SUGGESTED AGENDA FOR WARREN COUNTY BOARD OF COMMISSIONERS

6:00 pm
Call Work Session / Meeting to Order
Chairman or Designee

PRAYER & PLEDGE OF ALLEGIANCE

Item # 1 – Department Head Reports:

Human Resources – Kia Settles, Director
Emergency Services – Dennis Paschall, Director
Economic Development – Stacy Woodhouse, Director

Item # 2 – Presentations:

A. **The Honorable NC Senator Erica D. Smith – District 3**
B. **Triangle Trials Initiative Update - Sig Hutchinson, Wake County Commissioner**
C. **Zoning Update - Ken Krulik, Planner /Zoning Administrator**
D. **Frontier Warren Update - Robert Davie, Administrator Town of Warrenton**

Item # 3 - Continuation of Budget Goal Setting

A. **Sheriff's Office – Sheriff Johnny Williams**
B. **Department of Social Services - Emma Perry, Interim Director**
C. **Human Resources - Kia Settles, Interim Director**
D. **Building & Grounds - Terrence Williams, Director**
E. **Cooperative Extension Service - Crystal Smith, Director**
F. **Grants Administration - Charla Duncan, Senior Assistant to Manager**
G. **Broadband Initiative – Charla Duncan " " " "**
H. **Information Technology - Charles Burwell, Director**
I. **Public Works - Marshall Brothers, Director**

Item # 4 – Wrap-Up by Retreat Facilitator Aycock and County Manager Jones

Item# 5 – Closed Session in accordance with NCGS § 143-318.11(a)(3) for Attorney/Client Privilege

Item # 6 - Adjourn Work Session/Meeting

(REMINDER – Next Commissioners' Meeting is March 9th – 2nd Monday)

6:00 pm

Chairman or Designee Call
February 19, 2020
Work Session / Meeting to Order

Prayer
&
Pledge to the US Flag

ITEM # 1-A (pg 1 of 2)

Department Head Report - Human Resources

Warren County Government

Human Resources

540 West Ridgeway Street
Warrenton, NC 27589
Phone: (252) 257-3574
(252) 257-5971
Email: kiasettles@warrencountync.gov

TO: Warren County Board of Commissioners and County Manager

From: Kia N. Settles-Interim Human Resources Manager

Date: February 13, 2020

Subject: Departmental Report to Commissioners

The true focus of Human Resources Management is motivating, retaining, and recruiting the best employees; and sustaining a high performing & competitive workforce.

Current Capital Improvements

Scope of Work

1. **The WCG Compensation and Classification Study Update**

- The compensation and classification study purpose is to target employees' salaries at the competitive market median, and to ensure that positions are appropriately classified. The process began with comprehensive reviews of all departments. Priorities are based on identified internal equity issues, substantial changes in positions descriptions, and market data. We are currently working with Piedmont Triad Regional Council, an experienced compensation and human resources consulting firm to assist us in

ITEM # 1-A (pg 2 of 2)

Department Head Report - Human Resources

developing solutions for reasonable pay compressions. The preliminary significant behind the study is to devise a strategy to fund the compensation study based on the board's direction.

2. Inter-government Collaboration: NCHIP Insurance Pool

- The adjusted rate for year 2020 will be a 13% to 15% increase in insurance cost of premiums, with a total cost approximately around $2.7 million
- dollars. We will be working with Gallaher to reduce the cost or join the pooling arrangement with NCHIP.
- NCHIP, a self-insured pooling arrangement is the third-party company that will serve as a "Self-Insured Pool" for health insurance within the Blue Cross Blue Shield Health Plan. NCHIP will be the benefit consultant representing Warren County Government.
- The mission of the pools is to maximize benefits, minimize cost, and improve health cost with focus on continued health benefits and growth.
- Members of organizations of the NCHIP hold over $7.7 million in reserve funding. As a member of NCHIP, Warren County would save over $1,538,206 in the next 5 years.

3. EMS Work Schedule Management

- Currently, EMS has fluctuating work hours with having challenging work schedules, and irregular shifts that has resulted in adverse outcomes for workers. As a result, there will be additional cost due to hiring additional people to resolve the work scheduling issue.
- We would like to extend our contract with Piedmont Triad Regional Council to assist with the fluctuating work hours, implementing an effective systematic approach to improve work hours that will optimize the ability to positively impact the health & safety of the public
- The outcomes will conclude recommendations for emergency 24-hour coverage based on research, scientific principle, and common sense that will help emergency management officials to optimize their ability to positively impact the health and safety of the public.

ITEM # 1-B (pg 1 of 4)

Department Head Report - Emergency Services

COUNTY OF WARREN, NC
DEPARTMENT OF EMERGENCY SERVICES

Emergency Management• Emergency Medical Services • Fire Marshal's Office • Safety Office

PO Box 859
890 US Hwy.
Bypass
Warrenton, NC
27589

Dennis M. Paschall
Director/Chief

EMS Division Chief

Warren County Emergency Services

Department Report to The Board of Commissioners

February 2020

Dennis M. Paschall, Emergency Services Director / Fire Marshal

Thanks for the opportunity to present this Bi-Annual Report for your review related to services provided by the Divisions within Warren County's Emergency Services.

The primary operations of Emergency Services / Emergency Medical Services are now providing services from the completed construction of the new Emergency Services Headquarters located at 890 US Highway Bypass, Warrenton since mid-2019.

Warren County Emergency Services encompasses four (4) Divisions (Emergency Management, Emergency Medical Services /EMS, Fire Marshal, Safety / Risk Management) that brings they're own uniqueness with daily challenges and responsibilities.

Emergency Medical Services (EMS) Division:

The EMS Division consist of professional and compassionate employees that provides a vital public service for the victims of sudden and serious illness or injury at the Paramedic level for pre-hospital specialized treatment and transport to the appropriate Medical Facility. The EMS Division is a progressive Division that depends on the availability and the coordination of many different components, ranging from the general public in the recognition of a medical emergency, dialing E911, the appropriate emergency responders activated to respond, on scene treatment and stabilization , and transfer of victim to a higher level of care.

To assist the EMS Division with proficiency has been strategically of the placement of EMS Satellite Stations with personnel and equipment within Warren County, in addition to the appropriation of funding to Warren County Rescue Squad / Halifax EMS to facilitate emergency response coverage 24 hours each day, 365 days per year throughout Warren County.

A medical component of the EMS Division is the appointment of the Medical Director. Within his scope of practice as the Medical Director, there are various responsibilities that he oversees as in the approval of the EMS Protocols with associated medications in addition is being part of the Quality Improvement (Q1) and Quality Assurance Program (QA). The EMS Division has a commitment in providing quality patient care to patients who are injured or ill. The Quality Improvement (Q1) and Quality Assurance Program includes the patient-care reports for review of compliance within the approved EMS protocols and policies.

ITEM # 1 (pg 2 of 4)

Department Head Report - Emergency Services

With the in-depthness of benchmarks within the electronic patient care reporting, there is availability of various statistical data to analyze for the Quality Improvement (QI) and Quality Assurance component. The EMS Division 2018 response to 3383 calls and 2019 responses was 3483. This can be broken down as:

2018 Statics:

EMS Station 1- Warrenton - Responded to 2264 calls that equals to 66.9 % of the 3383 calls.
EMS Station 2- Afton – Responded to 580 calls that equals to 17.1 % of the calls.
EMS Station 3 - Grove Hill – Responded to 539 calls that equals to 15.9% of the calls.

Average Statistical Data Breakout:

"Out of Chute" Time – 2:30 minutes / seconds – Review of 2, 547 records.
Response Time- 8:19 minutes/seconds – Review of 2,436 records.
On Scene Time – 15:14 minutes/seconds – Review of 2,2210 records.
Transport Time – 26:37 minutes/seconds – Review of 1,737 records
Back-In-Service - 22:06 minutes/seconds- Review of 1,737 records

2019 Statics:

EMS Station 1- Warrenton - Responded to 2348 calls that equals to 68.3 % of the 3483 calls.
EMS Station 2- Afton – Responded to 561 calls that equals to 16.3 % of the calls.
EMS Station 3 - Grove Hill – Responded to 529 calls that equals to 15.4% of the calls.

Average Statistical Data Breakout:

"Out of Chute" Time – 2:35 minutes / seconds – Review of 3,216 records.
Response Time- 8:47 minutes/seconds – Review of 3,089 records.
On Scene Time – 14:20 minutes/seconds – Review of 2,2210 records.
Transport Time – 25:03 minutes/seconds – Review of 2,200 records.
Back-In-Service - 25:50 minutes/seconds- Review of 2,202 records

Note:

The data presented was retrieved from EMSCharts and EMSPIC (EMS Improvement Center).

"Out of Chute" Time - Average elapse time from when the EMS Dispatch Center notifies an EMS Unit to respond to a specific EMS event and ending with the time the EMS unit is moving to the scene of the event.

Response Time - Average elapse time from "EMS Wheels Rolling" responding to a specific event and ending with the time the EMS unit arrives on scene of the event

Scene Time- Average elapse time with the arriving EMS unit on scene and leaving the scene with a patient (Wheels Rolling).

Transport Time - Average elapse time with EMS leaving a specific event and ending with the time the EMS units arrives at the receiving medical facility.

Back-In-Service Time – Average elapse time interval beginning with the time the transporting EMS unit arrives at the medical facility destination and ending with the time the EMS Unit checks back in service and available for the next EMS event.

The EMS Division has been participating in the CARES Registry (Cardiac Arrest Registry to Enhance Survival) to capture the community's response to cardiac arrest. In 2018 the average EMS Division Bystander CPR Rate was 33.3 % with the 2018 national average rate was 39.2%. With the analysis of data provided through the CARES registry it will provide potential areas of improvement for community's response to cardiac arrest as in Bystander CPR and the placement of AED's (Automated External Defibrillator) in relatively high probability areas of a witnessed cardiac arrest occurrence. The raw data pulled from the 2019 CARES Registry for presumed cardiac arrest etiology had a mean age of 68.9 with a 56.0% occurring in the home, healthcare facility 20%, public/commercial building 12%, and nursing home 12%. In 2019 CARES raw data captured two discharges of patients that was successfully resuscitated in the pre-hospital environment by EMS personnel, admitted to the hospital and then finally discharge from the hospital.

ITEM # 1 (pg 3 of 4)

Department Head Report - Emergency Services

Emergency Management Division:

Within the Emergency Management Division there are four (4) phases which entails the working components of Mitigation, Preparedness, Response and Recovery. Preparedness occurred locally and with state partners related to 2018 Hurricanes Florence / Michael, in addition to the 2018 Winter Storm with Hurricane Dorian in 2019. A multiple-vehicle crash occurred on I-85 in September 2018 that required the on-scene coordination of multiple responding agencies locally and requesting mutual aid support due to multiple injuries and deaths in this tragic incident.

Assist with coordination and incident management to protect lives, and property in natural or man-made disasters an Emergency Operations Plan for All-Hazards (EOP) was adopted in September 2016 by the Board of Commissioners. Identified within the (EOP) is the requirement for National Incident Management System (NIMS) training, in 2019 in conjunction with the Health Department (18) eighteen individuals completed the required ICS 300 and (16) sixteen individuals completed the required ICS 400 training.

Under the auspices of the Board of Commissioners in the recent reappointment of members and new appointments to have a federally mandated active Local Emergency Planning Committee (LEPC) within Warren County. The (LEPC) is tasked with the responsibilities that is outlined within the (Superfund Amendments and Reauthorization Act of 1986) SARA Title 111; Training and Exercises, Maintenance of the Emergency Operation Plan and planning for emergencies involving hazardous materials. The active (LEPC) is one of the optional performance measurements for compliance with the N.C. Emergency Performance Grant (EMPG).

Reponses for Hazards Materials incidents in 2018/2019 involved minimal spillage of petroleum products, corn starch and Spent Biomass that was addressed by the shipper or by the towing / recovery services.

Fire Marshal Division:

The Fire Marshal serves as liaison between the Volunteer Fire Departments, Board of Commissioners, Insurance Companies and the NC Office of State Fire Marshal. Warren County is provided fire protection and specialized services from (13) thirteen in county departments and (6) six out of county departments, 24/7, 365 days a year. In addition to their fire protection and specialized serves within their districts, the Volunteer Fire Departments are supportive in additional tasks locally or out of county mutual aid requests that be may bestowed on them by the Fire Marshal, Emergency Management and Emergency Medical Services.

The Fire Marshal is available to assist the Volunteer Fire Department into the cause and origin investigation of fires. In suspicious fires the collaboration with the Volunteer Fire Department the coordination of local and state partners is utilized to assist with the investigation of a cause and origin.

The NC Office of State Fire Marshal has taken on a strong initiative for the accuracy in the accountability of deaths occurring with house fires and vehicle fires. In 2017 this was tragic year with the recorded fire deaths within Warren County. The fire marshal office is very active in the promotion of fire prevention/public education with various civic groups and public events.

The Fire Commission has been very active in reorganization in addition to updating the Fire Commission Resolution and Bylaws, both documents were approved by the Board of Commissioners. Renewal of contracts with the Volunteer Fire Departments for the period of July 1, 2018 through June 30, 2021 that required Board of Commissioners approval. The Fire Commission in a collaboration effort with various entities for a resolution in addressing the Ebony Volunteer Fire Department non-compliance with NC Office State Fire Marshal directives. Ebony's non-compliance required Board of Commissioners actions as in the merger of Ebony's Fire District into Roanoke Wildwood Volunteer Fire Department district.

ITEM # 1 (pg 4 of 4)

Department Head Report - Emergency Services

To augment the fire protection throughout Warren County there is greater than (70) seventy firefighting apparatus that is customized individually for firefighting operations in addition of the availability of (4) four water rescue crafts. Specialized equipment carried on the fire apparatus may consist of chain saws, K-12 saws, thermal imaging cameras, portable fire pumps and various extrication equipment.

Karen Solomon, Senior Administrative Assistant took on the initiative in her achievement as an American Red Cross Disaster Action Team representative. This is a vital service she can provide during office hours as an adjunct to support the Fire Marshal.

The Fire Marshal was initiated to respond by the Incident Commander within the last several years to structure fires, gas odor, illegal burns, boating accident and structural damage from accidents. The {State Bureau of Investigation} SBI has been initiated to assist with suspicious structure fire investigation during this time frame.

Safety / Risk Management:

The Warren County Safety Committee meets b-monthly and is represented by Departments Heads and/or designees in a harmonious committee to promote a safe work environment and efficiency within all the County Departments. The Safety Committee is responsible in proposing corrective actions recommendations to Board of Commissioners for the safety of the county employees and the general public within the county facilities and/or on the grounds of the county facilities. The Safety Committee agenda topics to address immediate action items, reviewing reportable incidents that involves injury and/or property damage, workers compensation policy review and the presentation of safety training topics in various forms of communication as in power point, handouts and videos.

Warren County is a member of the North Carolina Association of County Commissioners {NCACC} (Risk Management Pool). The Safety Committee will be considering the opportunities that is becoming available to enhance the Safety Committee in the promotion safety, health and wellness within Warren County Government.

ITEM # 1-C (pg 1 of 2)

Department Head Report - Economic Development

Warren County Economic Development Commission
Director's Report, December 12, 2019 – February 14, 2020

Meetings
- COG Regional Business Summit Meetings
- RTRP meetings
- WC Board of Commissioners and other mandatory county administrative meetings
- Lake Gaston Annual Chamber Event
- Manufacturing consultant meeting in Atlanta with RTRP
- Manufacturing consultant meeting in Greenville, SC
- Cleantech

Website:
- Currently finishing backend content (video and pictures) for new website launch (next 30 days)

Business Support:
- Consulted with the following startup or established businesses:
  - Manufacturers
  - Restaurants
  - Mental Health/Medical Facility
  - Farmers
  - Miscellaneous small businesses

Business recruitment:

Triangle North Warren:
- Currently have 2 RFP's submitted to EDPNC for manufacturers considering Triangle North Warren
- Two additional companies considering Triangle North Warren

ITEM # 1-C (pg 2 of 2)

Department Head Report - Economic Development

Hotel at Wise:
- Site approved by national brand
- Currently undergoing financing

Hotel at Lake:
- Engineering scheduled to be submitted 2/21

Affordable Housing:
- 75 apartments
- Submitted to state in January
- Currently working through entitlements

Frontier Warren:
- MOU approved

Tourism:
- Currently updating site

ITEM # 2-A

Presentation

The Honorable NC Senator
Erica D. Smith – District 3

ITEM # 2-B

Presentation – Update on Triangle Trails Initiative

By

Sig Hutchinson
Wake County Commissioner

ITEM # 2-C (pg 1 of 2)

Presentation
Zoning Update

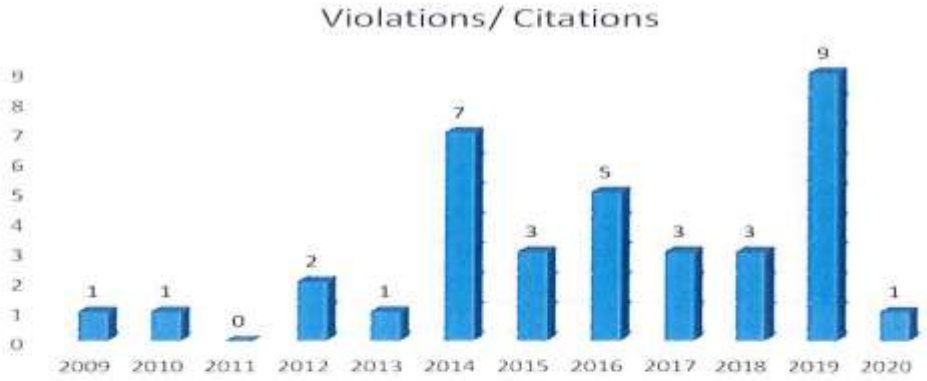
Ken Krulik, Planner /Zoning Administrator

Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

To: Warren County Board of Commissioners
Thru: Vincent Jones, County Manager
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator KMK
Date: February 13, 2020
Re: Zoning Update 2020

Zoning expanded countywide as of January 16, 2019:

- Zoning permits issued/approved: 2018 (160) - - January 2019 to January 2020 (191)
- Four conditional use permits reviewed by BOA (three approved – solar farms, one denied – ATV racetrack). **All were applied for on properties previously un-zoned before 1/16/19.**
- Two zoning map amendments (1/16/19 to expand zoning throughout the County and 2/3/20 the recent rezoning of property along US-1 near Soul City).
- One ordinance text amendment 11/4/19 adding PUD-CR (Planned Unit Development – Commercial and Residential) on commercial properties as a development option. Ordinance has had 15 text amendments since 1985 in response development issues.
- Notices of potential violation since 2007 (128 letters) – number of zoning violations:



- Prior to adopting zoning countywide, few options were in place to manage land use issues in the un-zoned areas of the County, the Warren County Ordinance for the Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses & Polluting Industries (noise ordinance) was one effort to address land use issues in the un-zoned areas:
  - At that time the zoning ordinance was only enforceable in the lake areas (Kerr-Lake and Lake and Lake Gaston, as such the majority of the County had little to no protection against incompatible land uses and related (secondary) negative impacts.
  - High Impact Land Uses (HILU) could result in secondary, negative impacts such as noise and even storm-water runoff (sediment pollution) into the County's surface waters.
  - The public, in these instances, would have little opportunity to speak out on the possible impacts to the community and little recourse to prevent these negative impacts.

ITEM # 2-C (pg 2 of 2)

<u>Presentation</u>
Zoning Update

Ken Krulik, Planner /Zoning Administrator

- With countywide zoning, the zoning ordinance addresses land uses (by right with zoning permit, with conditions - conditional use permit or specifically prohibited). Conditional use permits require a public hearing, with criteria to be met/evidence presented by the applicant:
  a) **That the use will not materially endanger the public health, safety or general welfare if located where proposed and developed according to the plan as submitted and approved.**
  b) **That the use meets all required conditions.**
  c) **That the location and character of the use, if developed according to the plans as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the county.**
  - Noise impacts are addressed the Warren County Ordinance for the Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses & Polluting Industries.
  - Stormwater runoff is addressed as part of the zoning ordinance through requirements for buffers between incompatible land uses, silt fence installation and management as well as impervious surface cover maximum calculations (development can only cover a percentage of the lot with structures, decks/porches and asphalt/concrete).
  - As stated above for conditional use permits this provides neighbors the means to speak on proposed projects and present evidence whether for or against a project.

Planning/Zoning and Code Enforcement Department, staffing and zoning impacts:

- *<u>Code Enforcement Officers (2):</u>* perform inspections for construction to insure compliance with State Building Code; Building, Electrical, Mechanical, Fire and Plumbing.
- *<u>Senior Administrative Assistant (1):</u>* dual position between Code Enforcement and Planning/Zoning to work with the public/contractors in setting up inspections as well as issuing building/zoning permit and maintaining the office database.
- *<u>GIS Technician (1):</u>* performs technical and analytical work in the operation and maintenance of the County's Geographic Information Systems as well as update/maintain the County's E-911 database for emergency operations/first responders.
- *<u>Planning and Zoning Administrator (Dept. Director):</u>* site plan review for subdivisions; review zoning permits; provide technical planning expertise to Board of Commissioners, Planning Board, Board of Adjustment and Historic Preservation Commission. Research and compile meeting materials, agendas and minutes; facilitate meetings as well provide all planning related information to public and other local agencies/departments.

- The department routinely handles complaint calls on land use issues and each must be researched to determine its validity and then followed up with letters to the property owner (s) as well as subsequent legal procedures if a violation is verified. <u>Currently as of this summary there are 17 on-going</u> (3 were received/resolved in 2018 and 10 received/resolved in 2017).

ITEM # 2-D

Presentation
Frontier Warren

by
Robert Davie, Administrator
Town of Warrenton

ITEM # 3-A

Continuation of Budget Goal Setting
Sheriff's Office

Sheriff Johnny Williams

ITEM # 3-B (1 of 2)

Continuation of Budget Goal Setting
Department of Social Services

Emma Perry, Interim Director

Memo

To: Vincent Jones

From: Emma Perry

Date: February 13, 2020

Re: Budget Request

The purpose of this memo is to detail the challenges faced by the Warren County Department of Social Services (WCDSS) and identify the resources needed to resolve them. Some of the areas for opportunity include the Medicaid program, safety and security of the building, and customer service.

During the most recent single county audit, the findings included 103 errors and an overall error rate of 15.49% rate across Family Children and Adult Medicaid programs. Although much improvement was made from FY 17/18 to FY 18/19, many concerns remain within our Medicaid programs. To eliminate findings in future audits, I am requesting a quality assurance staff position. This position will assist in monitoring records and correcting errors prior to State and Federal audits as well as identify training needs during the year. As recommended by the state, continued policy training will also help eliminate negative audit findings and county paybacks. To assist with our training needs, I hired a Medicaid subject matter expert as a contractor/consultant to assess and provide policy training. This will result in an annual cost added to WCDSS budget.

Several safety and security concerns have been identified in reference to the building, client information and employee safety. The Department of Social Services houses protected health information and personal identifying data of many citizens. To alleviate the possibility of HIPPA violations, installation of a burglar system is a great preventative measure. Not only will a burglar system help protect beneficiaries personal information, it will protect thousands of dollars of technology in the agency, and secure the agency after hours. Secondly, a document imaging system will preserve documents and protect hard copy information from physical deterioration, fires, floods and other natural disasters. Document imaging also makes it easier

ITEM # 3-B (2 of 2)

<u>Continuation of Budget Goal Setting</u>
Department of Social Services
Emma Perry, Interim Director

for DSS to fulfill regulatory obligations with the increasing number of yearly audits. Lastly, WCDSS has encountered numerous incidents where visitors are roaming the agency. Exit doors are intentionally propped open and sometimes do not close after use, allowing unauthorized individuals access to the agency. This is a serious security and safety concern with the nature of our work. Restricting access to the agency by installing new locks and alarm panic bars on the side entrances would increase the staff safety and secure the building during operating hours.

Finally, to improve customer service and improve the community trust in WCDSS, acquiring a reception software tool and providing customer service training will streamline DSS processes and ensure visitors are served efficiently and in a courteous manner. A reception tool would also help collect data and allow leadership to monitor foot traffic throughout the workday. WCDSS would be reimbursed 40% of the cost for the reception software. Customer service training would boost customer satisfaction, enhance workplace respect, improve team effectiveness, maximize coaching and mentoring, and reduce staff turnover.

Investing now in these areas will improve our performance within the Medicaid programs, assist with eliminating safety and security threats, as well as continue to move Warren County Department of Social Services into seasons of excellence.

Sincerely,

Emma Perry

Emma Perry
Interim Director of Social Services

ITEM # 3-C (1 of 2)

Continuation of Budget Goal Setting
Human Resources

Kia Settles, Interim Director

Warren County Government

Human Resources

540 West Ridgeway Street
Warrenton, NC 27589
Phone: (252) 257-3574
(252) 257-5971
Email: kiasettles@warrencountync.gov

TO: Warren County Board of Commissioners and County Manager

From: Kia N. Settles-Interim Human Resources Manager

Date: February 13, 2020

Subject: Departmental Report to Commissioners

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ITEM # 3-C (2 of 2)

Continuation of Budget Goal Setting
Human Resources - Kia Settles, Interim Director

developing solutions for reasonable pay compressions. The preliminary significant behind the study is to devise a strategy to fund the compensation study based on the board's direction.

2. Inter-government Collaboration: NCHIP Insurance Pool

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- dollars. We will be working with Gallaher to reduce the cost or join the pooling arrangement with NCHIP.
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- We would like to extend our contract with Piedmont Triad Regional Council to assist with the fluctuating work hours, implementing an effective systematic approach to improve work hours that will optimize the ability to positively impact the health & safety of the public
- The outcomes will conclude recommendations for emergency 24-hour coverage based on research, scientific principle, and common sense that will help emergency management officials to optimize their ability to positively impact the health and safety of the public.

ITEM # 3-D (1 of 3)

Continuation of Budget Goal Setting
Building & Grounds

Terrence Williams, Director

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Terrance Williams, Director
Warren County Building & Grounds

Re: Buildings and Grounds FY 21 Budget Considerations

Commissioners,

With the upcoming budget year approaching, I wanted to get ahead of some of the issues we will be facing this year. In an effort to plan better for future capital needs, we want to address present and future concerns dealing with the budget. I will be attaching an overview of the department, which will include: an inventory of all county buildings, list of departmental staff, as well as a list of some of the services the department provides to the county. In addition to addressing capital needs, I would also like to touch base on some health/safety issues and our preventive maintenance practices.

CAPITAL NEEDS AND FUTURE PLANNING

Maintaining our facilities is one of the main duties of the Buildings & Grounds Dept. The cost to accomplish this sometimes exceeds what we can feasibly do in a budget year. In order to do what we need to do within budget restraints we have to plan. At the moment we are in the 4th year of a 5 year capital plan for replacing water source HVAC units at the Department of Social Services. My recommendation is that we address some of our other facilities issues in a similar manner. I have identified 6 facilities that are in immediate need of some capital plans of action.

ITEM # 3-D (2 of 3)

<u>Continuation of Budget Goal Setting</u>
Building & Grounds - Terrence Williams, Director

1. COURTHOUSE
2. TAX OFFICE
3. WCHD
4. DSS
5. SENIOR CENTER
6. HUMAN RESOURCES(OLD EMS BUILDING)

1. COURTHOUSE

- NEEDS NEW WATER TABLE TO STOP WATER FROM LEAKING INTO THE BUILDING.
- NEEDS NEW AIR HANDLERS THROUGHOUT THE ORIGINAL BUILDING.
- NEEDS PARKING LOT PAVED

2. TAX OFFICE

- NEEDS BASEMENT WATERPROOFED
- NEEDS ROOF DRAINAGE REPAIRS

3. WCHD

- NEEDS NEW FAN COIL UNITS THROUGHOUT THE BUILDING
- NEEDS NEW WINDOW REPLACEMENTS
- NEEDS NUMEROUS ROOFING REPAIRS(ONE AREA HAS ORIGINAL ROOF)

4. DSS

- NEEDS WATER TABLE REPAIRED IN NUMEROUS AREA OR REPLACED
- NEEDS NEW ELEVATOR CAR

5. SENIOR CENTER

MAIN BUILDING

- NEEDS NEW FLOORING AND STRUCTUAL EVALUATION THROUGHOUT ENTIRE BUILDING
- NEEDS NEW WINDOW REPLACEMENTS FOR ALL WINDOWS THAT HAVEN'T BEEN ADDRESSED

CAFETERIA

- NEEDS NEW FLOORING
- NEEDS BACKSIDE OF BUILDING WATERPROOFED

6. HUMAN RESOURCES (OLD EMS BUILDING)

- NEEDS NEW ELECTRICAL PANEL
- NEEDS NEW HVAC UNIT FOR BACK HALF OF BUILDING
- NEEDS NEW CARPET AND OTHER COSMETIC AND STRUCTUAL UPDATES

ITEM # 3-D (3 of 3)

Continuation of Budget Goal Setting
Building & Grounds - Terrence Williams, Director

HEALTH & SAFETY INITIATIVE

The health and safety of Warren County's employees and residents is also a main concern of the Buildings & Grounds Dept. We take pride in having clean, safe facilities. Due to an influx of complaints and concerns on health and safety issues, I recommend we budget to address any concerns or issues that anyone has. One of the main issues is our cleaning contract. The money we spend on cleaning and the services we want provided don't match. This makes it difficult for us (Warren County), and our contractors. I recommend we consider new contractor or evaluate implementing in-house housekeeping. The cleanliness of a facility is one of the first things noticed when entering a building. We always want to make a good impression on all occupants and visitor of all facilities. Health issues are sure to arise with lackluster cleaning performance. In regards to safety we are considering installing security cameras in numerous places across the county. Buck Spring, DSS, Courthouse, and EMS satellite stations and the County Administrative Complex are some of the locations under consideration. The safety of our employees, residents, and visitors is paramount.

PREVENTIVE MAINTENANCE PRACTICES

The Buildings & Grounds Dept. has some preventive maintenance procedures in place. I believe we need more. Over the years most of our maintenance procedures have been reactive. Although, we will never be able to be totally preventive, we can start gearing our thinking and budgeting in that direction. Fixing equipment when problems arise is a lot less cost effective than being proactive in prevention. Rarely does equipment perform longer than life expectancy. With funding to start changing out dated equipment and start more planned maintenance procedures, we can save money on costly emergency replacements. A maintenance emergency also usually causes some down time for the affected department. The impact of the down time is felt by employees and citizens.

In conclusion, I wanted to summarize some of the issues the Buildings & Grounds Dept. will be facing in the upcoming budget year. We are looking forward to a productive year!

ITEM # 3-E

Continuation of Budget Goal Setting

Cooperative Extension Service

Crystal Smith, Director

Talking Points:

Participation
Parent Support
Academic
Transportation
Resources
Community Service Sites/Volunteers

ITEM # 3-F (1 of 3)

Continuation of Budget Goal Setting
Grants Administration – Update on County Grants

Charla Duncan, Senior Assistant to the County Manager

Memorandum

To: Warren County Board of Commissioners
Through Vincent Jones, County Manager

From: Charla Duncan, Senior Assistant to the County Manager

Date: February 14, 2020

Subject: Update on County Grants

The following is information on two active grants that will impact the FY 21 budget: The Parks and Recreation Trust Fund (PARTF) grant and the Firefighters Assistance Grant. The PARTF grant will be used for improvements at Magnolia Ernest Recreation Park, and the Firefighters Assistance Grant will be used for upgrades to the countywide radio system for all fire departments. This memo will outline the amount of each grant, the county's matching requirement, the total project budget, any previous board action, the current status, background and purpose of each grant. Closing the memorandum, you will find my recommendation for a grants policy moving forward.

Budget Impact Highlights:

PARTF Grant: Matching funds ($148,770) will need to be allocated in the FY 21 budget. The FY 20 budget does not currently contain a line item for this project and no budget amendment has been done for this project in FY 20. The Recreation Advisory Committee has identified priorities involving the timeline and rollout of improvements addressed within the grant.

Firefighters Assistance Grant: The FY 20 budget does not currently contain a line item for the $63,900 matching grant funds or for the repeaters/tower upgrades.

- Afton-Elberon VFD is requesting that the FY 20 budget be amended so that the radios can be purchased in this fiscal year (FY 2019-2020). FEMA has indicated that once the first round of radios has been purchased, remaining funds can be used to purchase more radios outside the scope of the original grant (remaining funds can only be used for this purpose).
- Afton-Elberon VFD is also requesting assistance with covering the sales tax on the radios. They do not have the funds immediately available to cover the sales tax. Local governments and non-profits can apply to have sales tax reimbursed.

The Afton-Elberon VFD is requesting funding in the FY 21 budget for the tower improvements needed to operate the radios; these radios will not operate if these improvements are not made (tower improvements are an ineligible expense). We are currently waiting on specific costs, but an estimate is around $200,000.

GRANT DETAILS

Parks and Recreation Trust Fund (PARTF)
Funding agency: Parks and Recreation Authority/NC Legislature

Amount of grant: $148,770

ITEM # 3-F (2 of 3)

Continuation of Budget Goal Setting
Grants Administration – Update on County Grants

Charla Duncan, Senior Assistant to the County Manager

Match: 1 to 1 match
Total project budget: $297,540 (reimbursement grant)

Board action: Monday, March 11, 2019

The meeting was called to order by Chairman Tare Davis. Other commissioners present: Bertadean Baker, Victor Hunt, Jennifer Pierce and Walter Powell. Others in attendance: County Manager Vincent Jones, Finance Director Katherine Brafford and County Attorney Hassan Kingsberry.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Warren County Parks & Recreation was authorized to apply for NC Parks and Recreation Trust Fund (PARTF) 2018-19 in the amount of $148,770 with a 100% match. Chairman Tare Davis was authorized to sign application.

Contract timeline: December 1, 2019 through November 30, 2022

Current status: Contract with the state has been executed; meeting scheduled in February 2020 with staff to plan for next steps.

Budget impact: Matching funds ($148,770) will need to be allocated in the FY 21 budget. The FY 20 budget does not currently contain a line item for this project and no budget amendment has been done for this project in FY 20. The Recreation Advisory Committee has identified priorities involving the timeline and rollout of improvements addressed within the grant.

Background/Purpose: Improvements at the Magnolia Ernest Recreation Park will include: adding a picnic shelter, pump house repairs, bath house renovations, additional paved walking area, repairing and resurfacing tennis courts, and adding basketball courts.

Firefighters Assistance Grant
Funding agency: Federal Emergency Management Agency (FEMA)

Amount of grant: $639,000.00
Match: $63,900.00
Total project budget: $702,900.00

Board action: N/A

Contract timeline: September 24, 2019-September 23, 2020

Current status: Afton-Elberon VFD Chief, Joey Andrews, is finalizing the radio purchase. Once final pricing is returned from the vendor and reviewed by the contracted grant administrator, Mr. Andrews will be placing the radio order. Additionally, in order for the radio system to be operable, the VIPER towers will need to be updated with new repeaters. Mr. Andrews is working with Motorola (the sole source provider) to finalize costs for these upgrades (tower improvements are not an allowable expense under the grant). Once the towers are upgraded at Warren County's expense, the state will take over the ongoing maintenance.

Budget impact: The FY 20 budget does not currently contain a line item for the $63,900 matching grant funds or for the repeaters/tower upgrades.

- Afton-Elberon VFD is requesting that the FY 20 budget be amended so that the radios can be purchased in this fiscal year (FY 2019-2020). FEMA has indicated that once the first round of radios has been purchased, remaining funds can be used to purchase more radios outside the scope of the original grant (remaining funds can only be used for this purpose).

ITEM # 3-F (3 of 3)

Continuation of Budget Goal Setting
Grants Administration – Update on County Grants

Charla Duncan, Senior Exec to Manager

- Afton-Elberon VFD is also requesting assistance with covering the sales tax on the radios. They do not have the funds immediately available to cover the sales tax. Local governments and non-profits can apply to have sales tax reimbursed.

The Afton-Elberon VFD is requesting funding in the FY 21 budget for the tower improvements needed to operate the radios; these radios will not operate if these improvements are not made (tower improvements are an ineligible expense). We are currently waiting on specific costs, but an estimate is around $200,000.

Background/Purpose: *The grantee is Afton-Elberon Volunteer Fire Department, which applied for the funding on behalf of the Warren County Firemen's Association. Every fire department in Warren County will benefit. Warren County hired a grants administrator (Firehouse Grants) in November 2018 to assist with the grant administration.*

North Carolina has rolled out a new statewide radio system called VIPER. This digitally-trunked, 800 MHz radio system is managed by the Department of Public Safety and utilized by most emergency services. Currently, Warren County fire services agencies can't take advantage of the system because they do not have the correct radios. This project will bring us into the 21st century by ensuring we can communicate with other local, state, and Federal emergency management personnel in the event of another major disaster. With such old radios, the departments in this region are out-of-compliance with NFPA standards 1561 (radios in IDLH environment), 1500 (FF safety), and 1221 (ability to manipulate radios while wearing gloves).

Recommendation for a Grants Policy

Moving forward, I recommend that the County Manager's Office work on a policy for grants management that will address a strategic approach to funding projects and budgeting for matching funds, as well as outlining stipulations on when grants require formal action from the Board of Commissioners prior to accepting funds and the execution of contracts.

Respectfully submitted,

Charla Duncan
Senior Assistant to the County Manager

ITEM # 3-G

Continuation of Budget Goal Setting

Grants Administration – Update on Broadband Initiative

Charla Duncan, Senior Assistant to the County Manager

Memorandum

To: Warren County Board of Commissioners
Through Vincent Jones, County Manager

From: Charla Duncan, Senior Assistant to the County Manager

Date: February 14, 2020

Subject: Update on County Broadband Initiative

The Warren County Broadband Initiative moved from its community input and information gathering phase into the formal Request for Proposal (RFP) phase on January 7, 2020. The RFP was formally released on that day with a web conference for interested vendors held on January 21, 2020. Questions from vendors were submitted by January 30th and County's website was updated by February 5th with the answers. Vendor responses are due by March 4th. Mighty River will be working with the review team to review submissions, score proposals, and identify any need for additional information from vendors of interest. We expect that there will be a significant FY 21 budget impact, but we will be able to better quantify that impact once we have reviewed proposals (before making a recommendation to the board).

Respectfully submitted,

Charla Duncan
Senior Assistant to the County Manager

ITEM # 3-H

Continuation of Budget Goal Setting
Information Technology

Charles Burwell, Director

Memo

Warren County Information Technology Dept.

To: Warren County Board of Commissioners
Through Vincent Jones, County Manager

From: Charles Burwell

Date: 02/12/2020

These are the items that the Information Technology department would like to have considered for the upcoming fiscal year.

1. Increasing IT Staff – 1 Full time or 2 part time
    - The cost of 1 full time employee would be based on the Technology Support Specialist, salary grade 24, pay range $38793.00 to $62069.00. This would also have to include benefits.
    - Having 2 part time employees would be at a pay rate of $19.89/hour based on the salary grade 24 Technology Support Specialist. Other benefits would have to be determined based on part-time status.

We currently have 2 employees in the department to cover the county IT systems, including the Warren County Health Department, which I have been supporting since coming into the IT Administrator position. Adding personnel would allow for more flexibility and coverage throughout the county, as well make me available as IT Administrator to focus on new technology projects. Each Tech would have specific departments to focus on, as well as have general duties assigned in the county. There would need to be continued discussion on the specifics as to how the salary would be handled with Dr. Brake from the Health Department. As the county grows our digital footprint and departments are adding new technology, this growth in personnel and strategy of department assignments would give more focused attention to department needs.

2. A new countywide phone system

The current system that we have is outdated and maintenance contracts are no longer available on the system (the Nortel Company has gone out of business). Having a new phone system will give us maintenance capabilities, as well as the following enhancements:

- Centralized single system with connectivity to any site on the system
- Full support to include training and help desk support
- Conference calling capabilities
- Improved voicemail handling
- Enhanced 4 digit dialing access for call transfers

ITEM # 3-I (1 of 6)

Continuation of Budget Goal Setting
Public Works

Marshall Brothers, Director

Warren County
NORTH CAROLINA

Public Works Department
www.warrencountync.com
712 US Highway 158 Business West
Warrenton, North Carolina 27589

Phone: (252) 257-3795
Fax:(252) 257-3979

To: Warren County Board of Commissioners
Through: Vincent Jones, County Manager

From: Marshall Brothers, Public Works Director MB

DATE: February 12, 2020

Subject: Warren County Landfill Gas Corrective Action Plan

Facility Background Information

Following is a sequence of events and background information on monitoring wells at the closed MSW Landfill.

The Warren County Landfill, located on SR 1600, south of SR 1601 in Warrenton, was opened to accept Municipal Solid Waste (MSW) in March 1974 (Permit Number 93-01). The Landfill property is 58 acres in size and both trenching and area filling operations were conducted on site.

In addition to the MSW, the facility has been used to dispose of Construction and Demolition Debris (C&DD), to process and dispose of scrap tires, white goods, and Land Clearing and Inert Debris (LCID). The entire site is served by a truck scale.

- The Landfill stopped burying waste in April 1994. Closure activities were completed in all MSW disposal areas which included three (3) Pre-1991 Landfill areas and three (3) Post-1991 Landfill cell.
- According to the approval closure letter sent from the State dated February 13, 1996, groundwater and gas monitoring wells were to be installed. Groundwater wells were installed in January 1990 but gas wells were not.
- In May 2014 the State sent notice to the County that a post-closure condition was not met (below).

  > Management of Landfill Gas: The owner and/or operator shall take the measure necessary to ensure that the closed site shall continue to meet the design standards for Landfill gas found in Rule .0503 (2) (a).

- August 2014, Smith+Gardner Engineering prepared and submitted a Landfill gas monitoring plan to the County for review; and November 2014, contract was signed by County Manager.
- December 2014, the plan was approved by the State.
- May 2015, gas monitoring wells were installed at the Closed Warren County Landfill in accordance with the previously approved Landfill Gas Monitoring Plan.

ITEM # 3-H (2 of 6)

<u>Continuation of Budget Goal Setting</u>
Public Works - Marshall Brothers, Director

Warren County Landfill Gas Corrective Action Plan
Page 2
February 12, 2020

- June 2015, a report for the installation of these wells was prepared and submitted to the NCDENR (North Carolina Department of Environment & Natural Resources).
- January 2018, received a letter from the NC Waste Management Environmental Quality and it stated:

  > Landfill gas has been detected at concentrations exceeding the Lower Explosive Limit (LEL) at the property boundary during four (4) consecutive quarterly sampling events conducted in 2017.
  >
  > Warren County is in violation of 15A NCAC 13B.0503 (2) (a) (iii) – the concentration of explosive gases generated by the site shall not exceed the LEL for the gases at the property boundary. Because methane gas exceedances are documented at the property boundary and Warren County is required to prevent the migration of methane gas at the property boundary, immediate action is required.
  >
  > The County is required to submit a methane gas assessment and corrective action plan to reduce methane concentrations below lower explosive limits at the property boundary. After the NC Solid Waste Section reviews and approves the methane gas assessment and corrective action plan, the approved plan should be implemented immediately.

- March 2018, Landfill gas corrective action plan was approved by the State. The plan consisted of three (3) phases. Phase II included using a soil vapor system to determine if LFG was migrating off the Landfill property.
- May 2018, we received permission form all adjacent property owners to bore small holes on their property.
- June 2018, soil vapor survey conducted at Closed MSW Landfill and surrounding areas.

February 2019 Conclusions and Recommendations from Soil Vapor Survey

- Conclusions: Results of the soil vapor investigation indicate that the LFG levels found at the permanent monitoring probes (LFG-2, LFG-3, and LFG-4) are restricted to the region within the property boundary. This information will be used for future remedial actions at the facility as summarized below.
- Recommendations: Based on finding LFG surrounding the existing LFG monitoring wells and into surrounding properties, Smith+Gardner recommended the following:

  (1) Continuation of monthly methane monitoring for the existing LFG monitoring wells, previously implemented.

  (2) Preparation of a Landfill Gas Management Plan summarizing proposed remedial Actions, and Landfill gas monitoring requirements and procedures. This plan will be submitted to the NCDEQ for review.

ITEM # 3-H (3 of 6)

<u>Continuation of Budget Goal Setting</u>
Public Works - Marshall Brothers, Director

Warren County Landfill Gas Corrective Action Plan
Page 3
February 12, 2020

(3) Implementation of approved remedial actions outlined in the Landfill Gas Management Plan.

- October 2019, Corrective Action Plan submitted to State for approval.
- November 2019, Corrective Action Plan approved by NCDEQ (North Carolina Department of Environmental Quality); email received below:

From: Ritter, Christine [mailto:christine.ritter@ncdenr.gov]
Sent: Monday, November 04, 2019 3:06 PM
To: Brothers, Marshall <MarshallBrothers@warrencountync.gov>
Cc: Joan Smyth <joan@smithgardnerinc.com>; Ulishney, Adam <adam.ulishney@ncdenr.gov>
Subject: RE: [External] Warren County Corrective Action Plan

Good afternoon,

The NC Solid Waste Section has completed a review of the November 2019 Corrective Action Plan submitted by Smith + Gardner addressing landfill gas exceedances at the Warren County closed MSWLF and we have the following comments:

The proposed plan to install 5 passive vent wells is approved. Due to the proximity of the residence with the water supply well located directly adjacent to the property boundary on the west side of the landfill between landfill gas monitoring wells LFG-3 and LFG-4, we recommend measuring gas concentrations in that residence during the next landfill gas monitoring event. In the March 2019 Landfill Gas Assessment Report, Smith and Gardner stated that "follow up site visits for monthly monitoring will include a structure monitoring event, to confirm initial site investigations." Based on the results of gas measurements inside the residence, Warren County can propose a schedule for additional monitoring of the residence.

In the drawing illustrating the locations of the proposed vent wells, two of the vent wells were labelled VW-3 and there was no vent well labelled VW-4.

Additionally, please submit the March 2019 semi-annual water quality monitoring report as we have not yet received the results of groundwater and surface water sampling which should include results of the 1,4-dioxane analyses.

If you have any questions, please contact me.

Thank you,

Christine Ritter
Hydrogeologist, Environmental Compliance Branch
Solid Waste Section, Division of Waste Management
North Carolina Department of Environmental

ITEM # 3-H (4 of 6)

<u>Continuation of Budget Goal Setting</u>
Public Works - Marshall Brothers, Director

Warren County Landfill Gas Corrective Action Plan
Page 4
February 12, 2020

Conclusions and Recommendations

Specifications for the project are being worked on by Smith+Gardner Engineering. As soon as specifications are received, they will be forwarded to the County Manager.

According to the engineering firm, the wells are estimated to cost Sixty-Five Thousand Dollars ($65,000). Currently, Thirty Thousand Dollars ($30,000) has been set aside in the FY20 Public Works' budget, with the balance of Thirty-Five Thousand Dollars ($35,000) to be allocated in budget FY21. However, we do have funds in the Solid Waste Fund Balance that could be used to cover the entire cost of the project this fiscal year.

The engineering firm has stated that specialized equipment is needed to install the wells, including a Landfill well-drilling rig company (located in South Carolina and/or Ohio) which can perform the work required. We can bid locally, but according to Smith+Gardner, it is not recommended nor cost-effective. If the firm is needed, they will assist with soliciting the bids.

Additionally, attached are photos of the following:

- Attachment 1 shows location of the Landfill gas wells.
- Attachment 2 shows location of soil vapor survey borings.

ITEM # 3-H (5 of 6)

<u>Continuation of Budget Goal Setting</u>
Public Works - Marshall Brothers, Director

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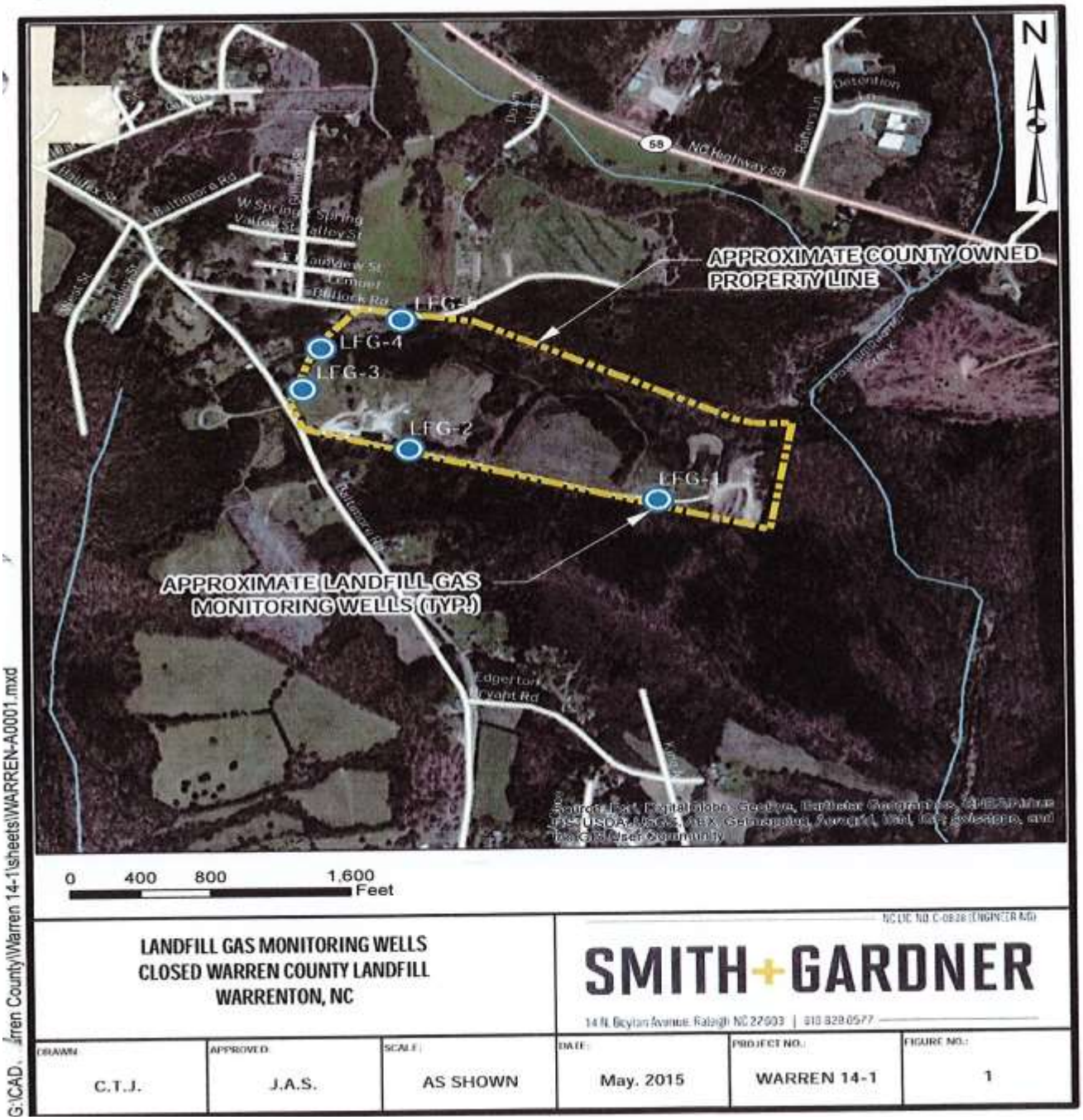
Attachment 1 shows location of Landfill gas wells.



LANDFILL GAS MONITORING WELLS CLOSED WARREN COUNTY LANDFILL WARRENTON, NC			SMITH+GARDNER 14 N. Boylan Avenue Raleigh NC 27603 | 919.828.0577		
DRAWN: C.T.J.	APPROVED: J.A.S.	SCALE: AS SHOWN	DATE: May. 2015	PROJECT NO.: WARREN 14-1	FIGURE NO.: 1

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ITEM # 3-H (6 of 6)

<u>Continuation of Budget Goal Setting</u>
Public Works - Marshall Brothers, Director

Attachment 2 shows location of soil vapor survey borings.

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PREPARED FOR

LANDFILL GAS MONITORING WELLS
CLOSED WARREN COUNTY LANDFILL
WARRENTON, NC

PREPARED BY

SMITH+GARDNER

14 N. Boylan Avenue, Raleigh NC 27603 | 919.828.0577
1526 Richland St., Columbia SC 29201

DRAWN	APPROVED	SCALE	DATE	PROJECT NO.	FIGURE NO.	FILE NAME
C.J.W.	F.A.T.	AS SHOWN	Jun 2018	WARREN 18-1	1	WARREN-A0008

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Item # 4

Wrap-Up by Retreat Facilitator Aycock
And
County Manager Jones

Item # 5

Closed Session

in accordance with
NCGS § 143-318.11(a)(3)
for Attorney/ Client Privilege

Item # 6

Adjourn

February 19, 2020
Work Session/Meeting