 Daily Operations

Each of the seven NCRRTs will be led daily by a team leader, appointed by the local jurisdiction's administration to serve as the liaison between the team and North Carolina Emergency Management (NCEM). The State Hazardous Materials Manager or Assistant State Hazardous Materials Manager will serve as the point of contact between NCEM and the NCRRTs on all areas of daily operations to include training, equipment, maintenance, finance, cooperative agreements, billing, and team readiness.

100.3 Cooperative Agreement

Each of the seven NCRRTs are cooperative agreement by the State of North Carolina, Department of Public Safety to provide regional hazardous materials services to their district or area, composed of multiple counties. The cooperative agreement period will be for 5 years with a 1-year extension if required, and cooperative agreement will be coordinated through the North Carolina Attorney General's Office and/or the NC Department of Public Safety General Counsel's Office. The General Operating Guidelines (GOG) will not supersede any of the content within the team cooperative agreements. Approved GOG's will be located under Exhibit B of the cooperative agreement and may be edited and updated at any time during the cooperative agreement period by majority vote of





NCRRT GENERAL OPERATING GUIDELINE

the TAC and with final approval of the Secretary of Public Safety or his/her designee, which in this case would be the Director of Emergency Management, in accordance with the NCRRT cooperative agreement.

For the duration of the current cooperative agreement, personnel cost shall be subject to a cost-of-living adjustment (COLA) based on the percentage change in the sponsoring agency's jurisdiction for the preceding 12 months. The adjustment would be applied to the personnel cost for the current and future fiscal years as provided in the sponsoring agency cooperative agreement package submittal. The sponsoring agency shall submit a personnel cost adjustment package to North Carolina Emergency Management for consideration

100.4 General Operating Guidelines

Per N.C.G.S. 166A-22, the NCRRT program will have established guidelines for the following:

- (1) Standards, including training, equipment, and personnel standards required to operate a regional response team with technician-level entry capability.
- (2) Guidelines for the dispatch of a regional response team to a hazardous materials or terrorist incident.
- (3) Guidelines for the on-site operations of a regional response team.
- (4) Standards for administration of a regional response team, including procedures for reimbursement of response costs.
- (5) Refresher and specialist training for members of regional response teams.





NCRRT GENERAL OPERATING GUIDELINE

- (6) Procedures for recovering the costs of a response to a hazardous materials or terrorist incident from persons determined to be responsible for the emergency.
- (7) Procedures for bidding and contracting* for the provision of a hazmat team for the regional response program.
- (8) Criteria for evaluating bids for the provision of a hazmat team for regional response.
- (9) Delineation of the roles of the regional response team, local fire department and local public safety personnel, the Division of Emergency Management's area coordinator, and other State agency personnel responding to the scene of a hazardous materials or terrorist incident.

* cooperative agreement as of 1 July 2025.

General Operating Guideline	103- Incident Documentation
Approval Date	5/25/21
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

103.1 Overview

This General Operating Guideline (GOG) takes the place of the previous T-015 Incident Documentation Standard Operating Guide (SOG). This GOG meets the mandate of N.C.G.S. 166A-22.





NCRRT GENERAL OPERATING GUIDELINE

103.2 Scope

This guideline applies to all NCRRT personnel.

103.3 General Overview

The NCRRT Team Leader (designated by the cooperative agreement NCRRT provider agency) is responsible for ensuring that accurate incident documentation is completed and submitted to the Division of Emergency Management. Accurate incident documentation is to be verified by the Hazardous Materials Branch Director at the incident.

A State NCRRT incident number must be obtained from the State EOC on the date of the hazmat incident. The NCRRT incident number will consist of a ten-digit number that will provide the following information:

- (a) the date of response;
- (b) the Regional Response Team number;
- (c) the number of response incidents for the particular team for the calendar year.

The NCRRT Incident Report shall be completed online, utilizing the NCEM NC Sparta WebEOC System. A reimbursement letter, on department letterhead shall be attached to the





NCRRT GENERAL OPERATING GUIDELINE

electronic report. Any photos or other on-scene documents that are applicable shall be attached to the electronic report.

103.4 Incident Documentation

The NCRRT must provide a complete incident report following a state approved mission, even if no reimbursement for costs is being requested. Incomplete or insufficient incident documentation will be returned to the NCRRT. Reimbursement to the NCRRT will not be made until complete incident documentation has been provided. Incident documentation shall be reviewed for comprehensiveness by the State Hazardous Materials Manager or their designee. Teams shall provide photo documentation if available, of the incident emphasizing the location of substances suspected or confirmed (if possible).

The NCRRT Team Leader will submit the incident report electronically within 30 business days of the incident.

The On Scene Incident Documentation Packet is designed to be used by the Hazmat Branch Director and subsequent Hazmat Group Supervisors during the mitigation of a hazmat incident. The Hazmat Team Leader will decide if that packet is submitted with the report, though the information gathered should be placed into the electronic report.





NCRRT GENERAL OPERATING GUIDELINE

Attachment 103-A: Sample cover letter

The cover letter should be on the home department's letterhead.





NCRRT GENERAL OPERATING GUIDELINE

(DATE)

NCRRT Coordinator
NC Division of Emergency Management
1636 Gold Star Drive
Raleigh, NC 27607

Subject: INVOICE
 Incident No. NC- *****

The following is a Statement of charges for the Hazmat Incident on (DATE) located at (Location) in or near (City, State, Zip).





NCRRT GENERAL OPERATING GUIDELINE

1.	Personnel Costs Total	\$.00
2.	Vehicles/Apparatus Costs	\$.00
3.	Equipment/Supplies Costs	\$.00
4.	Other Costs	\$.00
	Total Reimbursement Requested	\$.00



Please make payment to:

(Name of Department to whom payment will be made)

(Street or Mailing Address)

(City, State and Zip Code)

Signed,





NCRRT GENERAL OPERATING GUIDELINE

Attachment 103-B Incident Documentation Packet

This document will be attached in an excel workbook format. This document may also be accessed and completed online at the direction of the NCRRT Coordinator in the NC Sparta (WebEOC) system that is housed within NCEM.



North Carolina Department of Public Safety
Division of Emergency Management
State Hazardous Materials Regional Response Teams

Mission Report



Mission Date:

NCRRT Mission #:

NCRRT:

Mission Location:





NCRRT GENERAL OPERATING GUIDELINE

Mission County:

Mission City:

NCEM Area:

Nature of Mission:



NCRRT Team Leader:	Team members on scene:
Incident Commander:	IC's Organization:
NCEM Area Coordinator on scene:	NCRRT requested by:

Time of NCRRT request:	Time of mission approval:
Time of NCRRT responding:	
Time of NCRRT arrival:	Time of back in quarters:
Time of NCRRT available:	
NCRRT units that responded:	



Mission Specifics





NCRRT GENERAL OPERATING GUIDELINE

Transportation incident?

Transportation type:

DOT/Rail registration number:

License plate number:

License plate state:

Vehicle VIN:

Investigating law enforcement officer name and agency:

Investigating law enforcement officer contact number:

Was the vehicle placard present?

Was placard appropriate?

Fixed facility incident?

Fixed facility construction and type:

Other type of incident?

Incident type:

Was there a release into the environment?

Release type:

Drains or soil affected:





NCRRT GENERAL OPERATING GUIDELINE

Was an evacuation required? Evacuation specifics:
--

Exposures

Type	Injuries	Deaths	Exposures
Civilian			
NCRRT Members			
NCEM Staff			
Local Responders			
Other:			
Other:			

Involvements

Shipper/Owner: Address: Phone:
--





NCRRT GENERAL OPERATING GUIDELINE

Shipper/Owner Insurance Company:

Address:

Phone:

Involved Party:

Address:

Phone:

Mission Responsible Party:

Address:

Phone:

Local Emergency Management Coordinator:

Address:

Phone:

Email:





NCRRT GENERAL OPERATING GUIDELINE

Response Fiscal

Team and Personnel

Name/Rank	Hours	Rate	Total Cost





NCRRT GENERAL OPERATING GUIDELINE

Team Call Back Personnel

Name/Rank	Hours	Rate	Total Cost
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -





NCRRT GENERAL OPERATING GUIDELINE

		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -
		0	\$ -	\$ -





NCRRT GENERAL OPERATING GUIDELINE

		0	\$ -		\$ -
		0	\$ -		\$ -
		0	\$ -		\$ -
Total Call Back Cost:					\$ -

Response Apparatus Cost

Vehicle Type	Hours	Rate	Total Cost
State Response Trailer	0	\$ -	\$ -
State Freightliner Tractor	0	\$ -	\$ -
State International Tractor	0	\$ -	\$ -
36' Support Unit	0	\$ -	\$ -





NCRRT GENERAL OPERATING GUIDELINE

Supplies Cost

Item Description	QTY/HRS	Rate	Total Cost	
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -





NCRRT GENERAL OPERATING GUIDELINE

	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
	0	\$ -		\$ -
				\$ -
			Total Cost	\$ -





NCRRT GENERAL OPERATING GUIDELINE

Other Costs

Item Description	QTY/HRS	Rate	Total Cost
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -





NCRRT GENERAL OPERATING GUIDELINE

	0	-	\$		-	\$
	0	-	\$		-	\$
Total Cost					-	\$

Cost Summary

Cost Category	Total Cost	
Team and Personnel		\$ -
Response Apparatus		\$ -
Supplies		\$ -
Other		\$ -
Total Cost for Response		\$ -





NCRRT GENERAL OPERATING GUIDELINE

Incident Narrative

Authorizations

NCRRT Team Leader Signature





NCRRT GENERAL OPERATING GUIDELINE

NCRRT Team Leader name printed

Date

Hazardous Materials Branch Director for incident signature

Hazardous Materials Branch Director name printed

Date





NCRRT GENERAL OPERATING GUIDELINE

General Operating Guideline	101- Response
Approval Date	5/25/21
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

101.1 Overview

This General Operating Guideline (GOG) takes the place of the previous T-002 Decision to Respond GOG and replaces T-003 Levels of Response. This GOG meets the mandate of N.C.G.S. 166A-22.





NCRRT GENERAL OPERATING GUIDELINE

101.2 Scope

This guideline applies to those response decisions made by response team leaders (Team Leader), the Watch Analyst (formally the State Communications Officer) and the Director of the Division of Emergency Management (Director) or the Division Duty Officer (DDO) through delegated authority. NCRRT Team Leaders and the Director or DDO will make response decisions based upon current policies, procedures, operations guides, and applicable laws. The Watch Analyst will follow the guidelines for an NCRRT request in the applicable NCEM Ops Guide (Attachment 101-A).

101.3 Response Decision

As outlined in the applicable NCEM Ops Guide, NCRRT response falls into 2 categories; 1) immediate response and 2) measured response. The following individuals are approved to request an NCRRT response, by the delegated authority of the Director:

- Local Emergency Manager
- Local Fire Chief or Incident Commander
- NCEM Field Branch Manager or Area Coordinator on behalf of a county
- NCEM Director or Assistant Director of Operations
- Secretary of Public Safety
- Governor





NCRRT GENERAL OPERATING GUIDELINE

101.4 Immediate Response

An immediate response by NCRRT is approved if requested by one of the approved requestors listed in 100.3, and falls into any one of the following categories:

- Any threat to life and safety.
- Any known hazardous materials that are or have actively released, spilled, leaked, or off gassed.
- Any unknown hazardous material that is or has actively released, spilled, leaked, or off gassed.

The Watch Analyst has the delegated authority of the Director to approve an NCRRT response if it falls into the above categories. The Watch Analyst will obtain the following information from an approved requestor as outlined in 101.3:

- The requestor's title, name, and phone number.
- The involved chemical if known.





NCRRT GENERAL OPERATING GUIDELINE

- The location of the incident.
- The location that NCRRT needs to report to (i.e. command post)
- Are evacuations occurring?
- Are there injuries or deaths?
- Is this affecting a water source?
- What mitigation and protective measures are underway?

The NCRRT responding on the approved mission will mark en route for all units that are responding using the assigned Viper Channel by hailing "State EOC, from RRT **".

Responding NCRRT assets should use assigned NCEM Viper call signs.

The NCRRT Team Leader will make the decision as to what assets and the number of personnel to take to the approved mission.

The Watch will follow the Operations Guide outlining the required duties of the Watch Analyst.





NCRRT GENERAL OPERATING GUIDELINE

101.5 Measured Response

A measured response plan is required if a response by NCRRT is requested by an approved requestor, as outlined in 101.3, but does not fall into the categories of an immediate response as outlined in 101.4. The Watch Analyst will immediately obtain the following information from the approved requestor:

- The requestor's title, name, and phone number.
- The involved chemical.
- The location of the incident.
- The location that NCRRT needs to report to (i.e. command post)
- Are evacuations occurring?
- Are there injuries or deaths?
- Is this affecting a water source?
- What mitigation and protective measures are underway?

The Watch Analyst will then place the requestor on a recorded conference call line and add in the following persons utilizing the Active 911 paging system:

- The NCRRT Coordinator
- The On-Call field staff member for the branch of responsibility
- The Division Duty Officer
- The Local Emergency Manager for the area of responsibility if not the requestor
- Other state agencies as applicable





NCRRT GENERAL OPERATING GUIDELINE

Once all persons required are placed on the recorded conference call line, the Watch Analyst will begin the conference call using the standing conference call agenda outlined in the Operations Guide for NCRRT response.

101.6 Field Staff Responsibility in NCRRT response

A representative of the NCEM field staff will respond to all NCRRT approved state missions as the liaison between the state team and the local jurisdiction unless approved by the Field Branch Manager. If the Field Branch Manager is unable to be reached, the Assistant Director for Operations may make the decision. The NCEM field staff member that responds will assist the NCRRT team leader and will deliver situation reports back to the State EOC as deemed necessary.

101.7 Local Response





NCRRT GENERAL OPERATING GUIDELINE

Per the NCRRT Cooperative agreement, each local municipality that serves as an NCRRT may use the state equipment for local response in their local jurisdiction. The local jurisdiction will dictate what is included in their local area which is typically the corporate limits of the municipality or within the county that the municipality is located. Local response requires no approval and will not be reimbursed by NCEM for any costs to include response, personnel, equipment, damage, maintenance, or expendables. If the incident reaches a point that exceeds the capability of the local jurisdiction, the NCRRT operating on the local mission may request to upgrade to a state mission. Any request for an upgrade must follow the guidelines of the decision-based response as outlined in 101.5. Any local response of a state piece of equipment will be reported immediately to the State EOC using Viper on the State EOC channel. When the NCRRT is clear from the local mission, notification will be made to the State EOC using Viper on the State EOC channel.

101.8 Unit Designations

The following unit designations are the approved NCRRT state call signs (RRT-1 is used for example. The appropriate team number should be inserted in):

- RRT-1: State Tractor and Trailer**
- RRT-11: Team Leader**
- RRT-12: State 36' Trailer with Prime Mover**
- RRT-13: State 20' Trailer with Prime Mover**





NCRRT GENERAL OPERATING GUIDELINE

RRT-14: Assigned by team as needed

101.9 Mode of Response

NCRRT will respond to approved missions using an emergent response posture of lights and a siren on all life safety incidents. If lights are in use, the audible siren must be in use while responding. The highest-ranking officer of each vehicle may dictate the mode of response (emergency or non-emergency) based on road conditions, the incident type, distance, highway speeds, and any other factor in keeping with safe response practices. The Team Leader has the ultimate authority to dictate the response posture. If there is no immediate threat to life, a non-emergency response posture should be used when possible.

General Operating Guideline	102- General Response Guide
Approval Date	5/25/21
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele





NCRRT GENERAL OPERATING GUIDELINE

102.1 Overview

This General Operating Guideline (GOG) takes the place of the previous T-004 General Response Guidelines SOG and the T-009 Health and Safety Program SOG. This GOG meets the mandate of N.C.G.S. 166A-22.

102.2 Scope

This guideline applies to all NCRRT personnel.

102.3 Definitions

Cold Zone- The area in which staging, the incident command post, and other incident support functions are housed. There is no personal protection equipment (PPE) requirement in the cold zone.





NCRRT GENERAL OPERATING GUIDELINE

Warm Zone- The area in which personnel and equipment decontamination takes place. Staging of rapid intervention teams takes place within the warm zone. The warm zone acts as the control point between the cold zone and the hot zone.

Hot Zone- The area immediately surrounding hazardous material. This is an Immediately Dangerous to Life or Health (IDLH) zone. PPE is required when operating inside the hot zone.

National Incident Management System (NIMS)

ICS - Incident Command System

IC - Incident Commander





NCRRT GENERAL OPERATING GUIDELINE

102.4 Response Guidelines

Prior to responding, attempts should be made to contact the IC and request a recommended approach to the scene that brings the team in from upwind and uphill, or to a right angle to the wind direction and/or gradient. Approach the scene with caution, as first responders on scene may not have considered all potential aspects of safety and may not have identified the hot, warm, and cold zone.

Once on scene, the highest-ranking member of the NCRRT should establish the role of Hazardous Materials Branch Director. The Hazardous Materials Branch Director shall report to the Incident Commander (or Operations Section Chief – as established) for all pertinent information regarding the incident. The Hazardous Materials Branch Director shall appoint the following positions as needed:

- A. Assistant Safety Officer- Hazardous Materials
- B. Group Supervisor- Decontamination
- C. Group Supervisor- Entry
- D. Group Supervisor- Resource (Research and Intel)
- E. Group Supervisor- Medical
- F. Unit Leader- Documentation

The Hazardous Materials Branch Director should consider the following when creating a plan of action:





NCRRT GENERAL OPERATING GUIDELINE

- A. Does an emergency actually exist?
- B. If we do nothing, what are the outcomes and consequences?
- C. What has been already done by first responders? What were the outcomes?
- D. Is the cold, warm, and hot zones appropriately placed? How are the perimeters of each zone being controlled and communicated to all responders?
- E. What is the product that is being dealt with?
- F. What are the risks?
- G. Based on the research of the product and the intended course of action, what is the appropriate level of PPE?
- H. Does the team have the appropriate resources to successfully mitigate the incident?
- I. Are more information or resources needed? If so, from where?
- J. What are the mission objectives? (Rescue, evacuation, air monitoring, containment, control)

After assessing the above during the scene size up phase of the incident, the Hazardous Materials Branch Director will host a team planning meeting with the appointees above. During this meeting, the following will be accomplished:





NCRRT GENERAL OPERATING GUIDELINE

- A. Review of the product being dealt with and the research of that product.
- B. Review of the mission objectives.
- C. Review of the risks and PPE requirements.
- D. Review of the resources available and assessment of potentially needed resources.
- E. Input from all hazardous materials team leadership.
- F. Agreement of all hazardous materials team leadership of the plan. (Agreement must be a verbal “I agree”.)

Following the planning meeting, the Hazardous Materials Branch Director will brief the IC of the situation and plan. After obtaining his or her approval, a team briefing will be called. The team briefing will include:

- A. Opening remarks from the Hazardous Materials Branch Director
- B. Overview of the product and data from research from the Resource Group Supervisor.
- C. PPE requirements from the Assistant Safety Officer for Hazardous Materials.
- D. Decon requirements from the Decon Group Supervisor.
- E. Review of the mission objectives and the Communications Plan by the Entry Group Supervisor.
- F. Safety brief from the Assistant Safety Officer of Hazardous Materials.
- G. Medical Surveillance brief from the Medical Group Supervisor.
- H. Closing remarks by the Hazardous Materials Branch Director.

The Documentation Unit Leader will complete the NCRRT Incident Action Plan as needed which includes:





NCRRT GENERAL OPERATING GUIDELINE

- A. ICS 201- Incident Briefing
- B. ICS 202- Incident Objectives
- C. ICS 204- Assignment List
- D. ICS 205- Communications Plan
- E. ICS 206- Medical Plan
- F. ICS 208HM- Site Safety and Control Plan
- G. ICS 214- Activity Log (maintained throughout the incident)
- H. Site Diagram
- I. Incident responsible party documented
- J. Demobilization Plan
- K. After Action Review

102.5 Delineation of Roles

All state agencies and cooperative agreement agents of the state should be familiar with the National Incident Management (NIMS) and the Incident Command System (ICS) and understand the basic terminology and the basic roles and responsibilities of each position within the ICS structure.

When arriving at the scene of an incident, the NCRRT Team Leader will report to the Incident Commander and begin coordination for establishment of a hazardous materials branch.





NCRRT GENERAL OPERATING GUIDELINE

State Agencies and cooperative agreement agents of the state should not assume command of an incident unless no other person or agency on scene is qualified to serve in that role. Should this occur, a unified command should be established between the local and state partners. A qualified incident commander from the local jurisdiction should be identified and the scene should be turned over to that person at the earliest possible time.

NCEM Area Coordinators that respond to an incident scene will report to the on-scene incident commander and will serve as the liaison between the NCRRT and the local jurisdiction and related agencies. The NCEM Area Coordinator will provide situation reports to the State EOC and NCEM senior staff as needed to adequately brief involved parties of the situation.





NCRRT GENERAL OPERATING GUIDELINE

102.6 Site Safety Plan

The Hazardous Materials Safety Officer (Assistant Incident Safety Officer) will be responsible for creating and briefing the Site Safety Plan for each incident. The Site Safety Plan will include the following aspects:

- a. Site Description – This includes the information gathered during the off-site reconnaissance.





NCRRT GENERAL OPERATING GUIDELINE

- b. Entry Objectives – The objectives of the initial entry into the contaminated area must be identified PRIOR to committing personnel to the area. The team should describe actions to be taken and tasks to be accomplished by entry personnel.
- c. On-Site Organization – Personnel are designated to carry out the stated job functions on site, such as HM Branch Director, Entry Group, Hazmat Safety Officer, Hazmat Resource Group, etc.
- d. On-Site Control – An individual or agency is designated to coordinate access control and security on site, including identifying perimeters, command post, and staging area locations, and prevailing wind conditions.
- e. Hazard Evaluation – Identify substances known or suspected to be involved on the site, concentrations, primary hazards of the substances, and any site hazards like uneven terrain, etc.
- f. Personal Protective Equipment (PPE) – Based on the evaluation of potential hazards, designate PPE for the various work areas or tasks. Once designated, NO changes to the specified levels of protection shall be made without the approval of the HM Safety Officer and the HM Branch Director.
- g. On-Site Work Plans – Identify the personnel assigned to each task by name and function and note the time each work party was briefed on the contents of the work plan.
- h. Communications Procedures –
 - i) Identify a radio frequency (channel) for personnel assigned to work in the Hot Zone, and one for all other on-site communications.
 - ii) Identify emergency signals to be used, such as air horn blasts or sirens, to indicate when all personnel should leave the Hot Zone.





NCRRT GENERAL OPERATING GUIDELINE

- iii) Identify emergency signals to be used in case of radio failure.

- i. Decontamination Procedures – Identify the level of decontamination to be used, what decon stations to establish, decon equipment required, and the decon solutions to be used.
- j. Site Safety and Health Plan – Identifies the HM Safety Officer, emergency medical care information, environmental monitoring equipment, and intervals for conducting monitoring, emergency procedures, and personal monitoring requirements.
- k. Ensure that the final Team Incident Report is completed.

102.7 Research

The Hazardous Materials Branch Director will establish the Hazmat Research Group and a subsequent Group Supervisor who will:

- a. Research/identify product(s); make necessary notifications
- b. Coordinate with the Hazardous Materials Safety Officer (Assistant Incident Safety Officer) to provide technical data
- c. Assist with monitoring the incident and personnel
- d. Prepare the final team group report forms for the Hazardous Materials Branch Director at incident termination.





NCRRT GENERAL OPERATING GUIDELINE

102.8 Entry Group

The Hazardous Materials Branch Director will establish an Entry Group and a subsequent Group Supervisor. The entry group, back-up team, and entry group supervisor should:

- a. Map the scene showing topographic features, wind direction, streams, ponds, sewers, property lines, exposures, and perimeters.
- b. Review emergency signals and procedures
- c. Check tools, equipment and PPE for adequacy based upon the information provided by the Research Group.
- d. Track and document all items entering the Hot Zone.
- e. Evaluate the potential for fire, explosion or BLEVE.
- f. Constantly assess the status of the incident for any change.
- g. After all of the above has been done, and the branch director and safety officer authorize entry, then the entry team can mitigate the incident.





NCRRT GENERAL OPERATING GUIDELINE

102.9 Incident Termination

Proper termination of an incident is vital to the overall management of the scene. It is during this phase that proper securing of materials used, decontamination of equipment, and logistic gathering is put together. Careful termination procedures will facilitate the remainder of the operation, assisting in development of after-action review, and billing processes. The Hazardous Materials Branch Director will:

- a. Verify Groups have completed functions/assignments
- b. Coordinate with Department of Environmental Quality (DEQ) for the proper handling/disposal of decon wastewater/solution should there be a question. The cleanup contractor may be an option for disposal as well. NCRRT should never transport contaminated equipment, wastewater, or products in a vehicle or trailer.
- c. Coordinate with IC and Incident Liaison Officer for agreement that incident has been mitigated.
- d. Ensure that contaminated tools, equipment, and disposables are properly over packed, bagged segregated, marked, or adequately decontaminated.





NCRRT GENERAL OPERATING GUIDELINE

- e. Develop plan to identify all agencies' continued responsibilities and communicate that responsibility.
 - i. Verify which agency will maintain control after RRT departs.
 - ii. Site access control.
 - iii. Disposal disposition and clean-up
 - iv. Traffic Control
 - v. Contact persons: Has someone been specifically delegated as a single source of information for contact by clean-up contractors, and investigators and maintenance of all incident related documents?
 - vi. Return apparatus and equipment to response status.
 - vii. Groups turn in reports to RRT HM Branch Director.

A quick informal review of an incident immediately upon completion and prior to leaving the scene (if possible) allows valuable experience to be gathered from the participants. The review process should allow the participants to express how they performed their activities, the effects of decisions, the usability of equipment, and overall command of the scene. Situations such as safety, acute hazardous conditions and anything unique or abnormal should be reviewed. The Hazardous Materials Branch Director should initiate the review process by:

- a. Outlining who was in charge of each Group,
- b. Stating the overall objective(s)
- c. Describing the outcome of mitigation procedures.





NCRRT GENERAL OPERATING GUIDELINE

An effort should be made to allow all participants an opportunity to express themselves. Particular attention should be paid to areas where problems or delays were encountered as well as those situations that were efficiently performed. It is essential that the review process bring forward on-site observations by those who performed specific duties.

102.10 Post Incident Guide

Members of the NCRRT should consider and accomplish the following items prior to departing the incident scene:

1. All equipment, tools, and PPE shall be accounted for.
2. See that all persons responsible for filling out portions of the team “Operations Packet” have done so. Has all the information for billing purposes been collected?
3. Return to home quarters. Restock response unit. Check, test, and provide maintenance for all equipment, tools, and PPE used. Document testing and maintenance as necessary.
4. Obtain a Hazmat Incident Report number from the State EOC.





NCRRT GENERAL OPERATING GUIDELINE

5. Hold a critique of the incident. Document all aspects of the critique. If there are valuable lessons to be learned, share the information with other regional response teams.

6. Double check that all exposure forms have been filled out, and that the records are correct. If additional medical monitoring is indicated, ensure that the follow-up is done and communicate that to the NCRRT Coordinator.





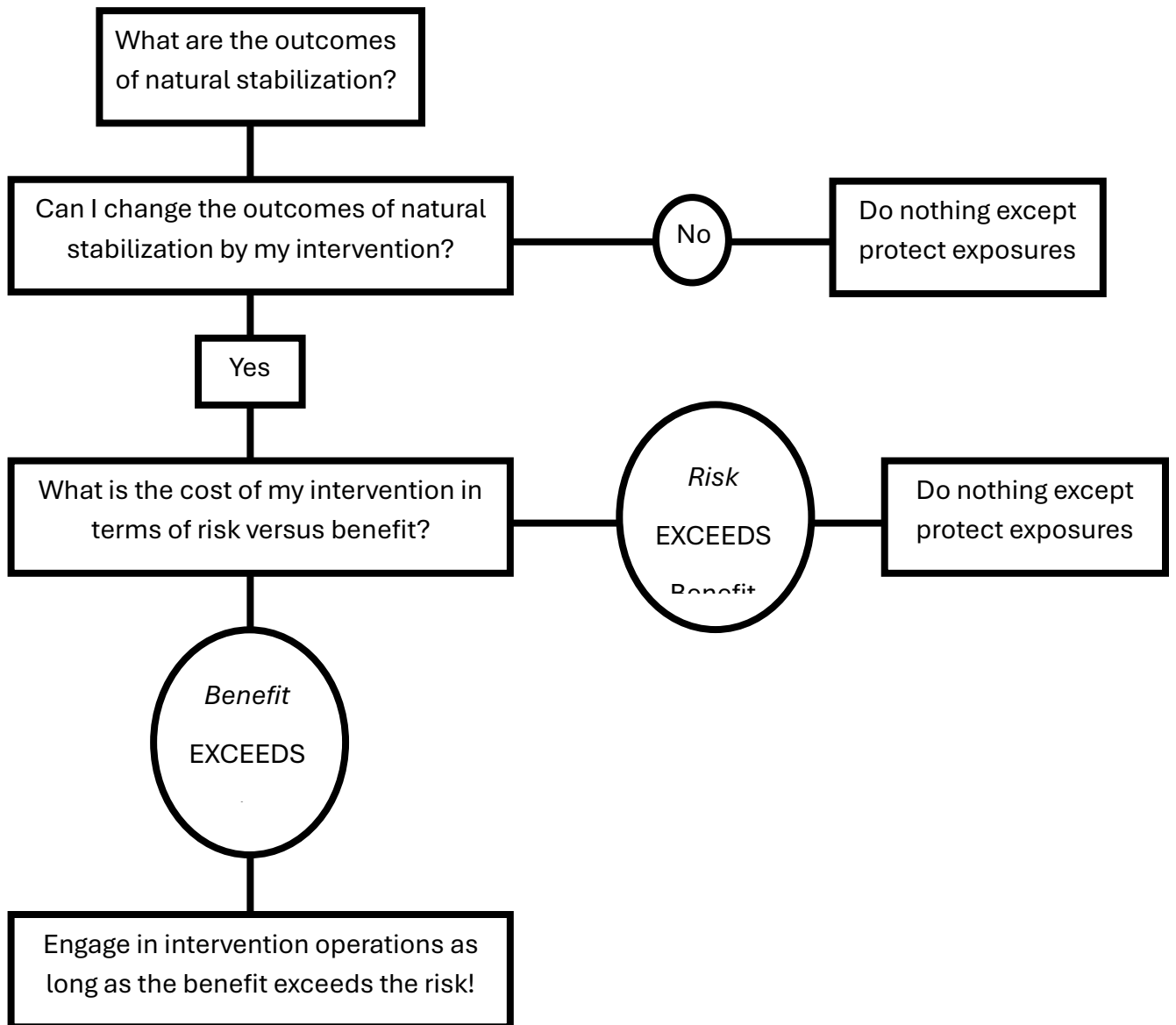
NCRRT GENERAL OPERATING GUIDELINE

Attachment 102-A: Risk vs. Benefit Graphic





NCRRT GENERAL OPERATING GUIDELINE





NCRRT GENERAL OPERATING GUIDELINE

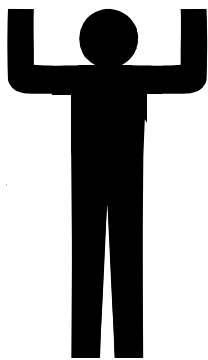




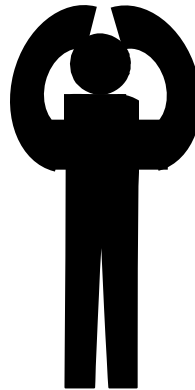
NCRRT GENERAL OPERATING GUIDELINE

Attachment 102-B: Emergency Signals

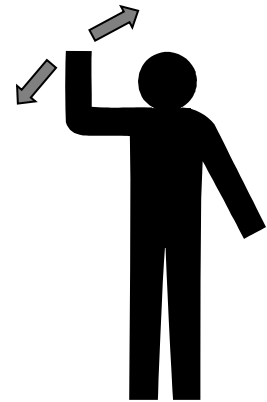
Three blasts of an air horn means EVACUATE.



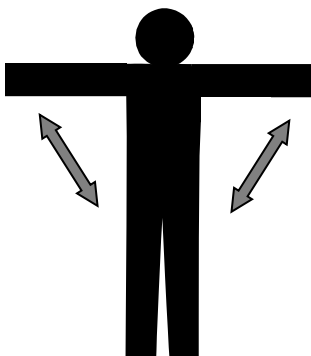
Need Rescue Team



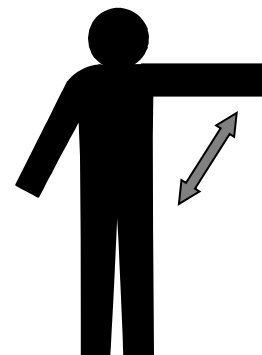
Cannot Hear or Understand



Emergency!



Yes, or OK



No



NCRRT GENERAL OPERATING GUIDELINE





NCRRT GENERAL OPERATING GUIDELINE

Attachment 102-C: Incident Debrief Checklist

The incident debriefing elements that should be addressed include:

- 1. What hazardous materials were involved in the incident?
- 2. Were any personnel known to be exposed? If yes, enter personal exposure records worksheets.
- 3. What are the accompanying signs and symptoms of exposure to these materials? (Is critical incident stress an issue with this incident?)
- 4. Was any equipment damaged?
- 5. Have any equipment and apparatus that is unfit for service been clearly marked?





NCRRT GENERAL OPERATING GUIDELINE

- 6. Has someone been specifically delegated the responsibility for handling contaminated garments?
- 7. Do any unsafe conditions exist requiring immediate attention or isolation for further evaluation?
- 8. Who is responsible for gathering additional information for the post-incident analysis and critique?
- 9. Summarize the activities performed by each operational section and identify any areas requiring follow-up.
- 10. Reinforce the positive aspects of the response and what went well.





NCRRT GENERAL OPERATING GUIDELINE

Attachment 102-D: After Action Review Checklist

The elements that should be addressed in the After-Action Review:

- 1. What were the significant events that took place in this incident?
- 2. What could have been done differently to improve the overall response to this incident?
- 3. What changes in teamwork would have improved the overall response to this incident?
- 4. What changes in planning would have improved the overall response to this incident?
- 5. What changes in information sharing between agencies would have improved the overall response to this incident?
-





NCRRT GENERAL OPERATING GUIDELINE

6. What changes in guidelines would have improved the overall response to this incident?

7. What additional training is required to improve response to this type of incident in the future?

General Operating Guideline	104- Reconnaissance and Size Up
Approval Date	7/14/22
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

104.1 Overview

This General Operating Guideline (GOG) takes the place of the former SOG 007, Reconnaissance.

104.2 Scope





NCRRT GENERAL OPERATING GUIDELINE

This GOG applies to all NCRRT personnel.

104.3 Scene Size Up and Assessment

A continuous incident scene size up should occur while en route, on scene, and clearing the incident. Personnel should be conducting a continuous threat assessment to include the following:

- A. What assets/units are on scene currently? Does successful mitigation of the situation require more resources?
- B. What can NCRRT do to mitigate the situation safely and effectively?
- C. Is there a threat to the safety of the general public, bystanders, other first responders, or to the hazmat team? If so, how can it be made safer?
- D. Does the risk of taking an offensive approach outweigh the benefit in doing so? Will acting cause more harm than good and potential cause injury or death?
- E. What happens if we do nothing?
- F. What needs to happen to effectively protect the team while operating on scene?

Following the initial size up, same should be communicated with the team prior to or during the safety briefing. The team leader should also provide a scene size up to the State EOC for documentation purposes.





NCRRT GENERAL OPERATING GUIDELINE

104.4 Off Site Reconnaissance

NCRRT members should document all reconnaissance (recon) findings. At a response in which the hazards are largely unknown, Off-Site Recon is performed to make visual observations to gather intelligence without exposing technicians to potentially high hazards. Some of the potential avenues of Off-Site Recon are:

- A. Unmanned Aircraft
- B. Robotics
- C. Maintaining distance and observing
- D. Interviews of those that were close to the hot zone or product

The Off-Site Recon Team will consist of a minimum of 2 technicians. The Off-Site Recon Team will approach from up-wind, up-hill, with self-contained breathing apparatus (SCBA), and with operating air monitoring and detection equipment. The Off-Site Recon Team will continuously scan the scene, using binoculars when require, and verbally announce any





NCRRT GENERAL OPERATING GUIDELINE

observations over the in-suit communications radio to the entry group supervisor and the research group supervisor. The HM Branch Director should monitor all communications.

The elements of Off-Site Recon are:

- A. Object or product of concern description.
- B. What labels and placards are visible?
- C. What is the current state of the products involved? Are they reacting, leaking, burning, or off gassing?
- D. What is the state of any containers?
- E. Provide a description of the street, road, pathway, or interior layout.
- F. Does the wind seem to be affecting the product?
- G. Provide a description of any structures affected.
- H. Are there any inhabitants in the structure?

104.5 On Site Reconnaissance

NCRRT members should document all recon findings. If the Off-Site Recon fails to provide enough information to develop viable mitigation objectives, On Site Recon may be necessary. On Site Recon is performed in the hot zone and likely in an IDLH atmosphere. On Site Recon requires the establishment of a Team Action Plan, a Safety Plan with a briefing, medical monitoring prior to entering the hot zone and following decontamination, air monitoring, appropriate PPE for unknown situations to include SCBA, a backup/rapid intervention team, and decontamination.





NCRRT GENERAL OPERATING GUIDELINE

The On-Site Recon Team should collect the following information:

- A. Types of containers and their current state.
- B. Quantities of involved materials or containers.
- C. Types of materials. Describe the material or product.
 - i. Solid
 - ii. Liquid
 - iii. Gas
 - iv. Color
 - v. Behavior (off gassing, fizzing, bubbling, reacting, foaming, etc.)
 - vi. Evidence of reaction
 - vii. Leaks
- D. What is needed to mitigation the situation?
 - i. Tools
 - ii. Supplies
 - iii. Other resources

104.6 Decontamination

Following entry into the hot zone, the Recon Team will be decontaminated and have medical monitoring conducted. This should be documented and in accordance with NCRRT GOG 105.





NCRRT GENERAL OPERATING GUIDELINE

General Operating Guideline	105- Decontamination
Approval Date	4/15/21
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

105.1 Overview

This General Operating Guide (GOG) replaces the former SOG 006, Decontamination.

105.2 Scope

This GOG applies to all NCRRT personnel.

105.3 Definitions





NCRRT GENERAL OPERATING GUIDELINE

- A. Decontamination – Decontamination (“decon”) is the process of removing contaminants accumulated on personnel and equipment by physical or chemical means.
- B. Chemical Degradation – A chemical action involving the molecular breakdown of the material due to contact with a chemical. The action may cause PPE fabric to swell, shrink, blister, discolor, become brittle, sticky, soft, or deteriorate. These changes permit chemicals to get through the suit more rapidly or increase permeation probability.
- C. Chemical Penetration – The movement of material through a suit’s closures, such as zippers, buttonholes, seams, flaps, or other design features. Abraded, torn, or ripped suits will also allow penetration.
- D. Chemical Permeation – A chemical action involving the movement of chemicals, on a molecular level, through intact material. There is usually no indication of this process until the chemical(s) are identified inside the suit.
- E. Chemical Protective Clothing – Special clothing made of materials that resist chemical degradation, penetration, and permeation; includes encapsulated protective clothing, non-encapsulated protective clothing, gloves, and boots.
- F. Decontamination Area (Corridor) – The corridor in which decontamination is established; the corridor is set up in the warm zone as a transition area that abuts, and is entered from, the hot zone and exits into the cold zone.

105.4 Decontamination Overview

State and federal regulations require proper decontamination (decon) to protect responders and those exposed to hazardous materials and environments. Decon is the method to remove contaminants that may adversely impact the health and safety of exposed persons. Decon will be implemented whenever there is a hot zone entry with a confirmed hazardous material, including unknown substances.





NCRRT GENERAL OPERATING GUIDELINE

105.5 Contamination Levels

- A. Level 1- Contamination is likely to have occurred, or contamination is not definitively known to have not occurred.
- B. Level 2- Contamination is known to have occurred (i.e., there is material on PPE), no skin contact has occurred, or skin irritation is evident.
- C. Level 3- Contamination is known to have occurred, and skin contact, or irritation is evident.
- D. Level 4- Contamination is known or suspected, and a chemical-specific/compatible commercial decon system is available.

105.6 Decon Group Operations

A decontamination corridor shall be set up for level I and level II contamination before team personnel are allowed to enter the Hot Zone. For level III contamination, where decontamination of contaminated patients is required immediately to ensure a limited delay in potentially lifesaving medical intervention, the decontamination process should be conducted directly without concern for establishing a formal decontamination corridor.

Before entering the Hot Zone, the conservative action is always to assume that contamination of entry team personnel will occur. Any personnel leaving the Hot Zone must go through the appropriate decontamination process.





NCRRT GENERAL OPERATING GUIDELINE

105.7 Decon Group Supervisor

The Decon Group Supervisor is responsible for the following:

- A. Coordinating decontamination operations and supervising decontamination personnel at the scene.
- B. Reporting to the HM Branch Director for instructions, checklists, additional personnel, and decontamination equipment.
- C. Obtaining team radio (selecting the proper frequency) and donning the Decontamination Group Supervisor's vest.
- D. Contacting the HM Branch Director and, together with the HM Safety Officer, HM Research Group Supervisor, and technical advisors, determining the following:
 1. The type or kind of products involved.





NCRRT GENERAL OPERATING GUIDELINE

2. Consult with the Poison Control Center to determine if secondary contamination is a problem¹ and, if decontamination is necessary, identify the decontamination procedures recommended by the Poison Control Center. Identify the hazards of the involved products:
 - a. Respiratory?
 - b. Contact?
 - c. Radiation?
 - d. Other?
3. Appropriate level of entry PPE to be used.
4. Appropriate level of decontamination personnel's PPE to be used.
5. Location of zones and established decontamination corridor.

¹ For some types of products secondary contamination will not occur and, as a result, decontamination will not be required. This should not be determined arbitrarily, but should result from the consultation with the North Carolina Poison Control Center.





NCRRT GENERAL OPERATING GUIDELINE

6. Appropriate decontamination level(s).
- E. Assisting the HM Safety Officer with all necessary post-incident equipment, decontamination, maintenance, and testing.

The Decon Group Supervisor should:

- A. Brief decontamination personnel about the hazard(s) involved and supervise donning appropriate protective equipment for all personnel involved in the decontamination process. If available, assign one person, protected one level below that of decontamination corridor personnel, for the movement of equipment up to the decontamination corridor. Supervise the setup of the decontamination area using the following guidelines:
 1. Decontamination corridor should be placed uphill, upwind, at a right angle to the Hot Zone, and with an available water source.
 2. Use traffic cones, lights, and barrier tape to identify the decontamination corridor. At night, lights placed under the cones will illuminate the decontamination corridor.





NCRRT GENERAL OPERATING GUIDELINE

3. Spread a ground cover over the decontamination corridor to control runoff. (This is mandatory for decontamination to comply with the federal *National Pollution Discharge Elimination Standards [NPDES]* for maintaining run-off water.)
- B. Ensure that appropriate equipment is moved to the decontamination corridor.
 - C. Assign someone to mix the appropriate decon solutions for decontamination. The use of any solution should be confirmed for compatibility with the PPE and the chemicals involved ensuring that its use will not contribute to the degradation of the PPE by reacting with the substances contaminating the PPE.
 - D. The decontamination process is divided into levels and stations. **It is only necessary to utilize those stations needed for the level of decontamination to be conducted.** The decision on which decontamination stations should be used will be impacted by the following:
 1. Associated hazards of the product involved.
 2. The Estimated amount of contamination.





NCRRT GENERAL OPERATING GUIDELINE

3. Level of decontamination needed.
 4. Type of PPE being worn.
- E. Assign personnel and equipment to decontamination stations.
- F. Maintain strict access control points to the Hot Zone and decontamination corridor.

105.8 Decon Stations by Level

- A. Level 1- Contamination is likely to have occurred, or contamination is not known to have happened.

The recommended decontamination stations for Level 1 decontamination include a ground cover to provide secondary containment in addition to the containment pools, a segregated equipment drop located as the first station before starting the decontamination process, and a gross decontamination shower. In some circumstances, due to muddy soil, it may also be necessary to have a wash and rinse station for boots.





NCRRT GENERAL OPERATING GUIDELINE

- B. Level 2- Contamination is known to have occurred (material on protective clothing), and no skin contact, or irritation is evident.

The recommended decontamination stations for Level 2 decontamination will vary depending on whether level A or B PPE is worn.

- C. Level 3- Contamination is known to have occurred, and skin contact, and irritation are evident.

The recommended decontamination stations for Level 3 decontamination will vary depending on whether level A or B PPE is worn. In addition, post-medical monitoring is required for 24 hours.

- D. Level 4- Contamination is known or suspected, and a chemical-specific/compatible commercial decon system is available.**

Follow all instructions for chemical specific Decon from manufacturer.





NCRRT GENERAL OPERATING GUIDELINE

Suppose level three decontamination is required immediately upon arriving at the scene before establishing a decontamination corridor. In that case, it may be necessary to flush the contaminated personnel without concern about capturing the run-off water.²

105.9 Decon Procedures

A. DECON GROUP SUPERVISOR will:

1. Coordinate with the Research Group to determine the appropriate level of decontamination.
2. Coordinate with the Entry Group and Resource Group to determine the suit and equipment used.
3. Briefly discuss with their group the decontamination procedures to be utilized.
4. Establish a Contamination Reduction Corridor (CRC) using visible identification of restricted areas (such as barrier tape, cones, etc.)

² Case law has established that the only time it is acceptable to create a potentially toxic run-off situation from the decontamination process is when the decontamination must be conducted immediately to save lives of personnel/patients contaminated PRIOR to the establishment of a formal decontamination corridor.





NCRRT GENERAL OPERATING GUIDELINE

5. Prepare a diagram of the decon line to brief the entry team and Safety Officer.
6. Oversee the set-up of the decon line and ensure the effectiveness of the decon line with the use of appropriate monitoring techniques.
7. Assure that the Decon Team is prepared to function as a unit through rehearsal.
8. Conduct communications check with the Entry Team
9. Assure Decon Team is properly attired to avoid contamination.
 - a. Inner Gloves – SCBA
 - b. Hard Hat – Radio
 - c. Minimum appropriate level of protection*
*Determined by the degree of hazard and Decon Group Supervisor
 - d. Gloves - Taped Seams





NCRRT GENERAL OPERATING GUIDELINE

e. Boots – Taped Seams.

10. Review emergency procedures in case of injured personnel needing decontamination.
11. Notify Hazmat Branch Director that Decon Line is in service.

B. Decontamination Definitions of CRC.

Personnel involved in or responding to Hazardous Materials Incidents may become contaminated by several means, including:

1. Contacting vapors, gases, mists, or particulates.
2. Being splashed by materials while sampling or opening containers.
3. Walking through puddles of liquids or on contaminated soil.
4. Using contaminated instruments or equipment.





NCRRT GENERAL OPERATING GUIDELINE

Decontamination consists of physically removing contaminants or changing their chemical nature to innocuous substances. How extensive decontamination must depend on many factors. The most crucial factor to consider is the type of chemical involved. The more toxic the chemical, the more comprehensive and thorough the decontamination process must be.

WARM ZONE – PRODUCT REDUCTION ZONE – CONTAMINATION REDUCTION ZONE (CRC).

An area within the zone mentioned above is designated the **CRC**. The CRC controls access into and out of the Hot or Exclusion Zone and confines contamination activities to a limited area. The size of the CRC will depend on the number of stations involved, the equipment used, and available space. Generally speaking, an area of 75 feet by 15 feet should be adequate for a fully functional decontamination corridor. Make the corridor a straight path from the entrance to the exit.

The CRC boundary should be well marked, with entry and exit restricted. As entry team members enter on the hot side of the CRC at the point where the Hot Zone or Exclusion Zone and the Contamination Reduction Zone meet, decontamination begins.

Anyone leaving the Hot Zone or Exclusion Zone must leave via the Contamination Reduction Corridor.





NCRRT GENERAL OPERATING GUIDELINE

Anyone in the Contamination Reduction Corridor must be at the appropriately designated level of protection.

Within the decontamination, corridor areas may be established for decon of portable equipment and heavy equipment in addition to the corridor for personnel. Any additional areas, such as decon for heavy equipment, must likewise be adequately marked, and only those inappropriate levels of

Protection is allowed in the area. The only activities to be carried out in the CRC are those dealing with decon.

C. General Station Precautions

1. Should be a minimum of 3 feet between stations
2. Clearly mark each station and contamination reduction corridor.

D. High Hazard Decon

1. Station #1 Segregated Tool Drop/Instrument Drop





NCRRT GENERAL OPERATING GUIDELINE

- a. Deposit equipment used.
 - b. Equipment needed:
 - i. Tarp
 - ii. 2 lined buckets with tops.
2. Station #2 Outer Layer Disposable Drop
- a. Remove the outer layer of disposable clothing in this order:
 - i. Boot covers,
 - ii. Gloves,
 - iii. Disposable Suit
 - b. Equipment needed:
 - i. Tarp
 - ii. Large trash can with liner or overpack drum (Red 44 gal)
 - iii. Chair or stool
3. Station #3 Glove & Boot Wash & Rinse





NCRRT GENERAL OPERATING GUIDELINE

- a. Scrub boots and gloves with decon solution or detergent and water.

 - b. Equipment needed:
 - i. Tarp
 - ii. Chair or stool
 - iii. Pool
 - iv. Bucket with decon solution
 - v. Scrub brush
 - vi. Hose with nozzle or garden sprayer
-
- 4. Station #4 Boot & Glove Removal
 - a. Remove boots and gloves and deposit them in a container

 - b. Equipment needed:
 - i. Tarp
 - ii. Chair or stool





NCRRT GENERAL OPERATING GUIDELINE

- iii. Large trash can with liner.
5. Station #5 Suit Wash & Rinse
- a. Thoroughly wash and rinse the entire suit, gloves, and boots.
 - b. Equipment needed:
 - i. Tarp
 - ii. Decon shower/containment pool
 - iii. Wash & rinse the pool
 - iv. 2 Buckets with solution
 - v. 1 Rinse hose with a nozzle
6. Station #6 Suit Removal
- a. Remove the suit and place it in the container
 - b. Equipment needed:
 - i. Tarp





NCRRT GENERAL OPERATING GUIDELINE

- ii. Large trash can with liner or Overpack drum
 - iii. 2 Chairs or stools
 - 7. Station #7 SCBA Removal
 - a. Remove SCBA, cool vest, radio communication
 - b. Remove the SCBA backpack only, leaving it on the mask.
 - c. Remove the cool vest, hard hat, and radio equipment and place them in buckets.
 - d. Equipment needed:
 - i. Tarp
 - ii. Chair or stool
 - iii. 2 Large trash cans with liners (1 for SCBAs & 1 for cool suits, etc.)
 - iv. Bucket (for radio gear)
- 8. Station #8 Inner Glove Wash & SCBA mask, Inner Glove Removal.





NCRRT GENERAL OPERATING GUIDELINE

- a. Wash inner gloves and remove them.
 - b. As a team member stands, they will face an attendant who will remove the mask for an entry team member. *(This step may vary with local protocol. However, it should be done with the least possible contamination probability)
 - c. Equipment needed:
 - i. Tarp
 - ii. Chair or stool
 - iii. Rinse the bucket
 - iv. Glove disposal bucket with liner
 - v. Drum with liner or bucket with liner for face mask deposit
9. Station #9 Inner Clothing Removal, Field Wash, and Redress
- a. Remove inner clothing and place in container for cleaning
 - b. Wash yourself and redress.
 - c. Equipment needed:





NCRRT GENERAL OPERATING GUIDELINE

- i. Tarp
- ii. 1 Large trash can with liner
- iii. Personal shower or basin with soap & water with hose and nozzle
- iv. Redress tent or station

10. Station #10 Medical Check and Rehab

- a. Check vital signs, weight, and rehab (Gatorade, etc.)
- b. Equipment needed:
 - i. Shade cover
 - ii. medical kit
 - iii. Scales
 - iv. Cooler & refreshments with ice
 - v. Chairs & stools

E. Low Hazard Decon
(to be used when encapsulated suits are not used)





NCRRT GENERAL OPERATING GUIDELINE

1. Station #1 Segregated Equipment Drop
 - a. Deposit Equipment used on site
 - b. Equipment needed:
 - i. Tarp
 - ii. 2 lined buckets with tops

2. Station #2 Suit Wash & Rinse (Dry Decon when appropriate)
 - a. Wash the entire suit, gloves, and boots
 - b. Rinse the entire suit, gloves, and boots
 - c. Equipment needed:
 - i. Tarp
 - ii. Decon shower/containment pool
 - iii. Rinse the pool
 - iv. 2 Buckets with solution





NCRRT GENERAL OPERATING GUIDELINE

v. 1 Rinse hose with a nozzle

3. Station #3 Splash or Flash Suit, Outer Glove, and Outer Boot Removal

a. Remove equipment

b. Equipment needed:

i. Tarp

ii. 1 Large trash can with liner (Yellow 44 Gal)

iii. Chair or stool

4. Station #4 SCBA Removal, Inner Suit Removal, Field Wash & Redress

a. Remove SCBA

b. Remove the inner suit and place it in a lined container for further

cleaning.

c. Do a field wash & redress.





NCRRT GENERAL OPERATING GUIDELINE

- d. Equipment needed:
 - i. Tarp
 - ii. Personal shower or wash basin with soap and water with rinse hose & nozzle
 - iii. Chair or stool
 - iv. Redress tent or station

5. Station #5 Medical Check and Rehab

- a. Check vital signs and weight, and sit and rest with liquids
- b. Equipment needed:
 - i. Shade cover
 - ii. medical kit
 - iii. Scales
 - iv. Cooler & refreshments with ice
 - v. Chairs & stools





NCRRT GENERAL OPERATING GUIDELINE

F. Emergency Decon

(used when immediate decon is required for victims or responders)

1. Station #1 Wash & Rinse
 - a. Quickly wash and rinse any victims. Use a small-diameter hose to perform this task if the flow is controlled. (Brush off any dry material before washing & rinse)
 - b. Equipment needed:
 - i. Soft brush
 - ii. 1 ½ hose line (booster, etc.)
 - iii. Tarp (edges rolled to contain contaminants)
2. Station #2 Wrap-Up and Transport*
 - a. Wrap patients in non-porous material for transport.
 - b. Segregate uninjured contaminated patients until decon line is established.





NCRRT GENERAL OPERATING GUIDELINE

- c. Equipment needed:
 - i. Plastic wrap, body bags, etc.
 - ii. Chairs or stools
 - iii. Visqueen sheet or tarp

* Note: This is performed on the hot side of the hot zone/CR zone.

G. Factors in Decon Site Selection.

1. Site on a hard surface
2. Ample and available water supply
3. Proximity to environmentally sensitive areas (creeks, rivers, etc.)
4. Proximity to populated areas
5. Uphill and Upwind from the hot zone. (Consider possible wind shifts and their effects)





NCRRT GENERAL OPERATING GUIDELINE

6. Transportation for personnel to and from the work area if the decon site is a considerable distance.





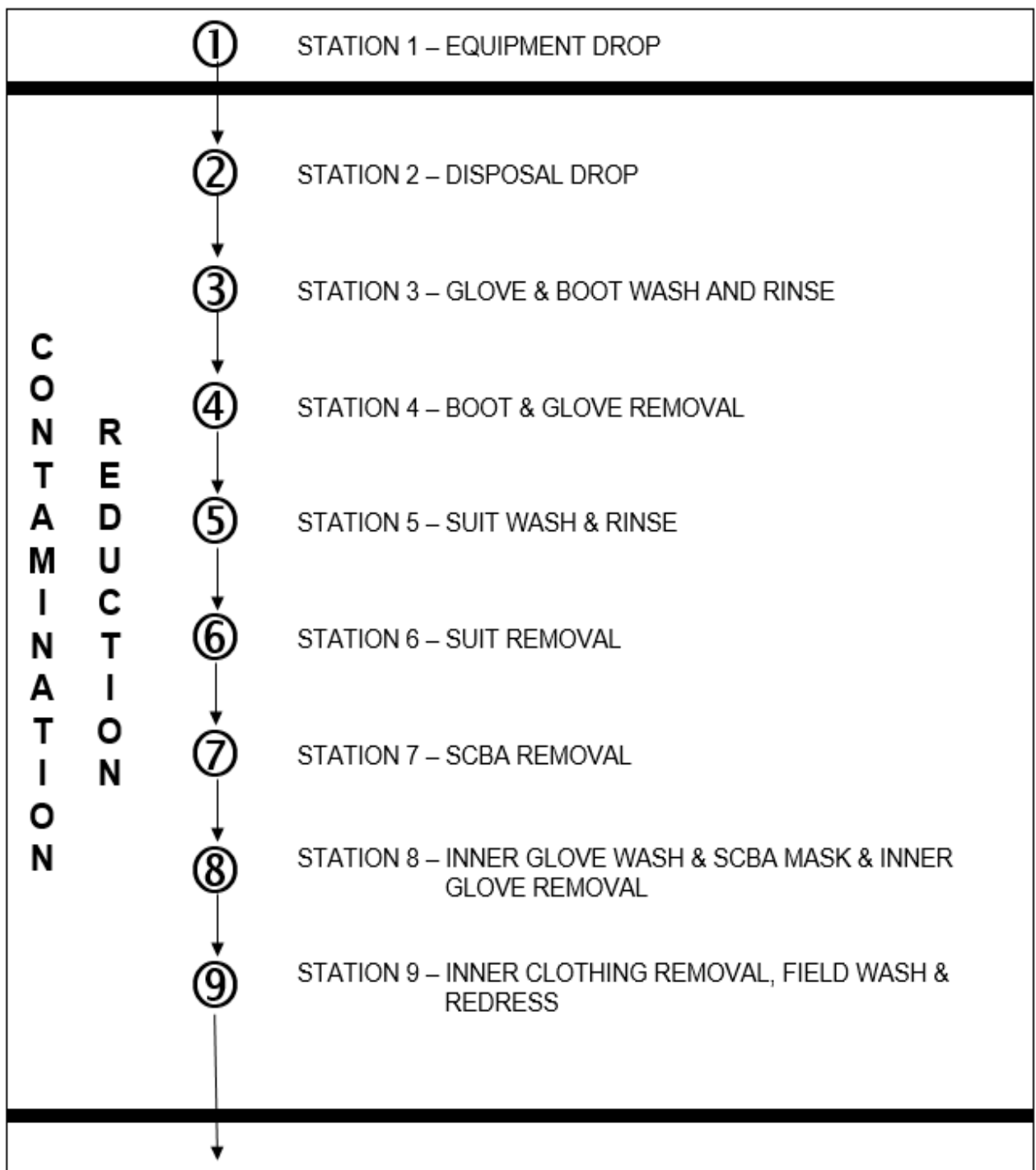
NCRRT GENERAL OPERATING GUIDELINE





NCRRT GENERAL OPERATING GUIDELINE

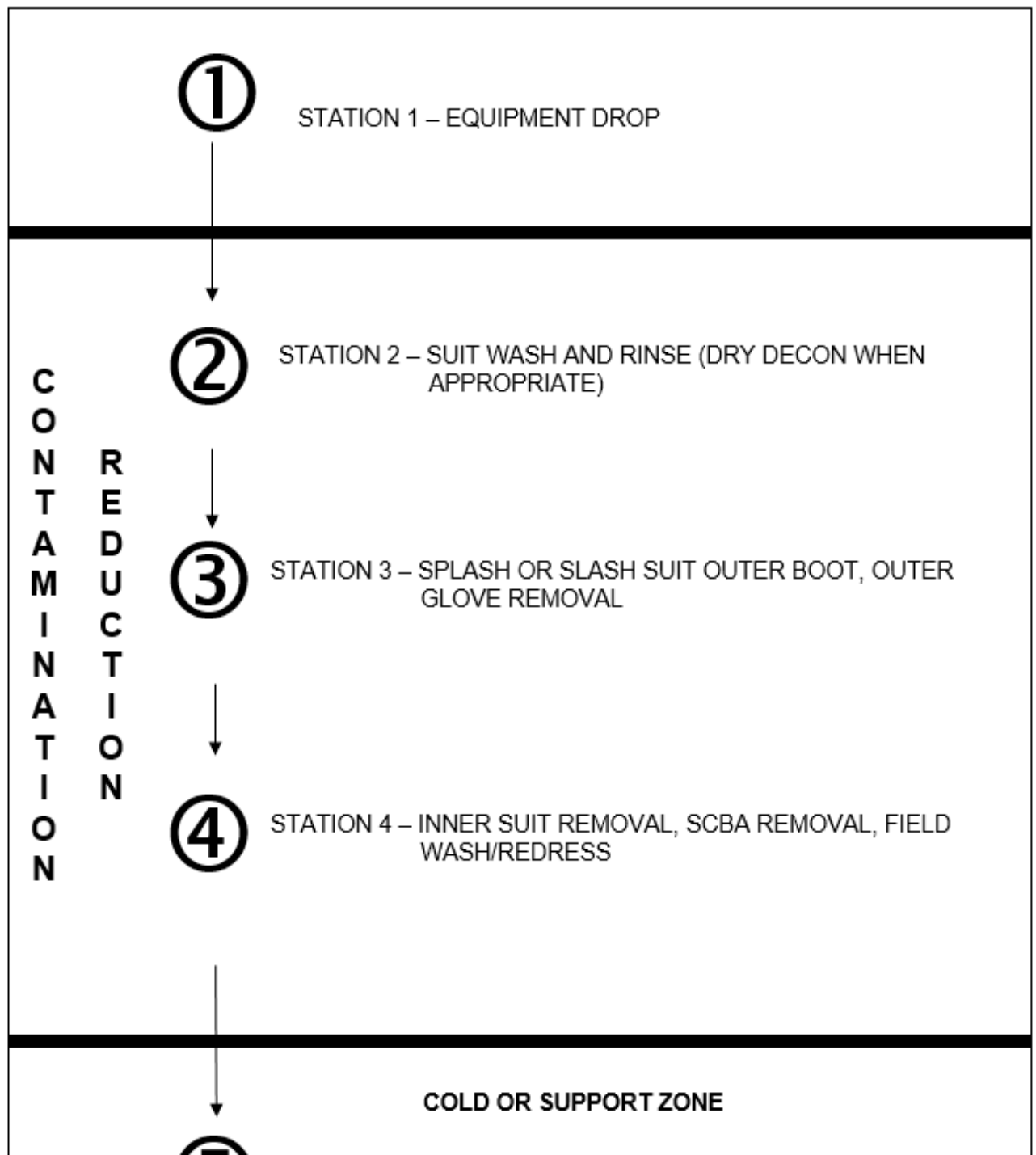
DECONTAMINATION STATIONS





NCRRT GENERAL OPERATING GUIDELINE

DECONTAMINATION STATIONS





NCRRT GENERAL OPERATING GUIDELINE

105.10 Termination of Decon

Upon completion of all decontamination operations, all disposable equipment and contaminated items (including decon water and solutions) shall be gathered for transfer to a responsible party and proper disposal.

The Decon Group Supervisor is responsible for the following:

- A. Determining the extent of contaminated items. This shall include the following:
 - 1. All equipment and supplies used by Entry Team members.
 - 2. All equipment and supplies used by the Decontamination Team.
 - 3. All water and solution used during decontamination.
- B. Packaging all contaminated and disposable items in appropriate containers.
- C. Clearly label each container with an identification tag stating, “HAZARDOUS WASTE” and any appropriate information for handling and disposal.





NCRRT GENERAL OPERATING GUIDELINE

- D. Decon Group Supervisor should work with the Hazmat Branch Director and the Incident Commander to determine the best action for safe and environmentally friendly clean-up of decon supplies and waste.

105.11 Mass Decon

Mass Decon should be conducted by the NCOEMS State Medical Assistance Team 3, coordinated through the State EOC.

General Operating Guideline	106- Personal Protective Equipment
Approval Date	7/14/22
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

106.1 Overview

This General Operating Guide (GOG) replaces the former SOG T-008, Personal Protective Equipment (PPE).





NCRRT GENERAL OPERATING GUIDELINE

106.2 Scope

This GOG applies to all NCRRT personnel.

106.3 Definitions

- A. Chemical Resistance – The ability of the material, from which the protective garment is made, to prevent or reduce degradation and permeation of the fabric by the attack chemical.
- B. Chemical Degradation – A chemical action involving the molecular breakdown of the material due to contact with the chemical. This action may cause the fabric to swell, shrink, blister, discolor, become brittle, sticky, soft or to deteriorate. These changes permit chemicals to get through the suit more rapidly or increase the probability of permeation.
- C. Chemical Permeation – A chemical action involving the movement of chemicals, on a molecular level, through intact material. There is usually no obvious indication that this process is occurring. Permeation is defined by two terms, permeation rate and breakthrough time. Permeation rate is the quantity of chemical that will move through an area of protective garment in a given period of time, usually expressed as micrograms of chemical per square centimeter per minute. Breakthrough time is the time required for the chemical to be measured





NCRRT GENERAL OPERATING GUIDELINE

on the inside surface of the fabric. The most desirable protective fabric is one that has the longest breakthrough time and a very low permeation rate.

- D. Chemical Penetration – The movement of material through a suit’s closures, such as zippers, buttonholes, seams, flaps, or other design features. Abraded, torn, or ripped suits will also allow penetration.

106.4 PPE Overview

Personal protective equipment selection shall be based on an evaluation of the performance characteristics of the PPE relative to the requirements and limitations of the site, the task-specific conditions and work mission duration, and the hazards and potential hazards identified at the site, as well as with interaction from the involved substance(s).

It is essential that personal protective equipment meeting NFPA and OSHA standards be provided, maintained, tested and used. Protection against physical, chemical, and thermal hazards must be considered when selecting personal protective equipment.

Each NCRRT shall maintain a written personal protective equipment program which is an OSHA requirement as specified in 29 CFR 1910.120. The PPE program shall address the elements listed below. When elements, such as donning and doffing procedures, are provided by the manufacturer of a piece of equipment and are attached to the plan, they need not be rewritten into the plan as long as they adequately address the procedure or element.





NCRRT GENERAL OPERATING GUIDELINE

- A. PPE selection based upon site hazards.
- B. PPE use and limitations of equipment.
- C. Work mission duration.
- D. PPE maintenance and storage
- E. PPE decontamination and disposal
- F. PPE training and proper fitting
- G. PPE donning and doffing procedures
- H. PPE inspection procedures prior to, during, and after use.
- I. Evaluation of effectiveness of the PPE program, and





NCRRT GENERAL OPERATING GUIDELINE

- J. Limitations during temperature extremes, heat stress, and other appropriate medical considerations.

106.5 Respiratory Protective Equipment

Self-contained breathing apparatus (SCBA) must be approved by the National Institute of Occupational Safety and Health (NIOSH) and meet the requirements of National Fire Protection Association (NFPA) 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for Firefighters*. All Respiratory Protection Programs shall comply with 29 C.F.R. §1910.134. It is the responsibility of each NCRRT to ensure that all team members are fit tested annually. Personal alert safety systems should meet the requirements of NFPA 1982 *Standard on Personal Alert Safety Systems (PASS) for Firefighters*.

106.6 Thermal Protective Equipment

- A. Proximity Suits – These suits provide short duration and close proximity protection at radiant heat temperatures as high as 2000°F and may withstand some exposure to water and steam. Respiratory protection must also be provided with proximity suits.





NCRRT GENERAL OPERATING GUIDELINE

- B. Structural Turnout Gear – This type of suit provides protection for brief entry into total flame environment at temperatures as high as 2000°F. This suit is not effective or meant to be used for rescue operations. Respiratory protection must be provided with fire entry suits.

- C. Overprotection Garments – These garments are worn in conjunction with chemical-protective encapsulating suits.

- D. Flash Cover Protective Suits – Flash cover suits are neither proximity nor fire entry suits. They provide limited overprotection against flash-back only. They are worn outside of other protective suits and are used only when the risks require them.

- E. Low Temperature Suits – Low temperature suits provide some degree of protection of the encapsulating chemical-protective clothing from contact with low temperature gases and liquids. They are worn outside of the encapsulating chemical protective clothing and are only used when the risk requires its use.





NCRRT GENERAL OPERATING GUIDELINE

106.7 Chemical Protective Equipment

Chemical protective clothing is made from special materials and is designed to prevent the contact of chemicals with the body. There are two types of chemical protective clothing: totally encapsulating, and non-encapsulating. Protective clothing material must be compatible with the substances involved, and consistent with manufacturer's instructions.

Performance requirements must be considered in selecting the appropriate chemical protective material. These would include chemical resistance, permeation, penetration, flexibility, abrasion resistance, temperature resistance, shelf-life, and sizing criteria.

LEVELS OF PROTECTION

Level A – To be selected when the greatest level of skin, respiratory, and eye protection is required. This protection must be in accordance with NFPA 1991 Standards (Latest Edition).





NCRRT GENERAL OPERATING GUIDELINE

- A. Level A protection should be used when:
1. The hazardous substance has been identified and requires the highest level of protection for skin, eyes, and the respiratory system based on either the measured (or potential for) high concentration of atmospheric vapors, gases, or particulates; or the site operations and work functions involve a high potential for splash, immersion or exposure to unexpected or unknown vapors, gases, particulates or materials that are harmful to skin or capable of being absorbed through the skin.
 2. Substances with a high degree of hazard to the skin are known or suspected to be present, and skin contact is possible, or
 3. Operations are being conducted in confined, poorly ventilated areas, and the absence of conditions requiring Level A has not yet been determined.
- B. The following constitute Level A equipment; it should be used as appropriate:





NCRRT GENERAL OPERATING GUIDELINE

1. Positive-pressure, full face piece, self-contained breathing apparatus (SCBA), or positive-pressure supplied air respirator with escape SCBA, approved by the National Institute of Occupational Safety and Health (NIOSH).
2. Totally encapsulating chemical protective suit.
3. Fire retardant coveralls. *
4. Long underwear. *
5. Gloves, outer, chemical resistant.
6. Gloves, inner, chemical resistant.
7. Boots, chemical resistant, steel toe and shank.
8. Hard hat (under suit). *





NCRRT GENERAL OPERATING GUIDELINE

9. Disposable protective suit, gloves, and boots (depending on suit construction, may be worn over totally encapsulating suit). *
10. Two-way radio (worn outside of encapsulated suit or inside if in-suit communications systems are available)
11. Outer flash fire protection for flammable atmospheres.

* Optional, as applicable

Level B – To be selected when the highest level of respiratory protection is required but a lesser level of skin protection is needed. This protection must be in accordance with NFPA 1992 Standards (Latest Edition).

A. Level B protection should be used when:

1. The type and atmospheric concentration of substances have been identified and require a high level of respiratory protection, but less skin protection.





NCRRT GENERAL OPERATING GUIDELINE

2. The atmosphere contains less than 19.5 percent oxygen; or
 3. The presence of incompletely identified vapors or gases is indicated by a direct-reading gas detection instrument, but vapors and gases are not suspected of containing high levels of chemicals harmful to skin or capable of being absorbed through the skin.
- B. The following constitutes Level B equipment; it should be used as appropriate:
1. Positive-pressure, full face piece, self-contained breathing apparatus (SCBA), or positive-pressure supplied air respirator with escape SCBA, approved by NIOSH.
 2. Hooded chemical resistant clothing (overalls and long-sleeved jacket, coveralls, one- or two-piece chemical splash suit, disposable chemical-resistant overalls).
 3. Coveralls*





NCRRT GENERAL OPERATING GUIDELINE

4. Gloves, outer, chemical resistant.
5. Gloves, inner, chemical resistant.
6. Boots, chemical resistant, steel toe and shank.
7. Boot covers, outer, chemical-resistant (disposable)* or rubber boots.
8. Hard hat or fire helmet.
9. Two-way radio.
10. Face shield. *

* Optional, as applicable.





NCRRT GENERAL OPERATING GUIDELINE

Level C – The concentration(s) and identity of airborne substance(s) are known and the criteria for using air purifying respirators are met. EPA 311 should be referenced as necessary to ensure compliance.

- A. Level C protection should be used when:
1. The atmospheric contaminants, liquid splashes, or other direct contact will not adversely affect or be absorbed through any exposed skin.
 2. The types of air contaminants have been identified, concentrations measured, and appropriate respiratory protection is selected.
- B. The following constitutes Level C equipment; it should be used as appropriate:
1. Chemical specific air purifying respirator.





NCRRT GENERAL OPERATING GUIDELINE

2. Hooded chemical resistant clothing (overalls, two-piece chemical splash suit or disposable chemical resistant overalls).
3. Coveralls*
4. Gloves, outer, chemical resistant.
5. Gloves, inner, chemical resistant.
6. Boots, chemical resistant, steel toe and shank.
7. Boot covers, outer, chemical-resistant (disposable)* or rubber boots.
8. Hard hat or fire helmet.
9. Two-way radio.





NCRRT GENERAL OPERATING GUIDELINE

10. Escape mask. *

11. Face shield. *

* Optional, as applicable.

Level D – A work uniform affording minimal protection, used for protection against nuisance contamination only.

A. Level D protection should be used when:

1. The atmosphere contains no known hazard; and
2. Work functions preclude splashes, immersion or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

B. The following constitute Level D equipment; it should be used as appropriate:





NCRRT GENERAL OPERATING GUIDELINE

1. Coveralls.
2. Gloves. *
3. Boots, chemical resistant, steel toe and shank.
4. Boot covers, outer, chemical-resistant (disposable).
5. Safety glasses or chemical splash goggles.
6. Hard hat or fire helmet.
7. Escape mask. *
8. Face shield. *
9. Full turnouts





NCRRT GENERAL OPERATING GUIDELINE

106.8 PPE Selection Overview

- A. PPE shall be selected and used which will protect Team members from the hazards and potential hazards they are likely to encounter as identified during the site characterization and analysis.

- B. Personal protective equipment selection shall be based on an evaluation of the performance characteristics of the PPE relative to the requirements and limitations of the site, the task specific conditions and work mission duration, and the hazards and potential hazards identified at the site. If the hazards are unknown, a selection of the highest level of PPE that will provide the best level of safety for the technician should be made.

- C. Positive-pressure self-contained breathing apparatus or positive-pressure air-line respirators equipped with an escape air supply shall be used when chemical exposure levels present will create a substantial possibility of immediate death, immediate serious illness or injury, or impair the ability to escape.

- D. Totally encapsulating chemical protective suits shall be used in conditions where skin absorption of a hazardous substance may result in a substantial possibility of immediate death, immediate serious illness or injury, or impair the ability to escape.





NCRRT GENERAL OPERATING GUIDELINE

- E. The level of PPE protection selected by the team shall be increased when additional information of on-site conditions indicates that increased protection is necessary to reduce Team exposures below permissible exposure limits and published exposure levels for hazardous substances and health hazards.

106.9 PPE Selection

PPE selection during reconnaissance shall be decided by the Team Leader based upon the data provided, the intelligence gathered once on scene, recommendation from the Research Group Supervisor, and to provide the highest level of protection necessary to ensure technician safety. Personal protective equipment (PPE) shall be provided and used during initial site entry, in accordance with the following requirements:

- A. Based upon the results of research and reconnaissance, an ensemble of PPE shall be selected and used during subsequent site entries, which will provide protection to a level of exposure below permissible exposure limits and published exposure levels for known or suspected hazardous substances and health hazards, and which will provide protection against known and suspected hazards identified during the preliminary site evaluation. If there is





NCRRT GENERAL OPERATING GUIDELINE

no permissible exposure limit or published exposure level, the Team may use other published studies and information as a guide to appropriate PPE.

- B. If respiratory protection is warranted by the potential hazards identified during the preliminary site evaluation, SCBA shall be worn.
- C. If the reconnaissance does not produce sufficient information to identify the hazards or suspected hazards of the site, an ensemble providing protection equivalent to Level B PPE shall be provided as minimum protection, and direct reading instruments shall be used as appropriate for identifying IDLH conditions. Structural firefighting PPE may be permissible if it is determined that there is sufficient protection and that the involved product will not degrade the PPE. In the case of flammable vapors being present, structural firefighting PPE may be required for flash fire protection and thermal protection of the technician.
- D. Once the hazards of the site have been identified, the appropriate PPE shall be selected with personnel safety being the top priority.
- E. The level of PPE protection selected by the NCRRT shall be continually evaluated for





NCRRT GENERAL OPERATING GUIDELINE

adjustments. When conditions warrant, increasing or decreasing the level of protection

may be necessary.

More information on reconnaissance can be found in NCRRT GOG 104.

106.10 PPE Testing and Maintenance

All PPE shall be tested and maintained per the manufacturer's recommendations. It is the responsibility of the NCRRT Team Leader to ensure testing and maintenance is conducted in accordance with manufacturer's recommendations. Any damage or needed repairs or replacements shall be sent by email to the NCRRT Program Manager.

General Operating Guideline	107- Inventory, Inspections, Records
Approval Date	8/23/21
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele





NCRRT GENERAL OPERATING GUIDELINE

107.1 Overview

This General Operating Guide (GOG) replaces the former SOG 010 Incident Readiness Vehicle Maintenance, SOG 011, Equipment Testing, and SOG 012, Contractor Inspections. This guideline is in accordance with NCEM Division Directive 100-05 and 830-01, as well as the North Carolina Schedule of Records Management for State Agencies (<https://archives.ncdcr.gov/government/retention-schedules>.)

107.2 Incident Readiness

The NCRRT will create and implement a system for ensuring weekly readiness checks of the state response truck and trailers, as well as all of the response equipment assigned to those vehicles. The NCRRT will maintain those records for a period of 3 years. Any issues that preclude equipment or apparatus readiness should be immediately rectified. If additional support is required, the State Hazardous Materials Manager should be contacted immediately. Any issue that limits capability or renders the team out of service should immediately be reported to the NCEM 24-Hour Watch.

107.3 Cooperative Agreement Inspections

NCEM reserves the right to conduct inspections of the NCRRT with two weeks' notice and view the following information:





NCRRT GENERAL OPERATING GUIDELINE

A. Records:

1. Exposure Records
2. Equipment Maintenance
3. Incident Alarm Records
4. Medical Surveillance
5. Protective Clothing Testing
6. Team Roster
7. Training Records





NCRRT GENERAL OPERATING GUIDELINE

8. Vehicle Maintenance
9. SCBA Maintenance Records
10. Team Performance Evaluations
11. Readiness Checks

B. Physical Review:

1. Communication Equipment
2. Equipment (including but not limited to hand tools, leak control, detection devices, SCBA, etc.)
3. Protective Clothing





NCRRT GENERAL OPERATING GUIDELINE

4. Vehicle(s)

107.4 Annual Fixed Asset Inspection

Each NCRRT will undergo an annual fixed asset inspection by NCEM Logistics within 12 calendar months of the previous inspection. This inspection will encompass any state-owned equipment that has a property tag from either NCEM or NCDPS, and is over \$1,000.00 in value. NCEM Logistics, specifically the Division Property Office, will schedule the annual inventory inspection with each NCRRT annually. Any discrepancies will be reported to the State Hazardous Materials Manager immediately. Any missing assets will be reported to the NC State Bureau of Investigation using Form 78. Additional inspections of equipment purchased using federal grant dollars may be required periodically.





NCRRT GENERAL OPERATING GUIDELINE

107.5 Records Management

The NCRRT will maintain team records and provide them for inspection at the request of the state. The NCRRT shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five years after the date of submission of the final expenditures report or longer where required by law. However, if litigation or an audit has been initiated prior to the expiration of the five-year period, the records shall be retained until the litigation or audit findings have been resolved.

- A. Mission Reports- maintained for 5 years or longer as indicated above.
- B. Billing Records- maintained for 5 years or longer as indicated above.
- C. Personnel Files including medical and training- maintained for 30 years after separation.

General Operating Guideline	108- Training Standards
Approval Date	8/17/20
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele





NCRRT GENERAL OPERATING GUIDELINE

108.1 Overview

This General Operating Guide (GOG) replaces the former SOG T013, Training Standards and Guidelines. This guideline will meet or surpass the standard of the Federal Emergency Management Agency's Position Qualification for Environmental Response/Health and Safety, Fire and Hazardous Materials, 29 CFR 1910.120 and 29 CFR 1910.134(k). In addition, this guideline shall meet the requirements of N.C.G.S. 166-A, 21-23.

108.2 Definitions

- A. 29 CFR 1910.134(k): The team must provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually, and more often if necessary. The team is also required to provide the basic information on respirators to any employee that wears a respirator.
 - a. The team must ensure that each employee can demonstrate knowledge of
 - i. Why the respirator is necessary and how the improper fit, usage, or maintenance can compromise the protective effect of the respirator.
 - ii. What the limitations and capabilities of the respirator are.
 - iii. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 - iv. How to inspect, put on and remove, use, and check the seals of the respirator.
 - v. What the procedures are for maintenance and storage of the respirator.
 - vi. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.





NCRRT GENERAL OPERATING GUIDELINE

- b. The team must provide annual training that is
 - i. Conducted in a manner that is understandable to the employee.
 - ii. Provided prior to requiring the employee to use a respirator.
- B. 29 CFR 1910.120 <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.120>

108.3 Minimum Training Requirements

- A. Auxiliary Member/Logistics
 - i. IFSAC Hazardous Materials Level I Responder.
 - ii. Blood Borne Pathogens Training
 - iii. ICS 100, 200, 700, 800
- B. Technicians
 - i. IFSAC Hazardous Materials Level II Responder (92-hour initial training course)
 - 1. Must have been previously certified as an International Fire Services Accreditation Congress (IFSAC) Hazardous Materials Level I Responder.
 - 2. Must have successfully completed a Chemistry of Hazardous Materials Course or an approved equivalent.
 - ii. Blood Borne Pathogens Training
 - iii. ICS 100, 200, 700, 800.





NCRRT GENERAL OPERATING GUIDELINE

C. Leadership

- i. ISFAC Hazardous Materials Level II Responder.
- ii. Blood Borne Pathogens Training
- iii. ICS 100, 200, 300, 400, 700, 800.
- iv. NC Fire Officer Level I

The NCRRT should create, maintain, and enforce annual refresher training in hazardous materials and incident command systems and maintain documentation of that training for its team members.

108.4 Training Funding Reimbursement

Cooperative agreement training funds may be used to offset the department expenses for sending NCRRT members to specialize training courses. Any funding support outside of cooperative agreement training funds must be pre-approved by the State Hazardous Materials Manager. Any course completion status less than passing will not be reimbursed by the state. Each team will be provided with \$25,000.00 annually for training, including terrorism specific training costs. Under runs in administration, medical surveillance, equipment, or workers compensation budget lines may be used to offset training costs at the approval of the State Hazardous Materials Manager.





NCRRT GENERAL OPERATING GUIDELINE

108.5 Annual Training Topics and Hours

It is the responsibility of each team leader to ensure that members of their team receive annual training in the following topics. The hours to which are applied to each topic remain at the discretion of each team but must be a minimum of 24 hours annually.

1. Personal Protective Equipment to include respiratory protection.
2. Medical Surveillance
3. Air Monitoring and Environmental Sampling
4. Site Control
5. Decontamination
6. Emergency Response Plans
7. Confined Space Entry Procedures
8. Spill Containment
9. Pre-Entry Briefings and Safety
10. Radiological Emergencies
11. Response to Natural Gas and Propane Emergencies
12. Highway Transportation Emergencies
13. Fixed Facility Emergencies





NCRRT GENERAL OPERATING GUIDELINE

- 14. Explosives, Chem/Bio
- 15. Rail Response

108.6 Record Management

The NCRRT will maintain comprehensive training records on each member of the team. These records will be made available for inspection by the state upon request, but there is no requirement for annual reporting. The state delegates the authority of ensuring each team member’s training hour and topic compliance back to the team leader.

108.7 Training Standard

Training must meet NFPA or NC Department of Labor, Division of Occupational Safety and Health standards and NC State Fire and Rescue Commissions Hazardous Materials Responder Certification Standards.

General Operating Guideline	109- Mitigation Methods
Approval Date	
NCRRT-TAC Chairperson Signature	DRAFT





NCRRT GENERAL OPERATING GUIDELINE

NCRRT-TAC Chairperson Printed	Chief James B. Peele
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109.1 Overview

This General Operating Guide (GOG) replaces the former SOG T005, Mitigation Methods. This guideline will address procedures, techniques, and methods used in the mitigation of hazardous material situations. It is expected that control methods will be used by qualified personnel with full observance of established safety procedures.

109.2 Methods and Techniques

The ranking member or team leader of the North Carolina Hazardous Materials Regional Response Team (NCRRT) shall approve and employ the appropriate mitigation method to effectively and safely bring any hazardous materials release into a level of control for incident stability. This should be done based upon information from research, safety data sheets, intelligence gathering from subject matter experts, and following a consequence analysis to determine the best course of action. The following list is not all inclusive but contains examples of commonly used mitigation techniques.





NCRRT GENERAL OPERATING GUIDELINE

Absorption – Absorption is the process in which materials hold liquids through the process of wetting. Absorption is accompanied by an increase in the volume of the sorbate / sorbent system through the process of swelling. Some of the materials typically used as absorbents are sawdust, clays, charcoal, and polyolefin-type fibers. These materials can be used for confinement, but it should be noted that the sorbed liquid can be desorbed under mechanical or thermal stress. When absorbents become contaminated, they retain the properties of the absorbed hazardous liquid and they are, therefore, considered to be hazardous materials and must be treated and disposed of accordingly.

Adsorption – Adsorption is the process in which the sorbate (hazardous liquid) interacts with a solid sorbent surface. The principal characteristics of this interaction are:

- The sorbate surface is rigid, and no volume increase occurs as is the case with absorbents.
- The adsorption process is accompanied by heat of adsorption whereas absorption is not. Spontaneous ignition can occur through the heat of adsorption of flammable materials.
- Adsorption occurs only with activated surfaces, i.e., activated charcoal, alumina, etc.

Controlled Burning – In some emergency situations where extinguishing a fire will result in large, un-contained volumes of contaminated water or threaten the safety of responders or





NCRRT GENERAL OPERATING GUIDELINE

the public, controlled burning is used as a technique. Consultation with appropriate environmental agencies is advisable.

Covering – Refers to a temporary form of mitigation for radioactive, biological, and some chemical substances such as magnesium. It should be done after consultation with appropriate experts.

Dilution – Refers to the application of water-to-water miscible hazardous materials. The goal is to reduce the hazard to safe levels.

Dikes, Dams, Diversions, and Retention – These refer to the use of physical barriers to prevent or reduce the quantity of liquid flowing into the environment. Dikes or dams usually refer to concrete, earth, and other barriers temporarily or permanently constructed to hold the spill or leak. Diversions refer to the method used to physically change the direction of flow of the liquid. Vapors from certain materials, such as liquefied petroleum gas (LPG), can be diverted using a water spray.

Dispersions, Surface Active Agents, and Biological Additives, Certain chemical and biological agents can be used to disperse or break up the materials involved in liquid spills. The use of these agents results in a lack of containment and generally results in spreading the liquid over a much larger area. Dispersants are most often applied to spills of liquids on





NCRRT GENERAL OPERATING GUIDELINE

water. The dispersant breaks down a liquid spill into many fine droplets, thereby diluting the material to acceptable levels. Use of this method will require the approval of the appropriate environmental authority.

Flaring – Flaring is a process that is used with high vapor pressure liquids or liquefied compressed gases for the safe disposal of the product. Flaring is the controlled burning of material in order to reduce or control pressure and/or to dispose of a product.

Gelation – Gelation is the process of forming a gel. A gel is colloidal system consisting of two phases, a solid and a liquid. The resulting gel is considered to be a hazardous material and must be disposed of properly.

Neutralization – Neutralization is the process of applying acids and bases to a spill to form a neutral salt. The application of solids for neutralization can often result in confinement of the spilled material. Special formulations are available that do not result in confinement of the spilled material. Special formulations are available that do not result in violent reactions or local heat generation during the neutralization process. Special considerations should be given to protecting persons applying the neutralizing agents as heat is generated and violent reactions may occur.





NCRRT GENERAL OPERATING GUIDELINE

Overpacking – Overpack containers should be compatible with the hazards of the material involved. If the material is to be transported, DOT specification overpack containers must be used.

Plug and Patch – Plugging and/or patching refers to the use of compatible plugs and/or patches to temporarily reduce or stop the flow of materials from small holes, rips, tears, or gashes in containers.

Polymerization – A process in which a hazardous material is reacted in the presence of a catalyst, of heat or light, or with itself or another material to form a polymeric system, which often times is violent.

Solidification – Solidification is the process whereby a hazardous liquid is treated chemically so that a solid material results. Adsorbents can be considered an example of a solidification process. There are other materials that can be used to convert hazardous liquids into non-hazardous solids. Examples are applications of special formulations designed to form a neutral salt in the case of spills of acids or caustics.

Transfer – Transfer refers to the process of moving a liquid, gas, or some forms of solids from a leaking or damaged container to a secure container. Care must be taken to ensure the pump, transfer hoses, and fittings, and the container selected are compatible with the





NCRRT GENERAL OPERATING GUIDELINE

hazardous material. When hazardous substances are transferred, proper concern to electrical continuity (bonding/grounding) must be observed.

Vapor Dispersion – Vapors from certain materials can be dispersed or moved using water spray or air movement. Reducing the concentration of the material may bring the material into its flammable range.

Vapor Suppression – Vapor suppression refers to the reduction or elimination of vapors emanating from the spilled or released material through the application of specially designed agents, also called blanketing. Vapor suppression can also be accomplished by the use of solid activated materials to treat hazardous materials. This process results in the formation of a solid that affords easier handling but results in a hazardous solid that must be disposed of properly.

Venting – Venting is the process that is used to deal with liquids or liquefied compressed gases where a danger, such as an explosion or mechanical rupture of the container or vessel, is considered likely. The method of venting will depend on the nature of the hazardous material. In general, it involves the controlled release of material to reduce and contain the pressure and diminish the probability of an explosion.





NCRRT GENERAL OPERATING GUIDELINE

General Operating Guideline	111- Medical Surveillance
Approval Date	8/17/20
NCRRT-TAC Chairperson Signature	
NCRRT-TAC Chairperson Printed	Chief James B. Peele

111.1 Overview

This General Operating Guideline (GOG) replaces the former SOG T-014, Medical Surveillance, and the NCRRT Administrative Policy 1. This GOG meets N.C.G.S. §166-A-21, 22, and 23 as well as 29 CFR 1910.120 (f) (3).

111.2 Scope

This GOG applies to all NC Hazardous Materials Regional Response Team (NCRRT) personnel.





NCRRT GENERAL OPERATING GUIDELINE

111.3 Definitions

1. **Hazardous Materials Regional Response Team Member (Technician or Employee)**- A recognized member of an organized hazardous materials team that is officially recognized as a state regional response team by North Carolina Emergency Management (NCEM) through the cooperative agreement.
2. **Medical Surveillance (Medical Exam)**- Annual, baseline, and exit medical evaluations required by 29 CFR 1910.120 and under the NCRRT cooperative agreement.
3. **Qualified Medical Personnel**- Personnel who, by training and experience, are capable of providing exams and interpreting the results of the exams covered by this guideline and have a full understanding of the medical requirements of a technician as outlined in NFPA 1582 and in 29 CFR 1910.120.
4. **Hazardous Materials Team or Hazmat Team**- An organized group of persons specifically trained and equipped to respond to and control actual or potential leaks or spills of hazardous materials.
5. **Regional Response Team or RRT or NCRRT**- A hazmat team that is under cooperative agreement with the State of North Carolina to provide response to hazardous materials emergencies occurring outside the hazmat team's jurisdiction at the direction of the Department of Public Safety, Division of Emergency Management.

111.4 General





NCRRT GENERAL OPERATING GUIDELINE

Exams for technicians will be provided in accordance with the frequency and content requirements of 29 CFR 1910.120 and the NCRRT Cooperative agreement. Each technician member of NCRRT shall have baseline, maintenance, periodic, unscheduled, episodic, and exit physical examinations. The State, under cooperative agreement with the NCRRT, will provide compensation for baseline, annual maintenance, and exit physical exams for each team member. Compensation for a responder's baseline, annual and exit physical exams will be limited to Fifteen Thousand Dollars (\$15,000.00) per team per State fiscal year. Compensation and reimbursement for costs of responders' baseline, annual maintenance, and exit physical exams must be approved by the Director of Emergency Management or his designee, and the Controller of the Department of Public Safety. Requests for compensation for responders' baseline, annual maintenance, and exit physical exams must be submitted quarterly and accompanied by a Department Public Safety, Division of Emergency Management Quarterly Cost Report. All requests for compensation for a responders' baseline, annual maintenance, and exit physical exams must be accompanied by the medical provider's invoice. The Quarterly Cost Report and a current team roster listing qualified team members must be submitted to the State Hazardous Materials Manager each January.

111.5 Medical Surveillance Examination

A complete physical exam is mandatory to assure that employees are physically capable of wearing the required protective equipment and of performing the necessary work in an immediately dangerous to life and health (IDLH) atmosphere. 29 CFR 1910.120 sets forth the requirements for the medical surveillance program for employees who will be exposed to hazardous materials:





NCRRT GENERAL OPERATING GUIDELINE

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.120>

Additionally, N.C.G.S. 166-A states:

“§ 166A-23. Contracts; equipment loans.

- a. The Secretary may contract with any unit or units of local government for the provision of a regional response team to implement the regional response program. Contracts are to be let consistent with the bidding and contract standards and procedures adopted pursuant to G.S. 166A-22(a)(7) and (8). In entering into contracts with units of local government, the Secretary may agree to provide:

(5) Costs of medical surveillance for members of the regional response team, including baseline, maintenance, and exit physicals;

Each contracted municipality shall consult with each individual employee to establish an employee exposure record. The employee has the right to provide or withhold baseline information that will be recorded on said exposure record. Each team member shall submit bills for medical expenses incurred due to an authorized hazmat incident to the State Hazardous Materials Manager through their team leader. Reimbursement for





NCRRT GENERAL OPERATING GUIDELINE

medical expenses for exposure incidents is subject to review by the State Hazardous Materials Manager and approval by the Director or his designee.

Reimbursement for medical expenses incurred due to a documented exposure at an authorized state hazmat incident shall be made in accordance with the provisions of Attachment 1, “NC Regional Hazardous Material Response Team’s Occupational Medical Monitoring Program Guidelines, section 9.0.” If exposure to hazardous substances or conditions or harmful physical agents is detected and documented by qualified medical personnel, the NCRRT technician shall file a claim for Workers’ Compensation through the cooperative agreement municipality. The NCRRT medical expenses from that point are covered by Workers’ Compensation. If the claim for workers’ compensation is denied, the NCRRT technician must use his/her medical coverage to pay the costs. If such coverage is not available or is exhausted, the State will reimburse for the cost of medical expenses incurred due to a documented exposure at an authorized hazmat incident or authorized response to an act of terrorism. NCRRT technicians must exhaust all available insurance coverage prior to requesting reimbursement from the State and must provide documentation of such.

111.6 Recommended Medical Surveillance Exam Content

COMPONENT	RECOMMENDED	OPTIONAL
Pre-Employment Screening	<ul style="list-style-type: none"> ○ Medical History ○ Occupational Safety 	<ul style="list-style-type: none"> ○ Freezing pre-employment serums





NCRRT GENERAL OPERATING GUIDELINE

	<ul style="list-style-type: none"> ○ Physical Examination ○ Determination of fitness to work wearing protective equipment ○ Baseline monitoring for specific exposures 	specimen for later testing (limited to specific situations, see Baseline Data for Future Exposures in this chapter)
Annual Maintenance Medical Examinations	<ul style="list-style-type: none"> ○ Yearly update of medical and occupation history; yearly physical examination; testing based on (1) examination results, (2) exposures, and (3) job class and task. 	<ul style="list-style-type: none"> ○ Yearly testing with routine medical tests
Emergency Treatment	<ul style="list-style-type: none"> ○ Provide emergency first aid on site. ○ Develop liaison with local hospitals and medical specialists. ○ Arrange for decontamination of exposed emergency response personnel. ○ Arrange in advance for transport of exposed emergency response personnel. ○ Transfer medical record to Hazmat Program Manager; give details of incident and 	





NCRRT GENERAL OPERATING GUIDELINE

	<p>medical history to next care provider.</p>	
Non-Emergency Treatment	<ul style="list-style-type: none"> ○ Develop mechanism for non-emergency health care. 	
Record Keeping and Review	<ul style="list-style-type: none"> ○ Maintain and provide access to medical records in accordance with OSHA and state regulations. ○ Report and record occupational injuries and illnesses. ○ Review Site Safety Plan regularly to determine if additional testing is needed. ○ Review program periodically. Focus on current site hazards, exposures, and industrial hygiene standards. 	





NCRRT GENERAL OPERATING GUIDELINE

111.7 Reimbursement for Medical Surveillance Examinations

The State, according to its cooperative agreement with the NCRRT, and in a manner agreeable to both parties, will pay for medical surveillance exams based on the following:

- A. Exams shall be provided only for team members that will respond to an NCRRT authorized state response.
- B. The protocol of exams will be appropriate to the type of exam provided, i.e. baseline, annual maintenance or exit in accordance with 29 CFR 1910.120 and as outlined in the NCRRT Cooperative agreement.
- C. Stress testing will be standard practice given on baseline physicals for all team members.
- D. The Division of Emergency Management will be provided a detailed accounting of the exams including dates, names of team members, type(s) of exams, protocols used, and the cost for each team member exam with the request for reimbursement.





NCRRT GENERAL OPERATING GUIDELINE

111.8 Failure to Maintain Medical Surveillance Examinations

If an NCRRT fails to maintain a medical exam by the terms of the NCRRT cooperative agreement or 29 CFR 1910.120, that technician is no longer authorized to respond as a member of the NCRRT until the situation is rectified. Notification of this lapse in medical clearance must be submitted in writing to the State Hazardous Materials Manager within 30 days of a lapse and must state what actions are being taken to remedy the situation. Should the NCRRT fail to maintain the minimum number of personnel required for state authorized missions due to a medical clearance lapse, the team will be placed out of service for state response and further action may be reviewed by the Director of NCEM and appropriate legal counsel. Only medically capable and cleared personnel may respond to an NCRRT state authorized mission.





NCRRT GENERAL OPERATING GUIDELINE



Memo

To: Mayor and Commissioners

From: Andrew Brownfield

Date: 03/03/2025

Re: Lamar Advertising Billboard Contract Renewal

Mayor and Board,

The Lamar advertising company has contacted us about renewing our contract with them for 2025. This contract provides us with the rights to utilize one of the company's billboards on US Highway 17 in Beaufort County for marketing purposes. The Planning Department has utilized this billboard to advertise opportunities to potential visitors for several years now, and this cost is factored in to our yearly marketing budget.

Recommendation: Authorize signatures for billboard contract renewal.



CONTRACT # 4927585

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	716877-0
Name	TOWN OF WILLIAMSTON
Address	PO BOX 506
City/State/Zip	WILLIAMSTON, NC 27892
Contact	ERIC PEARSON.
Email Address	epearson@townofwilliamston.com
Phone #	(252) 792-5142
Fax #	
P.O./ Reference #	
Advertiser/Product	TOWN OF WILLIAMSTON
Campaign	Town of Williamston 861

Space										
# of Panels: 1									Billing Cycle: Every 4 weeks	
Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
861 30899950	429-BEAUFORT, NC	US 17 NORTH 0.3 mi S/O MILL RD (SR 1511) ES	Yes	Perm Bulletin	10' 6" x 36' 0"		04/07/25-04/05/26	13	\$315.00	\$4,095.00
Total Space Costs:									\$4,095.00	

Special Considerations:

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solido with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Advertising Director
(Officer/Title)

of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.

Customer:	TOWN OF WILLIAMSTON
Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

THE LAMAR COMPANIES	This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.	
ACCOUNT EXECUTIVE: Anthony McArthur	GENERAL MANAGER	DATE

STANDARD CONDITIONS

1. Late Artwork: The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.



Raleigh
5200 Atlantic Ave
Raleigh, NC 27616
Phone: 919-755-1900
Fax:



CONTRACT # 4927585

Page 229 Date: 2/19/2025
New/Renewal: RENEWAL
Account Executive: Anthony McArthur
Phone: 919-755-1900

2. Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.

3. Payment Terms: Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.

4. Service Interruptions: If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.

5. Entire Agreement: This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.

6. Copy Acceptance: Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.

7. Termination: All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.

8. Materials/Storage: Production materials will be held at customer's written request. Storage fees may apply.

9. Installation Lead Time: A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.

10. Customer Provided Production: The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.

11. Bulletin Enhancements: Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.

12. Assignment: Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.

INITIALS



WILLIAMSTON POLICE DEPARTMENT

Williamston, North Carolina

No: 600 V-2

Subject: POLICE VEHICLE TAKE HOME PROGRAM**Effective Date:****Revised:****.10 PURPOSE and AUTHORIZED USES**

- A.** The Take Home Vehicle Program exists to improve operational readiness and maintain a high visibility of police vehicles in and around the Town as a deterrent to crime and will provide the maximum availability of police vehicles in order to respond to crimes in progress and other emergencies. All vehicle operations will be in accordance with NCGS 14-247 through NCGS 14-252.
- B.** Eligible employees must be full-time employees of the department and be out of field training,
- C.** Assigned police vehicles are official police equipment intended solely for official law enforcement duties. Assigned police vehicles may be driven:
 - a. Between the officer's residence and the police department or other designated reporting stations for regularly scheduled duty
 - b. Between the residence and court when the officer is scheduled or subpoenaed to appear
 - c. Between the residence and any authorized service facility
 - d. Between the residence and an approved off-duty or assignment
 - e. Between the residence and an approved training site or law enforcement related meeting
 - f. When authorized and approved by an appropriate police supervisor for a specific police purpose

.20 ASSIGNMENT

- A.** The Police Vehicle Take Home Program is a privilege extended to Police Department employees that live within a 40 mile radius of Williamston, NC. Approval for take home vehicles will be made by the Chief of Police. Employees are prohibited from using addresses other than their own residence for take home vehicle purposes, unless otherwise approved by the Chief of Police.
- B.** Lieutenants are responsible for assigning vehicles.
- C.** When an assigned vehicle is out of service, supervisors will make arrangements for a spare vehicle to be used, as available. All officers using a spare vehicle will be responsible for all equipment and inspections for the spare vehicle.
- D.** Provisions of this policy shall not be intended to authorize operation of police vehicle in a manner inconsistent with Town ordinances or North Carolina general statutes. Employees participating in the Police Take Home Vehicle Program must adhere to all departmental policies.
- E.** The Take Home Vehicle Program is a privilege that may be revoked or suspended by the Chief of Police.

WILLIAMSTON POLICE DEPARTMENT

Williamston, North Carolina

.30 OPERATION GUIDELINES**A. Responsibilities**

- a. Personnel operating police vehicles are required to be armed with authorized police issued/approved firearm and departmental credentials.
- b. When operating a marked police vehicle during off-duty hours, police officers are required to stop and render assistance to the public, respond to an emergency call for assistance, apprehend violators of serious crimes and/or summon on-duty police officers in circumstances which logically require police attention that occur within their traveling vicinity. When initiating or responding to a police situation while off-duty, personnel are to notify Martin County Communications by proper radio procedure. Under normal circumstances, incidents requiring more than short term, on the scene action are to be handled by on-duty personnel.
- c. Prior to operation, employees will inspect the vehicle for damage and ensure that all equipment is present and operable. Damaged or missing equipment must be reported immediately to the officer's supervisor.
- d. Prior to transporting prisoners, the backseat will be cleared of all equipment and personal belongings.
- e. Upon reassignment or termination of employment, employees are to return their assigned vehicle and keys to the Captain before or on the effective date of change.
- f. Employees will be responsible for the security of their assigned vehicle and all its contents off-duty and when the vehicle is turned in for service.
- g. Employees must follow maintain their vehicle as stated in Standard Operating Procedure 600 V-1.
- h. Employees will ensure that both the interior and exterior of the assigned vehicle is maintained to present a professional appearance. Supervisors will inspect assigned vehicles at least biweekly for cleanliness, damage, equipment operability, obvious wear and tear, including the tires. Supervisors will ensure that problems identified are resolved in a timely manner.

B. Restrictions

- a. Employees will not use vehicles for personal use or other purposes not specifically authorized herein.
- b. Employees will not transport unauthorized employees or other persons, unless approved by supervisor.
- c. Employees impaired by alcohol or medication shall not drive a police vehicle.
- d. Employees will not alter the body, general design, appearance or markings of the vehicle; use fuel, oil, lubrication or other liquid other than those authorized by the Fleet Mechanic; or make/have any repairs to the vehicle without authorization of the Chief or their designee.

WILLIAMSTON POLICE DEPARTMENT

Williamston, North Carolina

- e. Employees on administrative leave or suspended as part of a disciplinary action are not allowed to drive a police vehicle until they return back to work or authorized by the Chief of Police.

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
Fund Or Attrib: 10 General									
Type: Revenues									
Dept:									
10	Revenues	10-3400-3	ABC DISTRIBUTION		\$20,000.00	\$0.00	\$0.00	(\$20,000.00)	0.00%
10	Revenues	10-3100-3	AMOUNTS REFUNDED - NEW		(\$1,000.00)	\$0.00	(\$1,316.19)	(\$316.19)	131.62%
10	Revenues	10-3200-3	AUTO LICENSES		\$100.00	\$0.00	\$0.00	(\$100.00)	0.00%
10	Revenues	10-3200-3	AUTO LICENSES - NEW		\$20,000.00	\$0.00	\$8,664.90	(\$11,335.10)	43.32%
10	Revenues	10-3200-3	BEER & WINE LICENSES		\$300.00	\$0.00	\$0.00	(\$300.00)	0.00%
10	Revenues	10-3300-3	BEER AND WINE TAX		\$23,000.00	\$0.00	\$0.00	(\$23,000.00)	0.00%
10	Revenues	10-3300-3	Bulletproof Vest Grant CFDA#16.607		\$0.00	\$0.00	\$16,482.80	\$16,482.80	0.00%
10	Revenues	10-3600-3	CASH OVER & SHORT		\$0.00	\$0.00	\$667.00	\$667.00	0.00%
10	Revenues	10-3500-3	CEMETERY		\$115,000.00	\$0.00	\$42,225.00	(\$72,775.00)	36.72%
10	Revenues	10-3300-3	CONTROL SUBS & FED FORFEITED TAX		\$7,000.00	\$0.00	\$0.00	(\$7,000.00)	0.00%
10	Revenues	10-3400-3	COURT FEES		\$1,000.00	\$0.00	\$495.29	(\$504.71)	49.53%
10	Revenues	10-3100-3	CURRENT YEAR TAX		\$3,110,857	\$0.00	\$2,714,741	(\$396,115.00)	87.27%
10	Revenues	10-3500-3	EMS - MEDICAID		\$100,000.00	\$0.00	\$985.97	(\$99,014.00)	0.99%
10	Revenues	10-3500-3	EMS COLLECTIONS		\$797,495.00	\$0.00	\$534,494.90	(\$263,000.00)	67.02%
10	Revenues	10-3600-3	FIRE CODE PERMITS		\$325.00	\$0.00	\$200.00	(\$125.00)	61.54%
10	Revenues	10-3100-3	FIRE DISTRICT FUNDS		\$280,000.00	\$0.00	\$0.00	(\$280,000.00)	0.00%
10	Revenues	10-3600-3	FIRE INSPECTION APP FEE		\$1,000.00	\$0.00	\$40.00	(\$960.00)	4.00%
10	Revenues	10-3100-3	GAP - TAXES		\$1,500.00	\$0.00	\$0.00	(\$1,500.00)	0.00%
10	Revenues	10-3200-3	GROSS RECEIPTS TAX ON SHORT-TERM		\$14,400.00	\$0.00	\$10,549.94	(\$3,850.06)	73.26%
10	Revenues	10-3300-3	HAZMAT - RRT1		\$69,000.00	\$0.00	\$13,597.38	(\$55,402.62)	19.71%
10	Revenues	10-3300-3	HOLD HARMLESS REIMBURSEMENTS		\$450,000.00	\$0.00	\$197,581.70	(\$252,418.30)	43.91%
10	Revenues	10-3600-3	INSURANCE CLAIMS		\$10,000.00	\$0.00	\$6,007.73	(\$3,992.27)	60.08%
10	Revenues	10-3100-3	INTEREST - VEHICLE TAXES - NEW		\$2,500.00	\$0.00	\$2,056.05	(\$443.95)	82.24%
10	Revenues	10-3600-3	INVESTMENT EARNINGS		\$220,000.00	\$0.00	\$139,613.20	(\$80,386.80)	63.46%
10	Revenues	10-3200-3	LOCAL OPTION SALES TAX		\$1,385,745	\$0.00	\$604,689.40	(\$781,055.60)	43.64%
10	Revenues	10-3100-3	MARTIN CO TAX COMM - NEW		(\$11,000.00)	\$0.00	(\$5,351.44)	\$5,648.56	48.65%
10	Revenues	10-3100-3	MARTIN CO TAX COMMISSION		(\$30.00)	\$0.00	(\$38.33)	(\$8.33)	127.77%
10	Revenues	10-3100-3	MISC PROPERTY TAX REV IN W/O YEARS		\$8,000.00	\$0.00	\$1,161.18	(\$6,838.82)	14.51%
10	Revenues	10-3600-3	MISCELLANEOUS REVENUE		\$500.00	\$0.00	\$254.83	(\$245.17)	50.97%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
10	Revenues	10-3400-3	ON-BEHALF OF PAYMENTS - FIRE & RES		\$25,000.00	\$0.00	\$0.00	(\$25,000.00)	0.00%
10	Revenues	10-3400-3	PAYMENTS IN LIEU OF TAXES		\$6,000.00	\$0.00	\$7,126.00	\$1,126.00	118.77%
10	Revenues	10-3100-3	PENALTIES & INTEREST - OLD		\$250.00	\$0.00	\$172.08	(\$77.92)	68.83%
10	Revenues	10-3100-3	PENALTIES AND INTEREST		\$62,000.00	\$0.00	\$42,944.49	(\$19,055.51)	69.27%
10	Revenues	10-3300-3	PIPED NATURAL GAS SALES TAX		\$2,000.00	\$0.00	\$393.86	(\$1,606.14)	19.69%
10	Revenues	10-3500-3	POLICE DEPT		\$1,500.00	\$0.00	\$901.72	(\$598.28)	60.11%
10	Revenues	10-3100-3	PRIOR YEAR TAX		\$225,000.00	\$0.00	\$196,894.00	(\$28,105.99)	87.51%
10	Revenues	10-3500-3	REC/MEMBERSHIPS		\$4,300.00	\$0.00	\$2,496.00	(\$1,804.00)	58.05%
10	Revenues	10-3500-3	REC/OTHER		\$5,500.00	\$0.00	\$4,897.00	(\$603.00)	89.04%
10	Revenues	10-3500-3	REC/PROGRAMS		\$15,000.00	\$0.00	\$9,897.34	(\$5,102.66)	65.98%
10	Revenues	10-3400-3	RECREATION-MARTIN COUNTY		\$9,677.00	\$0.00	\$0.00	(\$9,677.00)	0.00%
10	Revenues	10-3500-3	RECREATION-RENTS		\$3,000.00	\$0.00	\$1,182.50	(\$1,817.50)	39.42%
10	Revenues	10-3400-3	RESCUE SQUAD-MARTIN CNTY		\$535,669.00	\$0.00	\$405,431.50	(\$130,237.50)	75.69%
10	Revenues	10-3600-3	RETURNED CHECKS		\$100.00	\$0.00	\$0.00	(\$100.00)	0.00%
10	Revenues	10-3600-3	ROOKS TRUST FUND		\$10,000.00	\$0.00	\$4,285.93	(\$5,714.07)	42.86%
10	Revenues	10-3600-3	SALES OF FIXED ASSETS		\$40,000.00	\$0.00	\$0.00	(\$40,000.00)	0.00%
10	Revenues	10-3600-3	SALES OF SUBSTANDARD LOTS		\$1,000.00	\$0.00	\$0.00	(\$1,000.00)	0.00%
10	Revenues	10-3600-5	SKINNER WAREHOUSE RENT		\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
10	Revenues	10-3400-3	SOLID WASTE - QUARTERLY		\$4,500.00	\$0.00	\$1,005.02	(\$3,494.98)	22.33%
10	Revenues	10-3500-3	STREET,DRIVEWAYS,CLEAN LOTS		\$1,100.00	\$0.00	\$0.00	(\$1,100.00)	0.00%
10	Revenues	10-3200-3	TAXI LICENSES		\$30.00	\$0.00	\$10.00	(\$20.00)	33.33%
10	Revenues	10-3300-3	TELECOMMUNICATIONS SALES TAX		\$36,500.00	\$0.00	\$8,914.45	(\$27,585.55)	24.42%
10	Revenues	10-3900-3	UNDESIGNATED		\$90,080.47	\$0.00	\$0.00	(\$90,080.47)	0.00%
10	Revenues	10-3300-3	UTILITY FRANCHISE TAX		\$350,000.00	\$0.00	\$113,611.10	(\$236,388.90)	32.46%
10	Revenues	10-3100-3	VEHICLE TAXES		\$400.00	\$0.00	\$1,361.54	\$961.54	340.39%
10	Revenues	10-3100-3	VEHICLE TAXES - NEW		\$350,000.00	\$0.00	\$179,122.30	(\$170,877.70)	51.18%
10	Revenues	10-3300-3	VIDEO FRANCHISE FEE		\$26,600.00	\$0.00	\$6,472.37	(\$20,127.63)	24.33%
10	Revenues	10-3500-3	ZONING		\$3,000.00	\$0.00	\$1,620.00	(\$1,380.00)	54.00%
					\$8,433,898.47	\$0.00	\$5,282,542.61	(\$3,151,355.86)	63%
					\$8,433,898.47	\$0.00	\$5,282,542.61	(\$3,151,355.86)	63%

Type: Expenses

Dept: 420

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
10	Expenses	10-4200-2	ADVERTISING	420	\$5,500.00	\$0.00	\$440.13	\$5,059.87	8.00%
10	Expenses	10-4200-3	AUTOMOTIVE SUPPLIES	420	\$600.00	\$0.00	\$173.02	\$426.98	28.84%
10	Expenses	10-4200-3	BANK CHARGES	420	\$8,200.00	\$0.00	\$3,587.01	\$4,612.99	43.74%
10	Expenses	10-4200-3	DEPARTMENT SUPPLIES	420	\$4,000.00	\$0.00	\$1,776.10	\$2,223.90	44.40%
10	Expenses	10-4200-5	DUES	420	\$1,500.00	\$0.00	\$1,750.30	(\$250.30)	116.69%
10	Expenses	10-4200-1	EMPLOYEE TRAINING	420	\$17,000.00	\$0.00	\$5,153.48	\$11,846.52	30.31%
10	Expenses	10-4200-2	EQUIPMENT RENTS/LEASES	420	\$7,600.00	\$0.00	\$2,038.66	\$5,561.34	26.82%
10	Expenses	10-4200-0	FICA TAX	420	\$48,900.00	\$0.00	\$29,491.32	\$19,408.68	60.31%
10	Expenses	10-4200-3	GARBAGE COLLECTION	420	\$0.00	\$0.00	\$195.00	(\$195.00)	0.00%
10	Expenses	10-4200-0	GROUP INSURANCE	420	\$68,250.00	\$0.00	\$49,242.81	\$19,007.19	72.15%
10	Expenses	10-4200-0	GROUP INSURANCE-DEDUCTIBLE REFUN	420	\$60,000.00	\$0.00	(\$1,124.18)	\$61,124.18	-1.87%
10	Expenses	10-4200-5	INSURANCE	420	\$17,500.00	\$0.00	\$13,125.43	\$4,374.57	75.00%
10	Expenses	10-4200-5	MISCELLANEOUS	420	\$0.00	\$0.00	\$189.92	(\$189.92)	0.00%
10	Expenses	10-4200-3	OFFICE SUPPLIES	420	\$7,000.00	\$0.00	\$2,943.94	\$4,056.06	42.06%
10	Expenses	10-4200-1	POSTAGE	420	\$5,200.00	\$0.00	\$2,634.11	\$2,565.89	50.66%
10	Expenses	10-4200-0	PROFESSIONAL SERVICES	420	\$176,000.0	\$0.00	\$138,603.6	\$37,396.31	78.75%
10	Expenses	10-4200-0	REGULAR SALARIES	420	\$623,530.0	\$0.00	\$421,675.3	\$201,854.6	67.63%
10	Expenses	10-4200-1	REPAIR EQUIPMENT	420	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
10	Expenses	10-4200-0	RETIREMENT	420	\$92,340.00	\$0.00	\$54,832.36	\$37,507.64	59.38%
10	Expenses	10-4200-7	SMALL EQUIPMENT	420	\$10,400.00	\$0.00	\$5,236.71	\$5,163.29	50.35%
10	Expenses	10-4200-4	TAXES-TOWN OWNED PROPERTIES	420	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
10	Expenses	10-4200-1	TELEPHONE	420	\$8,500.00	\$0.00	\$5,050.07	\$3,449.93	59.41%
10	Expenses	10-4200-0	TEMPORARY SALARIES	420	\$2,500.00	\$0.00	\$792.13	\$1,707.87	31.69%
10	Expenses	10-4200-9	TRANSFER FR ENTERPRISE FU	420	(\$970,090.	\$0.00	(\$646,726.	(\$323,363.	66.67%
10	Expenses	10-4200-1	TRAVEL/MEETINGS	420	\$6,500.00	\$0.00	\$2,401.81	\$4,098.19	36.95%
					\$203,430.00	\$0.00	\$93,482.51	\$109,947.49	46%
Dept: 425									
10	Expenses	10-4250-1	COMMISSIONER GLINDA FOX	425	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
10	Expenses	10-4250-1	COMMISSIONER ALTON MOORE	425	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
10	Expenses	10-4250-1	COMMISSIONER ANTHONY GIANPOALO	425	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
10	Expenses	10-4250-1	COMMISSIONER DAVID RICHMOND	425	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	10 Expenses	10-4250-1	COMMISSIONER RUTH COFFIELD	425	\$1,500.00	\$0.00	\$817.44	\$682.56	54.50%
	10 Expenses	10-4250-5	DUES	425	\$1,000.00	\$0.00	\$300.00	\$700.00	30.00%
	10 Expenses	10-4250-0	FICA	425	\$3,240.00	\$0.00	\$1,978.27	\$1,261.73	61.06%
	10 Expenses	10-4250-0	GROUP INSURANCE	425	\$6,950.00	\$0.00	\$2,158.94	\$4,791.06	31.06%
	10 Expenses	10-4250-1	MAYOR DEAN MCCALL	425	\$1,500.00	\$0.00	\$452.27	\$1,047.73	30.15%
	10 Expenses	10-4250-5	MISCELLANEOUS	425	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
	10 Expenses	10-4250-0	SALARIES ELECTED OFFICIALS	425	\$42,350.00	\$0.00	\$26,058.40	\$16,291.60	61.53%
					\$62,590.00	\$0.00	\$31,765.32	\$30,824.68	51%
Dept: 430									
	10 Expenses	10-4300-2	ADVERTISING	430	\$1,000.00	\$0.00	\$241.50	\$758.50	24.15%
	10 Expenses	10-4300-3	AUTOMOTIVE SUPPLIES	430	\$250.00	\$0.00	\$99.44	\$150.56	39.78%
	10 Expenses	10-4300-3	BANK CHARGES	430	\$0.00	\$0.00	\$39.00	(\$39.00)	0.00%
	10 Expenses	10-4300-4	CODE ENFORCEMENT	430	\$30,000.00	\$0.00	\$5,580.00	\$24,420.00	18.60%
	10 Expenses	10-4300-4	CODE ENFORCEMENT - BUILDING DEMO	430	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
	10 Expenses	10-4300-4	CONTRACTED SERVICES	430	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
	10 Expenses	10-4300-3	DEPARTMENT SUPPLIES	430	\$700.00	\$0.00	\$587.57	\$112.43	83.94%
	10 Expenses	10-4300-5	DUES	430	\$2,000.00	\$0.00	\$14.60	\$1,985.40	0.73%
	10 Expenses	10-4300-0	FICA TAX	430	\$9,395.00	\$0.00	\$5,294.63	\$4,100.37	56.36%
	10 Expenses	10-4300-0	GROUP INSURANCE	430	\$16,650.00	\$0.00	\$10,919.86	\$5,730.14	65.58%
	10 Expenses	10-4300-5	INSURANCE WK COMP/AUTO	430	\$2,250.00	\$0.00	\$1,739.37	\$510.63	77.31%
	10 Expenses	10-4300-0	MARKETING TOWN OF WILLIAMSTON	430	\$7,000.00	\$0.00	\$3,028.00	\$3,972.00	43.26%
	10 Expenses	10-4300-3	OFFICE SUPPLIES	430	\$250.00	\$0.00	\$89.83	\$160.17	35.93%
	10 Expenses	10-4300-1	POSTAGE	430	\$500.00	\$0.00	\$371.40	\$128.60	74.28%
	10 Expenses	10-4300-0	PROFESSIONAL SERVICES	430	\$400.00	\$0.00	\$222.00	\$178.00	55.50%
	10 Expenses	10-4300-0	REGULAR SALARIES	430	\$122,170.00	\$0.00	\$71,020.99	\$51,149.01	58.13%
	10 Expenses	10-4300-1	REPAIR EQUIPMENT	430	\$500.00	\$0.00	\$21.03	\$478.97	4.21%
	10 Expenses	10-4300-1	REPAIR VEHICLES	430	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
	10 Expenses	10-4300-0	RETIREMENT	430	\$14,900.00	\$0.00	\$8,650.66	\$6,249.34	58.06%
	10 Expenses	10-4300-7	SMALL EQUIPMENT	430	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
	10 Expenses	10-4300-1	TELEPHONE	430	\$2,250.00	\$0.00	\$1,375.59	\$874.41	61.14%
	10 Expenses	10-4300-0	TEMPORARY SALARIES	430	\$1,300.00	\$0.00	\$37.50	\$1,262.50	2.88%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	10 Expenses	10-4300-1	TRAINING	430	\$5,000.00	\$0.00	\$636.17	\$4,363.83	12.72%
	10 Expenses	10-4300-1	TRAVEL/MEETINGS	430	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
					\$244,315.00	\$0.00	\$109,969.14	\$134,345.86	45%
Dept: 500									
	10 Expenses	10-5000-3	DEPARTMENT SUPPLIES	500	\$3,500.00	\$0.00	\$654.10	\$2,845.90	18.69%
	10 Expenses	10-5000-0	FICA TAX	500	\$1,330.00	\$0.00	\$814.84	\$515.16	61.27%
	10 Expenses	10-5000-3	GARBAGE	500	\$1,900.00	\$0.00	\$1,411.86	\$488.14	74.31%
	10 Expenses	10-5000-5	INSURANCE	500	\$13,000.00	\$0.00	\$13,564.45	(\$564.45)	104.34%
	10 Expenses	10-5000-0	REGULAR SALARIES	500	\$17,300.00	\$0.00	\$10,650.16	\$6,649.84	61.56%
	10 Expenses	10-5000-1	REPAIR BLDGS & GROUNDS	500	\$5,000.00	\$0.00	\$6,197.78	(\$1,197.78)	123.96%
	10 Expenses	10-5000-1	REPAIR EQUIPMENT	500	\$1,000.00	\$0.00	\$319.50	\$680.50	31.95%
	10 Expenses	10-5000-1	UTILITIES	500	\$10,000.00	\$0.00	\$5,068.63	\$4,931.37	50.69%
					\$53,030.00	\$0.00	\$38,681.32	\$14,348.68	73%
Dept: 510									
	10 Expenses	10-5100-2	ADVERTISING	510	\$1,000.00	\$0.00	\$93.25	\$906.75	9.33%
	10 Expenses	10-5100-3	AUTOMOTIVE SUPPLIES	510	\$60,000.00	\$0.00	\$34,873.41	\$25,126.59	58.12%
	10 Expenses	10-5100-3	BANK CHARGES	510	\$0.00	\$0.00	\$146.00	(\$146.00)	0.00%
	10 Expenses	10-5100-3	BUILDING SUPPLIES	510	\$2,500.00	\$0.00	\$276.28	\$2,223.72	11.05%
	10 Expenses	10-5100-7	CAPITAL OUTLAY EQUIPMENT	510	\$120,500.00	\$0.00	\$25,467.71	\$95,032.29	21.14%
	10 Expenses	10-5100-0	CLEANING SERVICE	510	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
	10 Expenses	10-5100-5	COMMUNITY INVOLVEMENT	510	\$4,000.00	\$0.00	\$3,587.72	\$412.28	89.69%
	10 Expenses	10-5100-3	DEPARTMENT SUPPLIES	510	\$17,000.00	\$0.00	\$7,042.42	\$9,957.58	41.43%
	10 Expenses	10-5100-5	DRUG CONTROL	510	\$25,000.00	\$0.00	\$17,000.00	\$8,000.00	68.00%
	10 Expenses	10-5100-5	DUES	510	\$1,500.00	\$0.00	\$1,213.30	\$286.70	80.89%
	10 Expenses	10-5100-1	EMPLOYEE TRAINING	510	\$26,000.00	\$0.00	\$11,789.37	\$14,210.63	45.34%
	10 Expenses	10-5100-2	EQUIPMENT RENTS/LEASES	510	\$3,500.00	\$0.00	\$561.02	\$2,938.98	16.03%
	10 Expenses	10-5100-0	FICA TAX	510	\$110,310.00	\$0.00	\$66,774.19	\$43,535.81	60.53%
	10 Expenses	10-5100-3	GARBAGE COLLECTION	510	\$7,000.00	\$0.00	\$5,294.81	\$1,705.19	75.64%
	10 Expenses	10-5100-0	GROUP INSURANCE	510	\$191,500.00	\$0.00	\$110,056.00	\$81,444.00	57.47%
	10 Expenses	10-5100-5	INSURANCE	510	\$61,500.00	\$0.00	\$57,764.86	\$3,735.14	93.93%
	10 Expenses	10-5100-5	MISCELLANEOUS	510	\$2,500.00	\$0.00	\$927.66	\$1,572.34	37.11%
	10 Expenses	10-5100-3	OFFICE SUPPLIES	510	\$3,500.00	\$0.00	\$2,278.01	\$1,221.99	65.09%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
10	Expenses	10-5100-1	POSTAGE	510	\$500.00	\$0.00	\$327.45	\$172.55	65.49%
10	Expenses	10-5100-0	PROFESSIONAL SERVICES	510	\$35,000.00	\$0.00	\$29,154.55	\$5,845.45	83.30%
10	Expenses	10-5100-0	REGULAR SALARIES	510	\$1,280,888	\$0.00	\$770,821.9	\$510,066.0	60.18%
10	Expenses	10-5100-1	REPAIR BLDGS & GROUNDS	510	\$6,000.00	\$0.00	\$5,340.88	\$659.12	89.01%
10	Expenses	10-5100-1	REPAIR EQUIPMENT	510	\$5,000.00	\$0.00	\$233.85	\$4,766.15	4.68%
10	Expenses	10-5100-1	REPAIR VEHICLES	510	\$15,000.00	\$0.00	\$14,665.43	\$334.57	97.77%
10	Expenses	10-5100-0	RETIREMENT	510	\$298,020.0	\$0.00	\$171,777.6	\$126,242.3	57.64%
10	Expenses	10-5100-7	SMALL EQUIPMENT	510	\$53,900.00	\$0.00	\$33,015.16	\$20,884.84	61.25%
10	Expenses	10-5100-0	SUPPLEMENTAL RETIREMENT	510	\$25,850.00	\$0.00	\$1,991.64	\$23,858.36	7.70%
10	Expenses	10-5100-1	TELEPHONE	510	\$17,000.00	\$0.00	\$12,084.75	\$4,915.25	71.09%
10	Expenses	10-5100-0	TEMPORARY SALARIES	510	\$80,000.00	\$0.00	\$117,740.0	(\$37,740.0)	147.18%
10	Expenses	10-5100-1	TRAVEL	510	\$2,000.00	\$0.00	\$471.40	\$1,528.60	23.57%
10	Expenses	10-5100-3	UNIFORMS	510	\$18,000.00	\$0.00	\$6,009.81	\$11,990.19	33.39%
10	Expenses	10-5100-1	UTILITIES	510	\$20,000.00	\$0.00	\$11,738.32	\$8,261.68	58.69%
					\$2,509,468.00	\$0.00	\$1,520,518.91	\$988,949.09	61%
Dept: 520									
10	Expenses	10-5200-9	DEBT RET 2021 - FIRE DEPT-ORIG	520	\$26,683.00	\$0.00	\$0.00	\$26,683.00	0.00%
10	Expenses	10-5200-9	DEBT RET 2021 - FIRE DEPT-SUB	520	\$6,682.00	\$0.00	\$0.00	\$6,682.00	0.00%
10	Expenses	10-5200-9	DEBT RET 2021 - POLICE DEPT -ORIG	520	\$32,606.00	\$0.00	\$0.00	\$32,606.00	0.00%
10	Expenses	10-5200-9	DEBT RET 2021-EMS REMOUNT	520	\$44,012.00	\$0.00	\$44,012.07	(\$0.07)	100.00%
10	Expenses	10-5200-9	DEBT RET 2021-POLICE DEPT -SUB	520	\$5,109.00	\$0.00	\$0.00	\$5,109.00	0.00%
10	Expenses	10-5200-9	DEBT RETIREMENT-FIRE TRUCK 2019	520	\$94,233.00	\$0.00	\$94,232.92	\$0.08	100.00%
10	Expenses	10-5200-9	INTEREST - FIRE TRUCK 2019	520	\$3,081.00	\$0.00	\$3,081.00	\$0.00	100.00%
10	Expenses	10-5200-9	INTEREST 2021- FIRE DEPT-SUB	520	\$8,937.00	\$0.00	\$0.00	\$8,937.00	0.00%
10	Expenses	10-5200-9	INTEREST 2021-FIRE DEPT-ORIG	520	\$35,687.00	\$0.00	\$0.00	\$35,687.00	0.00%
10	Expenses	10-5200-9	INTEREST 2021-POLICE DEPT-ORIG	520	\$43,610.00	\$0.00	\$0.00	\$43,610.00	0.00%
10	Expenses	10-5200-9	INTEREST 2021-POLICE DEPT-SUB	520	\$6,833.00	\$0.00	\$0.00	\$6,833.00	0.00%
					\$307,473.00	\$0.00	\$141,325.99	\$166,147.01	46%
Dept: 530									
10	Expenses	10-5300-3	AUTOMOTIVE SUPPLIES	530	\$30,000.00	\$0.00	\$15,539.39	\$14,460.61	51.80%
10	Expenses	10-5300-3	BANK CHARGES	530	\$0.00	\$0.00	\$78.00	(\$78.00)	0.00%
10	Expenses	10-5300-3	DEPARTMENT SUPPLIES	530	\$4,500.00	\$0.00	\$566.72	\$3,933.28	12.59%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
10	Expenses	10-5300-5	DUES	530	\$1,000.00	\$0.00	\$1,199.90	(\$199.90)	119.99%
10	Expenses	10-5300-1	EMPLOYEE TRAINING	530	\$5,000.00	\$0.00	\$1,339.00	\$3,661.00	26.78%
10	Expenses	10-5300-0	FICA TAX	530	\$27,890.00	\$0.00	\$16,200.11	\$11,689.89	58.09%
10	Expenses	10-5300-3	GARBAGE COLLECTION	530	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
10	Expenses	10-5300-0	GROUP INSURANCE	530	\$50,900.00	\$0.00	\$26,085.01	\$24,814.99	51.25%
10	Expenses	10-5300-5	INSURANCE	530	\$44,000.00	\$0.00	\$36,572.17	\$7,427.83	83.12%
10	Expenses	10-5300-5	MISCELLANEOUS	530	\$1,500.00	\$0.00	\$696.32	\$803.68	46.42%
10	Expenses	10-5300-3	OFFICE SUPPLIES	530	\$500.00	\$0.00	\$422.44	\$77.56	84.49%
10	Expenses	10-5300-0	ON BEHALF OF PAYMENTS - FIRE	530	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
10	Expenses	10-5300-1	POSTAGE	530	\$0.00	\$0.00	\$27.37	(\$27.37)	0.00%
10	Expenses	10-5300-0	PROFESSIONAL SERVICES	530	\$8,000.00	\$0.00	\$4,892.80	\$3,107.20	61.16%
10	Expenses	10-5300-0	REGULAR SALARIES	530	\$362,965.0	\$0.00	\$208,522.0	\$154,442.9	57.45%
10	Expenses	10-5300-1	REPAIR BLDGS & GROUNDS	530	\$2,000.00	\$0.00	\$145.72	\$1,854.28	7.29%
10	Expenses	10-5300-1	REPAIR EQUIPMENT	530	\$40,000.00	\$0.00	\$16,483.16	\$23,516.84	41.21%
10	Expenses	10-5300-0	RETIREMENT	530	\$52,650.00	\$0.00	\$30,754.35	\$21,895.65	58.41%
10	Expenses	10-5300-0	RRT HAZMAT-1311	530	\$0.00	\$0.00	\$9,260.96	(\$9,260.96)	0.00%
10	Expenses	10-5300-7	SMALL EQUIPMENT	530	\$36,000.00	\$0.00	\$32,906.71	\$3,093.29	91.41%
10	Expenses	10-5300-0	SUPPLEMENTAL RETIREMENT	530	\$9,992.00	\$0.00	\$5,828.65	\$4,163.35	58.33%
10	Expenses	10-5300-1	TELEPHONE	530	\$8,000.00	\$0.00	\$1,780.15	\$6,219.85	22.25%
10	Expenses	10-5300-0	TEMPORARY SALARIES	530	\$1,500.00	\$0.00	\$1,014.17	\$485.83	67.61%
10	Expenses	10-5300-3	UNIFORMS	530	\$5,500.00	\$0.00	\$4,946.78	\$553.22	89.94%
10	Expenses	10-5300-1	UTILITIES	530	\$2,500.00	\$0.00	\$2,153.08	\$346.92	86.12%
					\$710,197.00	\$0.00	\$417,414.98	\$292,782.02	59%
Dept: 535									
10	Expenses	10-5350-1	EQUIPMENT REPAIR	535	\$4,000.00	\$0.00	\$4,440.05	(\$440.05)	111.00%
10	Expenses	10-5350-3	GARBAGE COLLECTION	535	\$3,000.00	\$0.00	\$2,401.35	\$598.65	80.05%
10	Expenses	10-5350-0	PROFESSIONAL SERVICES	535	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
10	Expenses	10-5350-3	RRT1 DEPT SUPPLIES	535	\$4,500.00	\$0.00	\$2,913.94	\$1,586.06	64.75%
10	Expenses	10-5350-0	RRT1 FICA TAX	535	\$0.00	\$0.00	\$481.06	(\$481.06)	0.00%
10	Expenses	10-5350-0	RRT1 RETIREMENT	535	\$0.00	\$0.00	\$444.86	(\$444.86)	0.00%
10	Expenses	10-5350-0	RRT1 SALARIES	535	\$0.00	\$0.00	\$2,447.75	(\$2,447.75)	0.00%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
10	Expenses	10-5350-0	RRT1 SALARIES - FT WITH RETIREMENT	535	\$0.00	\$0.00	\$1,648.08	(\$1,648.08)	0.00%
10	Expenses	10-5350-1	RRT1 TELEPHONE	535	\$800.00	\$0.00	\$580.16	\$219.84	72.52%
10	Expenses	10-5350-1	RRT1 TRAVEL	535	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
10	Expenses	10-5350-3	RRT1 UNIFORMS	535	\$11,000.00	\$0.00	\$3,618.45	\$7,381.55	32.90%
10	Expenses	10-5350-0	RT TRAINING SALARIES	535	\$0.00	\$0.00	\$2,193.46	(\$2,193.46)	0.00%
10	Expenses	10-5350-7	SMALL EQUIPMENT	535	\$7,500.00	\$0.00	\$3,777.72	\$3,722.28	50.37%
10	Expenses	10-5350-1	TRAINING	535	\$25,000.00	\$0.00	\$3,922.88	\$21,077.12	15.69%
10	Expenses	10-5350-7	VEHICLE RESERVE	535	\$3,680.47	\$0.00	\$0.00	\$3,680.47	0.00%
10	Expenses	10-5350-5	WORKERS COMP INS RRT1	535	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
					\$79,580.47	\$0.00	\$28,869.76	\$50,710.71	36%
Dept: 540									
10	Expenses	10-5400-3	AUTOMOTIVE SUPPLIES	540	\$25,000.00	\$0.00	\$15,151.64	\$9,848.36	60.61%
10	Expenses	10-5400-3	DEPARTMENT SUPPLIES - DIRECT	540	\$36,000.00	\$0.00	\$24,445.12	\$11,554.88	67.90%
10	Expenses	10-5400-3	DEPARTMENT SUPPLIES - INDIRECT	540	\$3,000.00	\$0.00	\$1,981.17	\$1,018.83	66.04%
10	Expenses	10-5400-5	DUES	540	\$1,300.00	\$0.00	\$1,203.20	\$96.80	92.55%
10	Expenses	10-5400-1	EMPLOYEE TRAINING	540	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
10	Expenses	10-5400-0	EMS/MC PARTNERSHIP	540	\$40,000.00	\$0.00	\$23,505.07	\$16,494.93	58.76%
10	Expenses	10-5400-2	EQUIPMENT RENTS/LEASES	540	\$3,200.00	\$0.00	\$502.21	\$2,697.79	15.69%
10	Expenses	10-5400-1	EQUIPMENT REPAIR	540	\$15,000.00	\$0.00	\$2,809.71	\$12,190.29	18.73%
10	Expenses	10-5400-0	FICA TAX	540	\$74,940.00	\$0.00	\$46,104.84	\$28,835.16	61.52%
10	Expenses	10-5400-3	GARBAGE COLLECTION	540	\$2,700.00	\$0.00	\$2,468.40	\$231.60	91.42%
10	Expenses	10-5400-0	GROUP INSURANCE	540	\$149,860.0	\$0.00	\$93,575.71	\$56,284.29	62.44%
10	Expenses	10-5400-5	INSURANCE	540	\$52,300.00	\$0.00	\$42,526.07	\$9,773.93	81.31%
10	Expenses	10-5400-5	MISCELLANEOUS	540	\$1,000.00	\$0.00	\$669.03	\$330.97	66.90%
10	Expenses	10-5400-3	OFFICE SUPPLIES	540	\$2,000.00	\$0.00	\$1,336.76	\$663.24	66.84%
10	Expenses	10-5400-0	ON BEHALF OF PAYMENTS - RESCUE	540	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
10	Expenses	10-5400-1	POSTAGE	540	\$100.00	\$0.00	\$55.74	\$44.26	55.74%
10	Expenses	10-5400-0	PROFESSIONAL SERVICES	540	\$15,000.00	\$0.00	\$30,941.02	(\$15,941.0)	206.27%
10	Expenses	10-5400-0	REGULAR SALARIES	540	\$933,990.0	\$0.00	\$572,582.1	\$361,407.8	61.30%
10	Expenses	10-5400-1	REPAIR BLDGS & GROUNDS	540	\$7,000.00	\$0.00	\$3,735.41	\$3,264.59	53.36%
10	Expenses	10-5400-0	RESCUE DEPARTMENT	540	\$0.00	\$0.00	\$350.00	(\$350.00)	0.00%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	10 Expenses	10-5400-0	RETIREMENT	540	\$142,010.0	\$0.00	\$87,189.34	\$54,820.66	61.40%
	10 Expenses	10-5400-7	SMALL EQUIPMENT	540	\$13,000.00	\$0.00	\$2,293.25	\$10,706.75	17.64%
	10 Expenses	10-5400-1	TELEPHONE	540	\$9,000.00	\$0.00	\$4,670.97	\$4,329.03	51.90%
	10 Expenses	10-5400-0	TEMPORARY SALARIES	540	\$45,500.00	\$0.00	\$47,559.47	(\$2,059.47)	104.53%
	10 Expenses	10-5400-3	UNIFORMS	540	\$8,000.00	\$0.00	\$7,990.55	\$9.45	99.88%
	10 Expenses	10-5400-1	UTILITIES	540	\$17,000.00	\$0.00	\$6,755.93	\$10,244.07	39.74%
					\$1,609,900.00	\$0.00	\$1,020,402.72	\$589,497.28	63%
Dept: 560									
	10 Expenses	10-5600-2	ADVERTISING	560	\$100.00	\$0.00	\$101.00	(\$1.00)	101.00%
	10 Expenses	10-5600-3	AUTOMOTIVE SUPPLIES	560	\$8,000.00	\$0.00	\$4,367.52	\$3,632.48	54.59%
	10 Expenses	10-5600-4	CONTRACTED SERVICES	560	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
	10 Expenses	10-5600-3	DEPARTMENT SUPPLIES	560	\$5,000.00	\$0.00	\$3,801.03	\$1,198.97	76.02%
	10 Expenses	10-5600-5	DUES	560	\$0.00	\$0.00	\$65.70	(\$65.70)	0.00%
	10 Expenses	10-5600-1	EMPLOYEE TRAINING	560	\$600.00	\$0.00	\$14.16	\$585.84	2.36%
	10 Expenses	10-5600-0	FICA TAX	560	\$14,880.00	\$0.00	\$9,489.15	\$5,390.85	63.77%
	10 Expenses	10-5600-0	GROUP INSURANCE	560	\$49,430.00	\$0.00	\$30,744.15	\$18,685.85	62.20%
	10 Expenses	10-5600-5	INSURANCE	560	\$16,100.00	\$0.00	\$15,190.12	\$909.88	94.35%
	10 Expenses	10-5600-5	MISCELLANEOUS	560	\$500.00	\$0.00	\$23.44	\$476.56	4.69%
	10 Expenses	10-5600-1	POSTAGE	560	\$50.00	\$0.00	(\$22.00)	\$72.00	-44.00%
	10 Expenses	10-5600-3	POWELL B/EQUIP OPERATIONS	560	\$0.00	\$0.00	\$86.99	(\$86.99)	0.00%
	10 Expenses	10-5600-0	REGULAR SALARIES	560	\$189,420.0	\$0.00	\$124,484.2	\$64,935.80	65.72%
	10 Expenses	10-5600-1	REPAIR BLDGS & GROUNDS	560	\$500.00	\$0.00	\$179.18	\$320.82	35.84%
	10 Expenses	10-5600-1	REPAIR EQUIPMENT	560	\$4,000.00	\$0.00	\$1,684.96	\$2,315.04	42.12%
	10 Expenses	10-5600-0	RETIREMENT	560	\$28,100.00	\$0.00	\$17,589.97	\$10,510.03	62.60%
	10 Expenses	10-5600-7	SMALL EQUIPMENT	560	\$2,550.00	\$0.00	\$1,964.40	\$585.60	77.04%
	10 Expenses	10-5600-3	STAMPEDE - STREET	560	\$1,800.00	\$0.00	\$3,082.86	(\$1,282.86)	171.27%
	10 Expenses	10-5600-1	TELEPHONE	560	\$2,500.00	\$0.00	\$1,231.12	\$1,268.88	49.24%
	10 Expenses	10-5600-0	TEMPORARY SALARIES	560	\$3,040.00	\$0.00	\$2,406.39	\$633.61	79.16%
	10 Expenses	10-5600-3	UNIFORMS	560	\$3,500.00	\$0.00	\$1,601.29	\$1,898.71	45.75%
	10 Expenses	10-5600-1	UTILITIES	560	\$128,000.0	\$0.00	\$104,269.6	\$23,730.40	81.46%
					\$458,270.00	\$0.00	\$322,355.23	\$135,914.77	70%
Dept: 580									

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	10 Expenses	10-5800-2	ADVERTISING	580	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
	10 Expenses	10-5800-3	AUTOMOTIVE SUPPLIES	580	\$35,000.00	\$0.00	\$23,763.45	\$11,236.55	67.90%
	10 Expenses	10-5800-3	DEPARTMENT SUPPLIES	580	\$2,500.00	\$0.00	\$1,456.71	\$1,043.29	58.27%
	10 Expenses	10-5800-5	DUES	580	\$1,500.00	\$0.00	\$131.40	\$1,368.60	8.76%
	10 Expenses	10-5800-1	EMPLOYEE TRAINING	580	\$2,500.00	\$0.00	\$2,454.15	\$45.85	98.17%
	10 Expenses	10-5800-0	FICA TAX	580	\$45,500.00	\$0.00	\$15,282.03	\$30,217.97	33.59%
	10 Expenses	10-5800-3	GARBAGE COLLECTION	580	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
	10 Expenses	10-5800-0	GROUP INSURANCE	580	\$81,230.00	\$0.00	\$54,376.17	\$26,853.83	66.94%
	10 Expenses	10-5800-5	INSURANCE	580	\$16,200.00	\$0.00	\$14,281.95	\$1,918.05	88.16%
	10 Expenses	10-5800-3	LAB SUPPLIES	580	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
	10 Expenses	10-5800-3	MARTIN COUNTY LANDFILL	580	\$75,000.00	\$0.00	\$39,978.40	\$35,021.60	53.30%
	10 Expenses	10-5800-5	MISCELLANEOUS	580	\$0.00	\$0.00	\$154.40	(\$154.40)	0.00%
	10 Expenses	10-5800-0	PROFESSIONAL SERVICES	580	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
	10 Expenses	10-5800-0	REGULAR SALARIES	580	\$330,400.0	\$0.00	\$203,061.9	\$127,338.0	61.46%
	10 Expenses	10-5800-1	REPAIR EQUIPMENT	580	\$15,000.00	\$0.00	\$11,425.48	\$3,574.52	76.17%
	10 Expenses	10-5800-0	RETIREMENT	580	\$48,080.00	\$0.00	\$28,523.84	\$19,556.16	59.33%
	10 Expenses	10-5800-1	TELEPHONE	580	\$2,500.00	\$0.00	\$1,578.30	\$921.70	63.13%
	10 Expenses	10-5800-0	TEMPORARY SALARIES	580	\$3,060.00	\$0.00	\$1,973.64	\$1,086.36	64.50%
	10 Expenses	10-5800-3	UNIFORMS	580	\$5,000.00	\$0.00	\$4,100.74	\$899.26	82.01%
					\$664,970.00	\$0.00	\$402,542.65	\$262,427.35	61%
Dept: 620									
	10 Expenses	10-6200-3	AUTOMOTIVE SUPPLIES	620	\$13,500.00	\$0.00	\$4,865.63	\$8,634.37	36.04%
	10 Expenses	10-6200-7	CAPITAL OUTLAY EQUIPMENT	620	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
	10 Expenses	10-6200-4	CONTRACTED SERVICES	620	\$5,230.00	\$0.00	\$1,483.17	\$3,746.83	28.36%
	10 Expenses	10-6200-3	DEPARTMENT SUPPLIES	620	\$35,300.00	\$0.00	\$14,845.81	\$20,454.19	42.06%
	10 Expenses	10-6200-5	DUES	620	\$350.00	\$0.00	\$365.40	(\$15.40)	104.40%
	10 Expenses	10-6200-1	EMPLOYEE TRAINING	620	\$2,490.00	\$0.00	\$2,391.46	\$98.54	96.04%
	10 Expenses	10-6200-0	FICA TAX	620	\$26,600.00	\$0.00	\$15,867.20	\$10,732.80	59.65%
	10 Expenses	10-6200-3	GARBAGE COLLECTION	620	\$11,200.00	\$0.00	\$7,174.42	\$4,025.58	64.06%
	10 Expenses	10-6200-0	GROUP INSURANCE	620	\$25,110.00	\$0.00	\$15,294.88	\$9,815.12	60.91%
	10 Expenses	10-6200-5	INSURANCE	620	\$24,500.00	\$0.00	\$22,580.04	\$1,919.96	92.16%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	10 Expenses	10-6200-5	MISCELLANEOUS	620	\$3,000.00	\$0.00	\$2,494.08	\$505.92	83.14%
	10 Expenses	10-6200-1	POSTAGE	620	\$200.00	\$0.00	\$5.58	\$194.42	2.79%
	10 Expenses	10-6200-0	PROFESSIONAL SERVICES	620	\$45,340.00	\$0.00	\$7,146.50	\$38,193.50	15.76%
	10 Expenses	10-6200-0	REGULAR SALARIES	620	\$236,360.0	\$0.00	\$145,840.8	\$90,519.20	61.70%
	10 Expenses	10-6200-1	REPAIR BLDGS & GROUNDS	620	\$73,700.00	\$0.00	\$46,952.75	\$26,747.25	63.71%
	10 Expenses	10-6200-1	REPAIR EQUIPMENT	620	\$11,700.00	\$0.00	\$7,603.76	\$4,096.24	64.99%
	10 Expenses	10-6200-0	RETIREMENT	620	\$34,990.00	\$0.00	\$21,652.79	\$13,337.21	61.88%
	10 Expenses	10-6200-7	SMALL EQUIPMENT	620	\$5,395.00	\$0.00	\$2,950.00	\$2,445.00	54.68%
	10 Expenses	10-6200-3	SUPPLIES-TURFGRASS MGMT	620	\$12,225.00	\$0.00	\$3,303.07	\$8,921.93	27.02%
	10 Expenses	10-6200-1	TELEPHONE	620	\$4,680.00	\$0.00	\$1,894.35	\$2,785.65	40.48%
	10 Expenses	10-6200-0	TEMPORARY SALARIES	620	\$111,130.0	\$0.00	\$66,563.34	\$44,566.66	59.90%
	10 Expenses	10-6200-3	UNIFORMS	620	\$3,100.00	\$0.00	\$2,169.82	\$930.18	69.99%
	10 Expenses	10-6200-1	UTILITIES	620	\$30,900.00	\$0.00	\$20,150.80	\$10,749.20	65.21%
					\$735,000.00	\$0.00	\$413,595.65	\$321,404.35	56%
Dept: 630									
	10 Expenses	10-6300-1	CHRISTMAS PARADE	630	\$3,500.00	\$0.00	\$2,467.66	\$1,032.34	70.50%
	10 Expenses	10-6300-1	CHRISTMAS TREE LIGHTS	630	\$1,220.00	\$0.00	\$925.00	\$295.00	75.82%
	10 Expenses	10-6300-7	MAINTENANCE--CHRISTMAS DEC	630	\$500.00	\$0.00	\$189.00	\$311.00	37.80%
	10 Expenses	10-6300-1	MARTIN MEMORIAL LIBRARY	630	\$104,040.0	\$0.00	\$60,822.68	\$43,217.32	58.46%
	10 Expenses	10-6300-1	STAMPEDE FESTIVAL	630	\$10,000.00	\$0.00	\$9,636.81	\$363.19	96.37%
					\$119,260.00	\$0.00	\$74,041.15	\$45,218.85	62%
Dept: 640									
	10 Expenses	10-6400-3	AUTOMOTIVE SUPPLIES	640	\$2,000.00	\$0.00	\$933.64	\$1,066.36	46.68%
	10 Expenses	10-6400-7	CAPITAL OUTLAY EQUIPMENT	640	\$20,500.00	\$0.00	\$8,052.16	\$12,447.84	39.28%
	10 Expenses	10-6400-3	DEPARTMENT SUPPLIES	640	\$1,000.00	\$0.00	\$594.68	\$405.32	59.47%
	10 Expenses	10-6400-0	FICA TAX	640	\$5,850.00	\$0.00	\$3,185.48	\$2,664.52	54.45%
	10 Expenses	10-6400-0	GROUP INSURANCE	640	\$16,040.00	\$0.00	\$10,688.24	\$5,351.76	66.63%
	10 Expenses	10-6400-5	INSURANCE	640	\$3,100.00	\$0.00	\$2,296.71	\$803.29	74.09%
	10 Expenses	10-6400-5	MISCELLANEOUS	640	\$300.00	\$0.00	\$226.20	\$73.80	75.40%
	10 Expenses	10-6400-0	PROFESSIONAL SERVICES	640	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
	10 Expenses	10-6400-0	REGULAR SALARIES	640	\$70,360.00	\$0.00	\$43,630.57	\$26,729.43	62.01%
	10 Expenses	10-6400-1	REPAIR BLDGS & GROUNDS	640	\$500.00	\$0.00	\$0.00	\$500.00	0.00%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	10 Expenses	10-6400-1	REPAIR EQUIPMENT	640	\$1,500.00	\$0.00	\$775.37	\$724.63	51.69%
	10 Expenses	10-6400-0	RETIREMENT	640	\$10,990.00	\$0.00	\$6,473.60	\$4,516.40	58.90%
	10 Expenses	10-6400-3	ROOKS FUND EXPENSE	640	\$500.00	\$0.00	\$160.00	\$340.00	32.00%
	10 Expenses	10-6400-7	SMALL EQUIPMENT	640	\$1,800.00	\$0.00	\$999.98	\$800.02	55.55%
	10 Expenses	10-6400-1	TELEPHONE	640	\$800.00	\$0.00	\$321.68	\$478.32	40.21%
	10 Expenses	10-6400-0	TEMPORARY SALARIES	640	\$6,000.00	\$0.00	\$2,207.54	\$3,792.46	36.79%
	10 Expenses	10-6400-3	UNIFORMS	640	\$1,000.00	\$0.00	\$708.34	\$291.66	70.83%
	10 Expenses	10-6400-1	UTILITIES	640	\$1,500.00	\$0.00	\$661.15	\$838.85	44.08%
					\$144,040.00	\$0.00	\$81,915.34	\$62,124.66	57%
Dept: 650									
	10 Expenses	10-6500-3	AUTOMOTIVE SUPPLIES	650	\$1,000.00	\$0.00	\$832.62	\$167.38	83.26%
	10 Expenses	10-6500-3	BANK CHARGES	650	\$200.00	\$0.00	\$117.00	\$83.00	58.50%
	10 Expenses	10-6500-0	CLEANING SERVICES	650	\$5,200.00	\$0.00	\$3,300.00	\$1,900.00	63.46%
	10 Expenses	10-6500-4	CONTRACTED SERVICES	650	\$8,000.00	\$0.00	\$4,452.48	\$3,547.52	55.66%
	10 Expenses	10-6500-3	DEPARTMENT SUPPLIES	650	\$4,000.00	\$0.00	\$3,845.53	\$154.47	96.14%
	10 Expenses	10-6500-1	EMPLOYEE TRAINING	650	\$750.00	\$0.00	\$20.00	\$730.00	2.67%
	10 Expenses	10-6500-0	FICA TAX	650	\$13,820.00	\$0.00	\$7,077.63	\$6,742.37	51.21%
	10 Expenses	10-6500-3	GARBAGE COLLECTION	650	\$2,500.00	\$0.00	\$1,384.10	\$1,115.90	55.36%
	10 Expenses	10-6500-0	GROUP INSURANCE	650	\$24,330.00	\$0.00	\$16,851.13	\$7,478.87	69.26%
	10 Expenses	10-6500-5	INSURANCE	650	\$6,200.00	\$0.00	\$5,208.34	\$991.66	84.01%
	10 Expenses	10-6500-2	LEASES	650	\$1,500.00	\$0.00	\$11,280.00	(\$9,780.00)	752.00%
	10 Expenses	10-6500-5	MISCELLANEOUS	650	\$200.00	\$0.00	\$115.60	\$84.40	57.80%
	10 Expenses	10-6500-0	PROFESSIONAL SERVICES	650	\$2,000.00	\$0.00	\$182.50	\$1,817.50	9.13%
	10 Expenses	10-6500-0	REGULAR SALARIES	650	\$180,640.00	\$0.00	\$94,156.26	\$86,483.74	52.12%
	10 Expenses	10-6500-1	REPAIR BLDGS & GROUNDS	650	\$52,000.00	\$0.00	\$40,411.75	\$11,588.25	77.71%
	10 Expenses	10-6500-1	REPAIR EQUIPMENT	650	\$2,000.00	\$0.00	\$588.46	\$1,411.54	29.42%
	10 Expenses	10-6500-0	RETIREMENT	650	\$26,100.00	\$0.00	\$13,688.48	\$12,411.52	52.45%
	10 Expenses	10-6500-7	SMALL EQUIPMENT	650	\$3,100.00	\$0.00	\$1,450.39	\$1,649.61	46.79%
	10 Expenses	10-6500-1	TELEPHONE	650	\$2,500.00	\$0.00	\$976.20	\$1,523.80	39.05%
	10 Expenses	10-6500-3	UNIFORMS	650	\$2,500.00	\$0.00	\$869.72	\$1,630.28	34.79%
	10 Expenses	10-6500-1	UTILITIES	650	\$2,750.00	\$0.00	\$491.64	\$2,258.36	17.88%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
					\$341,290.00	\$0.00	\$207,299.83	\$133,990.17	61%
Dept: 660									
	10 Expenses	10-6600-5	COMMITTEE OF 100	660	\$500.00	\$0.00	\$500.00	\$0.00	100.00%
	10 Expenses	10-6600-1	HWY 17 ASSOCIATION	660	\$2,500.00	\$0.00	\$2,500.00	\$0.00	100.00%
	10 Expenses	10-6600-5	INSTITUTE OF GOVERNMENT	660	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
	10 Expenses	10-6600-0	MARTIN CO ARTS COUNCIL	660	\$7,000.00	\$0.00	\$7,000.00	\$0.00	100.00%
	10 Expenses	10-6600-5	MARTIN COUNTY CHAMBER	660	\$3,215.00	\$0.00	\$3,215.00	\$0.00	100.00%
	10 Expenses	10-6600-1	MID EAST COMMISSION	660	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
	10 Expenses	10-6600-5	NCLM	660	\$7,000.00	\$0.00	\$6,588.00	\$412.00	94.11%
	10 Expenses	10-6600-7	RETIREEES FRINGE BENEFITS	660	\$104,320.00	\$0.00	\$61,051.14	\$43,268.86	58.52%
	10 Expenses	10-6600-5	ROANOKE RIVER PARTNERS	660	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
	10 Expenses	10-6600-9	TRNSFR TO CAP PROJECTS FUND	660	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
	10 Expenses	10-6600-1	WILLIAMSTON BEAUTIFICATION	660	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
	10 Expenses	10-6600-0	WILLIAMSTON DOWNTOWN	660	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
	10 Expenses	10-6600-0	WMSTN DOWNTOWN,INC FACADE	660	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
					\$191,085.00	\$0.00	\$85,854.14	\$105,230.86	45%
					\$8,433,898.47	\$0.00	\$4,990,034.64	\$3,443,863.83	59%
					16,867,796.94	\$0.00	\$10,272,577.25	\$6,595,219.69	61%
Fund Or Attrib: 15 Powell Bill									
Type: Revenues									
Dept:									
	15 Revenues	15-3600-3	INVESTMENT EARNINGS POWELL BILL		\$20,000.00	\$0.00	\$9,461.23	(\$10,538.77)	47.31%
	15 Revenues	15-3900-3	POWELL BILL FUND BALANCE		\$120,726.00	\$0.00	\$0.00	(\$120,726.00)	0.00%
	15 Revenues	15-3300-3	POWELL BILL REVENUE		\$190,000.00	\$0.00	\$206,205.90	\$16,205.95	108.53%
	15 Revenues	15-3100-3	VEHICLE TAXES - STREETS		\$81,250.00	\$0.00	\$49,302.00	(\$31,948.00)	60.68%
					\$411,976.00	\$0.00	\$264,969.18	(\$147,006.82)	64%
					\$411,976.00	\$0.00	\$264,969.18	(\$147,006.82)	64%
Type: Expenses									
Dept: 560									
	15 Expenses	15-5600-8	LOAN AND INTEREST	560	\$1,183.00	\$0.00	\$0.00	\$1,183.00	0.00%
	15 Expenses	15-5600-3	POWELL BILL - EQUIPMENT/OPERATION	560	\$8,500.00	\$0.00	\$11,159.41	(\$2,659.41)	131.29%
	15 Expenses	15-5600-3	POWELL BILL - PROJECT	560	\$300,000.00	\$0.00	\$189,329.00	\$110,671.00	63.11%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	15 Expenses	15-5600-3	POWELL BILL SERVICES	560	\$25,000.00	\$0.00	\$13,001.12	\$11,998.88	52.00%
	15 Expenses	15-5600-4	POWELL BILL-LOAN PRINCIPAL	560	\$77,293.00	\$0.00	\$0.00	\$77,293.00	0.00%
					\$411,976.00	\$0.00	\$213,489.53	\$198,486.47	52%
					\$411,976.00	\$0.00	\$213,489.53	\$198,486.47	52%
					\$823,952.00	\$0.00	\$478,458.71	\$345,493.29	58%
Fund Or Attrib: 25 Stormwater									
Type: Revenues									
Dept:									
	25 Revenues	25-3501-3	STORM WATER		\$55,000.00	\$0.00	\$33,622.00	(\$21,378.00)	61.13%
					\$55,000.00	\$0.00	\$33,622.00	(\$21,378.00)	61%
					\$55,000.00	\$0.00	\$33,622.00	(\$21,378.00)	61%
Type: Expenses									
Dept: 520									
	25 Expenses	25-5200-9	DEBT RESERVE	520	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
	25 Expenses	25-5200-9	FUTURE PROJECT	520	\$674.00	\$0.00	\$0.00	\$674.00	0.00%
	25 Expenses	25-5200-9	STORM WATER DEBT PAYMENT	520	\$39,326.00	\$0.00	\$39,326.00	\$0.00	100.00%
	25 Expenses	25-5200-9	UNCOLLECTIBLE - STORM WATER	520	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
					\$55,000.00	\$0.00	\$39,326.00	\$15,674.00	72%
					\$55,000.00	\$0.00	\$39,326.00	\$15,674.00	72%
					\$110,000.00	\$0.00	\$72,948.00	\$37,052.00	66%
Fund Or Attrib: 30 Water & Sewer									
Type: Revenues									
Dept:									
	30 Revenues	30-3600-3	CASH SHORT & OVER		\$0.00	\$0.00	(\$284.11)	(\$284.11)	0.00%
	30 Revenues	30-3602-3	INVESTMENT EARNINGS		\$250,000.00	\$0.00	\$166,947.50	(\$83,052.50)	66.78%
	30 Revenues	30-3601-3	MISCELLANEOUS		\$500.00	\$0.00	\$65.50	(\$434.50)	13.10%
	30 Revenues	30-3501-3	PENALTIES		\$50,000.00	\$0.00	\$40,917.16	(\$9,082.84)	81.83%
	30 Revenues	30-3502-3	PENALTIES		\$500.00	\$0.00	\$0.00	(\$500.00)	0.00%
	30 Revenues	30-3602-3	PV TRANSPORT LAB ANALYSIS		\$0.00	\$0.00	\$7,968.96	\$7,968.96	0.00%
	30 Revenues	30-3601-3	RETURNED CHECKS		\$1,000.00	\$0.00	\$0.00	(\$1,000.00)	0.00%
	30 Revenues	30-3502-3	REVENUE FROM TREE CUTTING AT WWT		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	30 Revenues	30-3602-3	SALE OF FIXED ASSETS		\$15,000.00	\$0.00	\$0.00	(\$15,000.00)	0.00%
	30 Revenues	30-3502-3	SEWER SERVICES		\$1,590,000.00	\$0.00	\$1,072,693.00	(\$517,307.00)	67.46%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	30 Revenues	30-3501-3	TAPS AND CONNECTION FEES		\$5,000.00	\$0.00	\$664.47	(\$4,335.53)	13.29%
	30 Revenues	30-3502-3	TAPS AND CONNECTION FEES		\$1,000.00	\$0.00	\$554.82	(\$445.18)	55.48%
	30 Revenues	30-3511-3	WA DIST 1 - MCRWASA FEE		\$50,000.00	\$0.00	\$36,874.34	(\$13,125.6)	73.75%
	30 Revenues	30-3511-3	WA DIST 1 - WA SERVICES		\$120,000.0	\$0.00	\$85,190.89	(\$34,809.1)	70.99%
	30 Revenues	30-3512-3	WA DIST 2 - WA SERVICES		\$235,000.0	\$0.00	\$159,608.9	(\$75,391.0)	67.92%
	30 Revenues	30-3512-3	WA DIST 2 SEWER		\$1,500.00	\$0.00	\$1,294.00	(\$206.00)	86.27%
	30 Revenues	30-3512-3	WA DISTR 2 - MCRWASA FEE		\$105,200.0	\$0.00	\$67,409.51	(\$37,790.4)	64.08%
	30 Revenues	30-3501-3	WATER - MCRWASA FEE		\$800,000.0	\$0.00	\$596,542.4	(\$203,457.	74.57%
	30 Revenues	30-3501-3	WATER SERVICES		\$1,225,000	\$0.00	\$839,757.4	(\$385,242.	68.55%
					\$4,449,700.00	\$0.00	\$3,077,205.361,372,494.64)		69%
					\$4,449,700.00	\$0.00	\$3,077,205.361,372,494.64)		69%
Type: Expenses									
Dept: 810									
	30 Expenses	30-8100-0	ADMINISTRATION EXPENSE	810	\$525,347.0	\$0.00	\$350,411.3	\$174,935.6	66.70%
	30 Expenses	30-8100-2	ADVERTISING	810	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
	30 Expenses	30-8100-3	AUTOMOTIVE SUPPLIES	810	\$17,000.00	\$0.00	\$11,562.12	\$5,437.88	68.01%
	30 Expenses	30-8100-3	BANK ANALYSIS CHARGES	810	\$1,300.00	\$0.00	\$1,001.72	\$298.28	77.06%
	30 Expenses	30-8100-7	CAPITAL OUTLAY EQUIPMENT	810	\$133,500.0	\$0.00	\$115,508.6	\$17,991.37	86.52%
	30 Expenses	30-8100-4	CONTRACTED SERVICES	810	\$75,000.00	\$0.00	\$67,733.23	\$7,266.77	90.31%
	30 Expenses	30-8100-3	DEPARTMENT SUPPLIES	810	\$25,000.00	\$0.00	\$16,772.05	\$8,227.95	67.09%
	30 Expenses	30-8100-5	DUES	810	\$4,500.00	\$0.00	\$1,085.50	\$3,414.50	24.12%
	30 Expenses	30-8100-1	EMPLOYEE TRAINING	810	\$4,000.00	\$0.00	\$1,659.03	\$2,340.97	41.48%
	30 Expenses	30-8100-2	EQUIPMENT RENT,LEASES	810	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
	30 Expenses	30-8100-0	FICA TAX	810	\$21,500.00	\$0.00	\$13,297.31	\$8,202.69	61.85%
	30 Expenses	30-8100-0	GROUP INSURANCE	810	\$41,620.00	\$0.00	\$27,516.24	\$14,103.76	66.11%
	30 Expenses	30-8100-5	INSURANCE	810	\$28,500.00	\$0.00	\$25,919.58	\$2,580.42	90.95%
	30 Expenses	30-8100-5	MISCELLANEOUS	810	\$500.00	\$0.00	\$23.52	\$476.48	4.70%
	30 Expenses	30-8100-3	OFFICE SUPPLIES	810	\$250.00	\$0.00	\$767.41	(\$517.41)	306.96%
	30 Expenses	30-8100-1	POSTAGE	810	\$5,000.00	\$0.00	\$3,689.34	\$1,310.66	73.79%
	30 Expenses	30-8100-8	PRINCIPAL - SCADA	810	\$62,553.00	\$0.00	\$0.00	\$62,553.00	0.00%
	30 Expenses	30-8100-0	PROFESSIONAL SERVICES	810	\$12,000.00	\$0.00	\$8,219.94	\$3,780.06	68.50%
	30 Expenses	30-8100-0	REGULAR SALARIES	810	\$260,500.0	\$0.00	\$159,150.0	\$101,349.9	61.09%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	30 Expenses	30-8100-1	REPAIR BLDGS & GROUNDS	810	\$4,000.00	\$0.00	\$192.48	\$3,807.52	4.81%
	30 Expenses	30-8100-1	REPAIR EQUIPMENT	810	\$10,000.00	\$0.00	\$2,521.61	\$7,478.39	25.22%
	30 Expenses	30-8100-7	REPAIR LINES	810	\$19,000.00	\$0.00	\$0.00	\$19,000.00	0.00%
	30 Expenses	30-8100-7	REPAIR/REPLACE FIRE HYDRANTS	810	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
	30 Expenses	30-8100-0	RETIREE -- FRINGE BENEFITS	810	\$11,550.00	\$0.00	\$2,505.99	\$9,044.01	21.70%
	30 Expenses	30-8100-0	RETIREMENT	810	\$40,520.00	\$0.00	\$24,248.91	\$16,271.09	59.84%
	30 Expenses	30-8100-7	SMALL EQUIPMENT	810	\$5,400.00	\$0.00	\$799.98	\$4,600.02	14.81%
	30 Expenses	30-8100-1	TELEPHONE	810	\$5,000.00	\$0.00	\$2,594.30	\$2,405.70	51.89%
	30 Expenses	30-8100-0	TEMPORARY SALARIES	810	\$20,000.00	\$0.00	\$15,567.65	\$4,432.35	77.84%
	30 Expenses	30-8100-1	TRAVEL	810	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
	30 Expenses	30-8100-3	UNIFORMS	810	\$3,000.00	\$0.00	\$1,716.13	\$1,283.87	57.20%
	30 Expenses	30-8100-1	UTILITIES	810	\$20,000.00	\$0.00	\$13,075.42	\$6,924.58	65.38%
	30 Expenses	30-8100-9	WATER AUTHORITY PURCHASE	810	\$1,243,275	\$0.00	\$725,022.7	\$518,252.2	58.32%
					\$2,608,415.00	\$0.00	\$1,592,562.17	\$1,015,852.83	61%
Dept: 811									
	30 Expenses	30-8110-9	MC DEBT SERVICE	811	\$42,303.00	\$0.00	\$0.00	\$42,303.00	0.00%
	30 Expenses	30-8111-9	MC DEBT SERVICE	811	\$124,198.0	\$0.00	\$0.00	\$124,198.0	0.00%
					\$166,501.00	\$0.00	\$0.00	\$0.00	0%
Dept: 820									
	30 Expenses	30-8200-0	ADMINISTRATION EXPENSE	820	\$444,743.0	\$0.00	\$296,495.3	\$148,247.6	66.67%
	30 Expenses	30-8200-2	ADVERTISING	820	\$300.00	\$0.00	\$88.25	\$211.75	29.42%
	30 Expenses	30-8200-3	AUTOMOTIVE SUPPLIES	820	\$8,000.00	\$0.00	\$4,245.85	\$3,754.15	53.07%
	30 Expenses	30-8200-3	BANK ANALYSIS CHARGES	820	\$0.00	\$0.00	\$1,166.54	(\$1,166.54)	0.00%
	30 Expenses	30-8200-7	CAPITAL OUTLAY EQUIPMENT	820	\$81,000.00	\$0.00	\$0.00	\$81,000.00	0.00%
	30 Expenses	30-8200-7	CAPITAL OUTLAY LINES	820	\$0.00	\$0.00	\$11.23	(\$11.23)	0.00%
	30 Expenses	30-8200-3	CHEMICAL SUPPLIES	820	\$20,000.00	\$0.00	\$10,357.55	\$9,642.45	51.79%
	30 Expenses	30-8200-4	CONTRACTED SERVICES	820	\$80,000.00	\$0.00	\$31,516.03	\$48,483.97	39.40%
	30 Expenses	30-8200-3	DEPARTMENT SUPPLIES	820	\$15,000.00	\$0.00	\$7,663.80	\$7,336.20	51.09%
	30 Expenses	30-8200-5	DUES	820	\$9,000.00	\$0.00	\$4,395.10	\$4,604.90	48.83%
	30 Expenses	30-8200-1	EMPLOYEE TRAINING	820	\$3,000.00	\$0.00	\$479.16	\$2,520.84	15.97%
	30 Expenses	30-8200-2	EQUIPMENT RENT,LEASE	820	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
	30 Expenses	30-8200-0	FICA TAX	820	\$24,880.00	\$0.00	\$14,927.55	\$9,952.45	60.00%

Fund Or Attr	Type	Acct Num	Disp Acct	Dept	Budget	Enc Amt	YTD	Variance	Prcnt
	30 Expenses	30-8200-3	GARBAGE COLLECTION	820	\$2,500.00	\$0.00	\$1,663.20	\$836.80	66.53%
	30 Expenses	30-8200-0	GROUP INSURANCE	820	\$55,480.00	\$0.00	\$37,369.42	\$18,110.58	67.36%
	30 Expenses	30-8200-5	INSURANCE	820	\$47,500.00	\$0.00	\$43,644.97	\$3,855.03	91.88%
	30 Expenses	30-8200-8	INTEREST - ANNEXATION SEWER	820	\$40,297.00	\$0.00	\$20,148.89	\$20,148.11	50.00%
	30 Expenses	30-8200-3	LAB SUPPLIES	820	\$11,000.00	\$0.00	\$4,439.63	\$6,560.37	40.36%
	30 Expenses	30-8200-5	MISCELLANEOUS	820	\$500.00	\$0.00	\$160.33	\$339.67	32.07%
	30 Expenses	30-8200-3	OFFICE SUPPLIES	820	\$500.00	\$0.00	\$446.77	\$53.23	89.35%
	30 Expenses	30-8200-1	POSTAGE	820	\$10,000.00	\$0.00	\$7,141.45	\$2,858.55	71.41%
	30 Expenses	30-8200-8	PRIN - ANNEXATION SEWER	820	\$182,509.0	\$0.00	\$0.00	\$182,509.0	0.00%
	30 Expenses	30-8200-8	PRINCIPAL - I & I SEWER REHAB	820	\$52,065.00	\$0.00	\$0.00	\$52,065.00	0.00%
	30 Expenses	30-8200-0	PROFESSIONAL SERVICES	820	\$5,000.00	\$0.00	\$2,078.62	\$2,921.38	41.57%
	30 Expenses	30-8200-0	REGULAR SALARIES	820	\$313,420.0	\$0.00	\$192,330.5	\$121,089.4	61.37%
	30 Expenses	30-8200-1	REPAIR BLDGS & GROUNDS	820	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
	30 Expenses	30-8200-1	REPAIR EQUIPMENT	820	\$59,000.00	\$0.00	\$35,641.52	\$23,358.48	60.41%
	30 Expenses	30-8200-0	RETIREE -- FRINGE BENEFITS	820	\$9,150.00	\$0.00	\$5,800.88	\$3,349.12	63.40%
	30 Expenses	30-8200-0	RETIREMENT	820	\$46,980.00	\$0.00	\$27,610.69	\$19,369.31	58.77%
	30 Expenses	30-8200-7	SEWER LINE REPAIRS	820	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
	30 Expenses	30-8200-7	SMALL EQUIPMENT	820	\$660.00	\$0.00	\$564.88	\$95.12	85.59%
	30 Expenses	30-8200-1	TELEPHONE	820	\$3,500.00	\$0.00	\$3,868.54	(\$368.54)	110.53%
	30 Expenses	30-8200-0	TEMPORARY SALARIES	820	\$11,800.00	\$0.00	\$4,935.88	\$6,864.12	41.83%
	30 Expenses	30-8200-3	UNIFORMS	820	\$4,000.00	\$0.00	\$2,751.30	\$1,248.70	68.78%
	30 Expenses	30-8200-1	UTILITIES	820	\$115,000.0	\$0.00	\$100,463.3	\$14,536.61	87.36%
					\$1,674,784.00	\$0.00	\$862,407.26	\$812,376.74	51%
					\$4,449,700.00	\$0.00	\$2,454,969.43	\$1,994,730.57	55%
					\$8,899,400.00	\$0.00	\$5,532,174.79	\$3,367,225.21	62%

Minutes from MML Board Meeting January, 29, 2025

The BHM Regional Library Board met for its quarterly meeting on Wednesday, January 29, 2025. Present were board members Daniella Rinehart, Fred Harrison, Jean Spruell-Boyd, Jeanne Maner, Laurie Irwin-Pinkley, Susan Harris, Branch Manager Mika Davis, and BHM Regional Library Director Paula Hopper.

The meeting was called to order at 4:03 pm and the minutes were approved as mailed. Mrs. Davis provided a flyer to the board members highlighted upcoming programs for February. She told a little about each program and explained that Martin Memorial Library and the Martin-Pitt Partnership for children were going to make the Read to Love, Love to Read a yearly event. This is the second year it is being held.

She went on to say that she had not received an estimate from Jerry Benson for the project to pour a concrete slab to make access to the pavilion easier via the emergency exit located in the children's section. Ms. Harris explained that Jerry felt it was going to cost more than the library was willing to spend therefore he had not provided the estimate. Mrs. Davis explained that while she was prepared to spend \$4000.00, she would still like the estimate if it were more. She may be able to move money from some other line items to make sure the project can be completed. Ms. Harris said she would let Mr. Benson know.

Ms. Davis let the board members know that some books have been donated by the historical society. Those books are currently at HQ waiting to be processed. She explained that she has requested that these books be catalogued in a way in which they can be checked out by patrons. MML currently has some of the books but they are catalogued as reference, therefore they cannot be checked out.

Mrs. Davis then let the board know that the library has purchased two new pieces of equipment. A cricut cutting machine that they hope to make available for public use and a smart board with video conferencing capabilities. She explained that the cricut could be reserved by patrons who would bring their own supplies and use the machine at the library. The board recommended some type of training material for users to either read or watch before using. Ms. Hopper indicated that when she worked at the community college users could sign up for two hour timeslots to use the machine. She also suggested that Mrs. Davis contact our IT contractor Glen Williams to make sure we had enough bandwidth to support video conferencing in the MSG meeting room where the smartboard will be housed. She let Ms. Davis know that having extra stylus pens was a good idea as well.

The financial report was presented and Mrs. Davis asked for ideas to use the funds. Mr. Harris suggested buying supplies for the acrylic painting classes so that patrons would not have to purchase their own. He also suggested that programs geared towards tax season would probably be beneficial to the community. He mentioned contacting Lisa Smith with NC Cooperative Extension to see if she were available for dietary programs.

Mrs. Davis presented a report (attached).

Ms. Hopper indicated that budget season was approaching and encouraged the board members to speak with their local and county governments about the importance of the library to our community. She then showed the progress that has been made on the region's new website.

With no other business to discuss the meeting adjourned at 5:07 pm.

Branch Manager's Report January 29, 2025

Personnel

- Fully Staffed

Adult Programs

- Yoga continues to be one of our most popular programs. The class brings an average of 15 participants at each event and is held twice a month.
- Community book club, which is held at Martin Community College, has had steady participation of around five participants a month. Lori Hardison continues to represent MML in the discussions.
- Evening book club, which is led by Sharon Godard, has steady participation of around nine participants per month.
- Morning book club, which is led by Kit Reddick, has a steady participation of around 17.
- Martin County book club which is led by Heather Nelson has a steady participation of around five each month. This is including virtual attendants.
- The Acrylic painting class for November included children. There were nine participants at the event. For January there will be two painting classes. One for adults and one for children.
- The Martin Pitt Partnership for children and Martin Memorial library will have an event on February 1st geared towards early literacy in children ages 2 and under. The event is called Read to Love, Love to Read and was started in February 2024. We plan to make this program a yearly event.

Youth Programming

- Public story time is held twice a month and has around 6 participants.
- Story time for Smiling Faces, and Community Christian preschoolers has steady participation. Smiling Faces brings 20 children and Community Christian brings 15. Smiling Faces also brings around 10 toddlers once a month to a separate story time.
- Chess Club with the Boys and Girls Club has resumed. It is held twice a month and has 10 participants.
- Outreach story time at Head Start has continued. Jessika goes twice a month and sees 25 children.
- Story time with Martin Enterprises (disabled adults) brings 10 participants a month.
- Summer Reading Planning is underway and all performers have been scheduled.

Facilities

- Sanitary napkin disposal in women's restroom had receptacle replaced (it went missing a few months back).
- 3 of the public toilets have been replaced. Plumber Lee Turner will replace other 2 when they come in.