

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
March 6, 2023  
7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **Consent Agenda**  
*(Consent Items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*
  - A. Approval of Minutes February 6, 2023 Regular Meeting and February 20, 2023 Regular Work Session
  - B. Personnel Matters
    - 1. Appointment: Uncertified Deputy
    - 2. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator
    - 3. Promotion: Social Worker IA&T (CPS)
    - 4. Resignation: EMS Shift Supervisor (Paramedic)
    - 5. Reclassification: Part-Time/Fill-In Paramedic
    - 6. Resignation: Social Worker IA&T
    - 7. Resignation: Full-Time Telecommunicator I
    - 8. Resignation: Permanent Part-Time Telecommunicator I
    - 9. Terminated: Part-Time/Fill-In Non-Certified Telecommunicator
    - 10. Appointment: Part-Time/Fill-In Certified Telecommunicator I (3)
  - C. Step Increases/Merit Increases
    - 1. Planning (1)
    - 2. Social Services (1)
  - D. Budget Amendment Nos. 30 - 32
  - E. Board Appointment: Local Library Board
- V. **Scheduled Appointments**
  - A. Laura Rollinson, Albemarle Commission Area Agency on Aging 7:00 p.m.
  - B. Emergency Services Public Officials Conference - Jonathan Nixon 7:05 p.m.
  - C. 7:20 p.m.
- VI. **Commissioner's Concerns/Committee Reports**
  - A.
  - B.
- VII. **Old Business**
  - A. Updates from County Manager
  - B.
- VIII. **New Business**
  - A. Perquimans Mobile Integrated Health Program (PHIMP)
  - B. Resolution: Supporting the Reclassification of Perquimans County 911 Dispatchers
  - C. Opioid Settlement Resolutions
    - 1. First Wave of Opioid Settlement Funding Resolution
    - 2. Opioid Settlement Resolution to include allocation of enough funds to purchase vehicle for MIH program
  - D.
  - E.
- IX. **Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, please state your name for the record prior to speaking)*
  - A.
  - B.

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

**ACTION  
REQUIRED**

- X. **Closed Session: Per NCGS #143-318-11(5)** - The purpose of the Closed Session is to consult with attorney regarding real property and to approve Closed Session Minutes.  
*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*
- XI. **Adjournment**

**FOR INFORMATION ONLY:**

➤

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports

**COMMITTEE WRITTEN REPORTS:**

- 911 Communications Division Advisory Board Minutes – January 26, 2023

**NOTES FROM THE COUNTY MANAGER**

**March 6, 2022**

**7:00 p.m.**

- IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. **Enclosure:** Laura Rollinson, Albemarle Commission Area Agency on Aging will present information on volunteers needed for the Meals on Wheels program.
- V.B. Jonathan Nixon, Emergency Services Director, will hold the Public Officials Conference. The Hertford & Winfall Town Councils, Town Mayors, and Hertford Town Manager were invited to attend the meeting.
- VII.A. County Manager Heath will present several updates to the Board.
- VIII.A. **Enclosure:** Jonathan Nixon, Emergency Services Director, is requesting that the Board consider the enclosed Perquimans Mobile Integrated Health Program (PHIMP). Board action is being requested.
- VIII.B. **Enclosure:** Jonathan Nixon, Emergency Services Director, has requested that the Board review the enclosed Resolution supporting the reclassification of Perquimans County 911 Dispatchers. Board action is being requested.
- VIII.C. The following resolutions are for Opioid Settlements:
  - 1. **Enclosures.** Jonathan Nixon, Emergency Services Director, has requested that the Board review the enclosed Resolution directing the expenditures of the first Opioid Settlement Funds. Board action is being requested.
  - 2. **Enclosures.** NCACC has requested that the Board review the enclosed Resolution authorizing the execution of the supplemental Opioid Settlements. Board action is being requested.
- X. **Enclosure.** Pursuant to NC General Statute 143-318-11(5), the Board will go into closed session to consult with county attorney regarding acquisition of real property and to approve Closed Session Minutes.

*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*

\*\*\*\*\*

**CONSENT AGENDA NOTES**

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)*

- A. **Enclosures:** Approval of Minutes February 6, 2023 Regular Meeting and February 20, 2023 Work Session (cancelled)
- B. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
DeAngelo M. Freemanwelder	Uncertified Deputy	Appointment	64/1	\$35,127	03/01/2023
Charity Gebo	Part/Time/Fill-In Uncertified Telecommunicator	Appointment	60/1	\$14.16/hr.	02/01/2023
Kantisha Walston	Social Worker IA&T (CPS)	Promotion	70/2	\$46,889	03/01/2023
William Tutwiler	EMS Shift Supervisor (Paramedic)	Resignation			02/14/2023
William Tutwiler	Part-Time/Fill-In Paramedic	Reclassification	68/2	\$20.64/hr.	02/15/2023
Amy Felton	Social Worker IA&T	Resignation			02/21/2023
Lindsey Fields	Full-Time Telecommunicator I	Resignation			02/09/2023
Amanda Ward	Permanent Part-Time Telecommunicator I	Resignation			02/16/2023
Makayla Williams	Part/Time/Fill-In Uncertified Telecommunicator	Terminated			03/01/2023
Heather Cency	Part-Time/Fill-In Certified Telecommunicator I	Appointment	63/1	\$16.16/hr.	03/01/2023
Brandon Melton	Part-Time/Fill-In Certified Telecommunicator I	Appointment	63/3	\$16.97/hr.	03/01/2023
Samuel Spear	Part-Time/Fill-In Certified Telecommunicator I	Appointment	63/1	\$16.16/hr.	03/01/2023

- C. **Enclosures:** During the Budget process, the following step or merit increases were approved for the employees. The following individuals are being recommended by their supervisor for step or merit increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Rhonda Repanshek	Planner	72/10	\$62,238	03/01/2023
Christina Turner	IMC II	63/1	\$33,615	03/01/2023

- D. **Enclosures:** Budget Amendment Nos. 30 – 32 are enclosed for your review and action.
- E. **Enclosure.** The following board appointment is presented for Board action:

Name	Board/Committee	Action Taken	Term	Effective Date
Bunch, Maurice	Local Library Board	Appointment	4 yrs.	03/01/2023

\*\*\*\*\*  
REGULAR MEETING

February 6, 2023  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 6, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
Timothy J. Corprew Joseph W. Hoffer  
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board  
Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Corprew gave the invocation and Chairman Nelson led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. Commissioner Jones informed the Board that he had sold his vehicle and a Tax Refund was included in the Consent Agenda. Therefore, he asked that the Board recuse himself from voting on the Tax Refund within the Consent Agenda. Charles Woodard made a motion to recuse Commissioner Jones from voting on the Tax Refunds. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board. Chairman Nelson asked if there were any other items that needed to be removed. There being none, the following items were considered to be routine and were approved on motion made by Charles Woodard, seconded by James W. Ward with T. Kyle Jones being recused from voting on the Tax Refunds.

1. **Approval of Minutes:** Approval of Minutes January 3, 2023 Regular Meeting and January 18, 2023 Work Session (cancelled) were approved.

2. **Tax Refund Approvals:**

Ferguson, Nancy -----\$274.50  
Did not receive Veteran's Discount for 2022. Account #265766.

Ferguson, Nancy -----\$274.50  
Did not receive Veteran's Discount for 2021. Account #265766.

Jones, Thomas Kyle -----\$180.72  
Sold vehicle; 11-month refund. Account #69732093.

Billy Hamell Logging, Inc. -----\$700.28  
Three plates were double billed. Account #539495.

**Tax Release Approvals:**

Steiner, Douglas & Kristy -----\$188.47  
Boat was sold and should not have been listed. Account #265230.

Coastal Carolina Carriers, LLC -----\$126.81  
Vehicle was sold. Account #539794.

3. **Personnel Matters:** The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Trevor Butts	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	02/01/2023
Paige Scheidler	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	02/01/2023
Rashawn Anthony	Part-Time/Fill-In Paramedic	Appointment	68/1	\$20.14/hr.	02/01/2023
Fantasia Saunders	TC-I	Appointment	63/2	\$34.456	02/01/2023
Kenneth Sippel, Jr.	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	02/01/2023
Susna Chaney	Interim Director - Social Services	Appointment	ng*	\$45.00/hr.	02/01/2023
Alexander Ross	Part-Time/Fill-In Paramedic	Certification	68/1	\$20.14/hr.	02/01/2023
Kimberly Meads	Part-Time/Fill-In Paramedic	Certification	68/1	\$20.14/hr.	02/01/2023
Morgan Lily	Part-Time/Fill-In AEMT	Certification	66/1	\$18.44/hr.	02/01/2023
Emily Sawyer	Part-Time/Fill-In AEMT	Certification	66/1	\$18.44/hr.	02/01/2023
Joylin Prince	Custodian	Resignation			01/24/2023
Russell Gray, III	Certified Deputy	Resignation			02/02/2023
Zachary Hudgins	Paramedic	Resignation			02/14/2023
Zachery Hudgins	Part-Time/Fill-In Paramedic	Job Reclassification	68/1	\$20.14/hr.	02/15/2023
Logan Hogge	Permanent Part-Time TC-I	Resignation			02/27/2023
Logan Hogge	Part-Time/Fill-In TC-I	Job Reclassification	62/2	\$15.85/hr.	02/27/2023
Maria Schwartz	Part-Time/Fill-In Paramedic	Removed from Roster			02/01/2023
Caitlyn Colson	Part-Time/Fill-In Paramedic	Removed from Roster			01/31/2023
Dustin Winslow	Part-Time/Fill-In Paramedic	Removed from Roster			01/31/2023
Krystal Tutwiler	Temporary Supervisor - PT	Removed from Roster			12/30/2022
Kaurina Aydtlett-White	Part-Time/Fill-In AEMT	Removed from Roster			01/31/2023

\*\$45.00 per hour for 15 hours per week for 90 days.

4. **Step increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Denise Stathines	Public Information Assistant IV	59/3	\$29,598	02/01/2023
Alicia White	IMC III Lead Worker - Adult Medicaid	65/2	\$37,626	02/01/2023
John vanRosenberg	Paramedic	68/2	\$20.64/hr.	02/01/2023

5. **Budget Amendments:** The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 25  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-034	Extension - 4H Grant	500	
10-615-143	Extension - 4H Grant	500	

EXPLANATION: To amend FY 22/23 budget to include additional funding from Albemarle Community Trust.

BUDGET AMENDMENT NO. 26  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	9,952	
10-530-338	EM - Hazardous Materials Grant	9,952	

EXPLANATION: To amend FY 22/23 budget to include additional funding as we have been awarded an HMEP (Hazardous Materials Emergency Preparedness) grant.

BUDGET AMENDMENT NO. 27  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	25,541	
10-610-198	DSS - Low Income Energy Assistance	25,541	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State.

BUDGET AMENDMENT NO. 28  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-010	ECU CH Duke Endowment	227,724	
10-592-741	ECU CH Duke Endowment	227,724	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by The Duke Endowment Grant to be used for our Mobile Integrated Healthcare Program.

BUDGET AMENDMENT NO. 29  
COUNTY CONSTRUCTION FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	County Construction - Perq. Marine Park Basin	600,000	
50-000-724	County Construction - Perq. Marine Park Basin	600,000	

EXPLANATION: To amend FY 22/23 budget to include additional Golden Leaf funding.

7. Miscellaneous Document: The following miscellaneous document was unanimously approved by the Board:

> A Proclamation Proclaiming March 2023 As The 21<sup>st</sup> Annual March for Meals Month: At the request of Laura Robinson, Administrative & Volunteer Coordinator of the Albemarle Commission Senior Nutrition Program, the Board adopted the following Proclamation Proclaiming March 2023 as the 21<sup>st</sup> Annual March for Meals Month:



MARCH  
FOR  
MEALS  
WITH  
HEALS ON WHEELS.

A PROCLAMATION PROCLAIMING MARCH 2023 AS THE  
21<sup>st</sup> ANNUAL MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Nixon signed into law a measure that amended the Older Americans Act of 1965 to include a national nutrition program for individuals 60 years and older.

WHEREAS, for more than five decades, this landmark law has helped to fund community-based organizations – like Meals on Wheels – and it is still the only federal program designed specifically to meet the nutritional and social needs of older adults.

WHEREAS, this year, Meals on Wheels programs from across the country are joining together for the March for Meals awareness campaign to celebrate its success and garner the support needed to ensure these critical programs can continue to address food insecurity and malnutrition, combat social isolation, enable independence and improve health for years to come.

WHEREAS, Meals on Wheels programs – both congregated and home-delivered, in North Carolina have served our communities admirably for 51 years for North Carolina; and

WHEREAS, volunteers for Meals on Wheels programs in Perquimans County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in North Carolina provide nutritious meals to seniors throughout Perquimans County that help them maintain their health and independence, thereby helping to prevent unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in North Carolina provide a powerful opportunity for social connection for hundreds of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

WHEREAS, Meals on Wheels programs in North Carolina deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic, inclement weather and other emergencies.

WHEREAS, the senior population is increasing substantially, and action is needed now to support local Meals on Wheels programs through federal, state and local funding; volunteering; donations; and raising awareness to ensure these vital services can continue to be delivered for years to come.

NOW, THEREFORE, PERQUIMANS COUNTY, does hereby proclaim March 2023 as a month celebrating Meals on Wheels and urge every community member to take this month to honor our senior nutrition programs, the individuals they serve and the volunteers who care for them. Our recognition of, and involvement in, the national March for Meals celebration can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 6<sup>th</sup> day of February, 2023

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunsicutt, Clerk to Board

INTRODUCTION OF NEW EMPLOYEE

- A. Introduction of New Employee: The following new employee was introduced to the Board:
1. Bill Jennings: Bill Jennings, Tax Administrator, introduced Shellie Dickson, Seasonal Tax Lister, who was appointed on December 12, 2022. Ms. Dickson made a few comments and thanked the Board for the opportunity to work in her home county. The Board welcomed her to Perquimans County.

SANDY STEVENSON, NEWBOLD WHITE HOUSE

Mr. Stevenson from the Newbold White House presented a PowerPoint updating the Board on the various activities that have been going on at the Newbold White House campus. He ended his presentation by thanking the Board for their continued support. Chairman Nelson asked if there were any questions or comments from the Board. County Manager Heath asked Mr. Stevenson the following questions:

- > What hours are they opened? Mr. Stevenson said that currently they are opened on Saturdays from April through October. If you have a group that wishes to visit the campus, you can call and set up an appointment. They currently have over 4,500 visitors a year.
- > Does the Perquimans County Restoration Association receive any marketing assistance from the State? Mr. Stevenson said that they do not receive any assistance from the State for their marketing. They have applied for State Grants but have not been awarded any.
- > Have you met with our Tourism Director, Stacey Layden? Mr. Stevenson said that he has and that she is one of the Co-Chairs of the Jailification project in September.

The Board thanked him for the update and looks forward to their future endeavors.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There being no commissioner's concerns or committee reports, Chairman Nelson moved forward with the meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Marine Park Water Basin Update: Mr. Heath presented several pictures showing the work that has been done on the Marine Park Water Basin. County Manager Heath said that, on January 30, 2023, Senator Sanderson came to visit the site and was impressed with what the County was doing. County Manager Heath, Chairman Nelson, Commissioner Corprew, Bob Peele, representatives from NC Department of Commerce, and the contractor, Leslie Campbell, were present for the meeting. Sen. Sanderson said that he was committed to providing any support we may need to make the project a great success. Chairman Nelson stated that Bob Peele was instrumental in getting Senator Sanderson to come visit.
- > New School Construction Project: Mr. Heath reported that the Board of Education has approved a contract for an architect for the project. The architect is Hite Associates out of Greenville, NC. Their estimated start date is April, 2024 and their completion date is tentatively scheduled for April, 2026. Part of this contract includes a section that allows the architect to assist the school board and the County with site selection.
- > Essentials of County Government: Mr. Heath reported that our two newly elected Commissioners, Timothy Corprew and James Ward, attended the UNC Essentials of County Government class in January.
- > Mary Hunnicutt's Retirement Party: Mr. Heath reminded the Board that Mary Hunnicutt's retirement party is scheduled for February 23, 2023 from 3:00 to 5:00 p.m. at the Recreation Center. She will be retiring on March 1<sup>st</sup>. This will be her official last meeting as a full-time Clerk to the Board.

Chairman Nelson asked Commissioners Corprew and Ward if they had any comments about their class in January. Tim Corprew said that it was good to interact with seasoned Commissioners and make connections with them. Mr. Ward said that it was very informative.

SALE OF LAND IN COMMERCE CENTER

County Manager Heath explained that the Board has been negotiating with Story's Restaurant about purchasing five acres of land on the Perquimans River in the Commerce Center for \$200,000. The Story's are wanting to enlarge their current business. County Attorney High has prepared the draft contract to sell the property to the Story's. What Mr. Heath is asking the Board to do tonight is to give the County Manager and County Attorney the authority to proceed with the contract, get a survey of the property made, and to prepare the proper legal documents so that the Board can hold a Public Hearing to complete the sale of this property to the Story's. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board authorized the County Manager and County Attorney to proceed with the contract with the Story's to sell five acres of land in the Commerce Center for \$200,000.

PUBLIC COMMENTS

The following public comment was made:

- > Samantha Farrar: Ms. Farrar explained that her husband is Robert Farrar who will be medically retiring from Perquimans County Sheriff's Office. He has been employed as a Deputy in the Sheriff's Office since December, 2012. In July, 2020, he was attacked while responding to a 911 hang up call. This incident has resulted in him having a condition called Complex Regional Pain Syndrome (CRPS) which has resulted in six surgeries and multiple procedures. They are continuing to fight with Workers' Comp to obtain the medical care that he needs. Since the injury and condition diagnosis, Mr. Farrar has not been medically able to perform the duties of deputy in the Sheriff's Office. The County has accepted his medical retirement which is effective February 20, 2023. They are waiting for the State Medical Board to approve this and they are grateful that the County has approved his retirement however they were quite shocked when they found out that their health insurance will stop. She is coming tonight to ask the County to reconsider paying for his medical insurance after his medical retirement date. He retired after the Commissioners decided to stop paying for retiree insurance and but was grandfathered in after that. However, this benefit was only guaranteed if he retires with a minimum of 20 years. Unfortunately, due to his injury, he cannot work for another 10 years. The County has the option not to continue his medical insurance if he retires before the 20 years even if his disability was sustained during work. She said that her husband did not decide to leave his job. He was injured while protecting the residents of Perquimans County. She further explained that her husband would have given his life for every person sitting in this room tonight. Now, he will not be able to seek medical help for something like a common cold. Workers' Comp is paying for his condition. She is asking the County Commissioners to continue paying for his health insurance until he has the means to pay for his insurance on his own or is found eligible for Medicare or Social Security. She is asking the Board to consider continuing to pay for his medical insurance since he was injured on the job as a first responder. She thanked the Board for their consideration in this situation. Chairman Nelson asked if County Manager Heath could look into this situation and see what the County can do for Mr. Farrar.
- > Pete Perry: Mr. Perry said that the Christmas lights were a huge success even though there were a few individuals that objected to the lights on the Courthouse green. He asked the Board to see if they could make the same thing happen on July 4<sup>th</sup>. He asked the Board to consider reinstating the fireworks on July 4<sup>th</sup>. We have been without them for two years. Mr. Heath explained that he had been looking into it.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5), the Board went into Closed Session to consult with our attorney regarding real property and to approve closed session minutes. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by James W. Ward and unanimously approved by the Board.

No action was required from the Closed Session

ADJOURNMENT

Before adjourning the meeting, Commissioner Corprew explained that Mr. Brinn had taken over the July 4<sup>th</sup> Fireworks Committee and asked if there was any funding left on the books for this celebration. Mr. Heath said that there was \$1,500 from the County and \$1,500 from the Tourism Development Funds to help with the costs of the fireworks. Mr. Corprew said that he would let Mr. Brinn know and see if we can bring the July 4<sup>th</sup> fireworks back to Perquimans County. He also said that, per a poll that he did on Facebook, people recommended having the fireworks on Saturday or Sunday night before July 4<sup>th</sup>.

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:50 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

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

\*\*\*\*\*

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2-20-2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DeAngelo Martez Freemonweldy SOC. SEC. NO.:

POSITION: Deputy DEPT.: Sheriff's Office

X NEW EMPLOYEE EFFECTIVE DATE: 3-1-2023

GRADE: 64 STEP:1 SALARY: \$35,127

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: STEP: SALARY:

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: STEP: SALARY:

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: STEP: SALARY:

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: [Signature]

[Signature] DATE: 2/20/23

FINANCE OFFICER

DATE:



EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 23, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charity Geho SOC. SEC. NO.: \_\_\_\_\_

POSITION: PT Fill-in Telecommunicator - non-certified DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: February 1, 2023

GRADE: 60 STEP: 1 SALARY: \$14.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 2/23/23

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 2/23/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/22/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kanisha Walston

SOC. SEC. NO.

POSITION: Social Worker IA&T (CPS)

DEPT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: 03/01/2023

GRADE: 70 STEP: 2 SALARY: \$ 46,889.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE (STEP)

DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ \_\_\_\_\_

DEPARTMENT RECOMMENDATION

Suamchany/raopue

DATE: 02/22/2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 2/23/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 7, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Tutwiler

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Paramedic Shift Supervisor

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

**X** 2/14/2023 DATE OF EMPLOYEE RESIGNATION FROM FULL-TIME  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*Joseph X. Nigro*  
DATE: 2/7/23

*Paul Heath*  
DATE: 2/20/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 7, 2023

COUNTY OF PERQUIMANS  
PART-TIME EMS/RESCUE EMPLOYEES

NAME: William Tutwiler SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Part-Time, Fill-In Paramedic RESCUE: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: 2/15/2023

GRADE: 68 STEP: 2 SALARY: \$ 20.64 per hour

*Complete following information only if for new employee.*

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

*[Signature]*  
DATE: 2/7/23

\_\_\_\_\_  
DATE: \_\_\_\_\_

COUNTY MANAGER APPROVAL

FINANCE OFFICER

*[Signature]*  
DATE: 2/20/23

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Feb 9, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amy Felton  
POSITION: Social Worker IA&T

SOC.: SEC. NO.:  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                                  STEP:                                  SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                  STEP:                  SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR      2      3      4)  
GRADE:                  STEP:                  SALARY: \$

DATE OF EMPLOYEE RESIGNATION: February 21, 2023

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date:      GRADE:      STEP:      SALARY: \$

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: February 9, 2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 2/10/23

FINANCE OFFICER

DATE: \_\_\_\_\_

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 107  
Hertford, North Carolina 27944  
252-426-7373 - Fax 252-404-1510

SOCIAL SERVICES BOARD  
Teresa Blanchard, Chair  
Brenda Dillard  
Charles Woodard

DIRECTOR Interim  
Susan M. Chaney

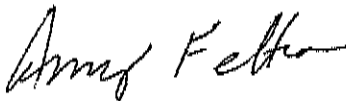
February 7, 2023

Perquimans County Department of Social Services  
103 Charles Street  
Hertford NC, 27944

Re: **Letter of Resignation**

Please accept this as official notice of resignation from Perquimans County Department of Social Services. I appreciated the opportunity to serve the citizens of Perquimans County for the past four years in my capacity as Social Worker. I have accepted a position at another agency that will allow me to continue my career goals. My last day of employment with this agency will be 2/21/2023 were I will be working a partial day.

Sincerely,



Amy Felton  
Social Worker

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 9, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Fields

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Fulltime Telecommunicator I

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
 GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

02/09/2023 DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

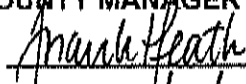
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
 \_\_\_\_\_  
 DATE: 02/09/2023

  
 \_\_\_\_\_  
 DATE: 2/10/23

FINANCE OFFICER

\_\_\_\_\_  
 DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 20, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Ward

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Permanent Part-time Telecommunicator

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

02-16-2023 DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 02-16-2023

COUNTY MANAGER APPROVAL

[Signature]

DATE: 2/22/23

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_



EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 28, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Makayia Williams SOC. SEC. NO. \_\_\_\_\_

POSITION: PT Fill-in Telecommunicator -non- certified DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

03-01-2023 DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 2/28/23

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 2/28/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 28, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Coney

SOC. SEC. NO.: \_\_\_\_\_

POSITION: PT Fill-in Telecommunicator I

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2023  
GRADE: 63 STEP: 1 SALARY: \$16.16 per hour  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 2/28/23

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 2/28/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 28, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Melton SOC. SEC. NO.: \_\_\_\_\_

POSITION: PT Fill-in Telecommunicator I DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2023

GRADE: 63 STEP: 3 SALARY: \$16.97 per hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY,

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 2/28/23

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 2/28/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 28, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samuel Spear

SOC. SEC. NO.: \_\_\_\_\_

POSITION: PT Fill-in Telecommunicator I

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2023

GRADE: 63 STEP: 1 SALARY: \$16.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 2/28/23

[Signature]  
DATE: 2/28/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rhonda Repanshek

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Planner

DEPT.: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 72 STEP: 9 SALARY: \$60,721

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

3/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 72 STEP: 10 SALARY: \$62,238

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

\_\_\_\_\_  
DATE: \_\_\_\_\_

Frank Heath  
DATE: 2/20/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/21/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christina Turner

SOC. SEC. NO. \_\_\_\_\_

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE (STEP)

DATE: 03/01/2023      GRADE: 63      STEP: 1      SALARY: \$ 33,615.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Susanmchaney/royprew

DATE: 02/21/2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 2/22/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**COUNTY CONSTRUCTION FUNDS**  
**NO. 30**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-399-000	E-911 - Fund Balance Appropriated	143,791	
78-500-161	E-911 - Hardware Maintenance	143,791	
<b>EXPLANATION:</b> To amend FY 22/23 budget to appropriate fund balance as required by the E-911 Board.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 6th DAY OF MARCH, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 31**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-003	CERT - ACT Grant	1,919	
10-530-346	CERT - ACT Grant	1,919	
<b>EXPLANATION:</b> To amend FY 22/23 budget to include grant funds as awarded through the Albemarle Community Trust.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 6th DAY OF MARCH, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer



**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**COUNTY CONSTRUCTION FUNDS**  
**NO. 32**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF MARCH, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	2,392	
10-610-202	DSS - Low Income Water Assistance Program	2,392	
<b>EXPLANATION:</b> To amend FY 22/23 budget to include additional funding as awarded by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 6th DAY OF MARCH, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF MARCH, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**RE: Recommendation for Perquimans County Library Board**

From: Michelle Lawrence <mlawrence@pettigrewlibraries.org>

To: Mary Hunnicutt

Date: Wed 2/8/2023 2:04 PM

Bunch application0001.pdf  
577 KB

It would be great if he could be appointed at the March meeting! I've attached the Statement of Interest to Serve that he filled out -- is that what you need?

The contact information I have for him is [cbbunch1951@gmail.com](mailto:cbbunch1951@gmail.com); his phone number is 252-331-3384, I think.

Thank you,  
Michele

---

**From:** Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

**Sent:** Wednesday, February 8, 2023 1:47 PM

**To:** Michelle Lawrence <mlawrence@pettigrewlibraries.org>

**Subject:** Re: Recommendation for Perquimans County Library Board

Did you want me to go on and appointment him at our March meeting effective 3/1/2023 or do you want me to wait until June 2025?

Thanks.  
Mary

---

**From:** Michelle Lawrence <mlawrence@pettigrewlibraries.org>

**Sent:** Wednesday, February 8, 2023 12:16 PM

**To:** Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

**Subject:** Recommendation for Perquimans County Library Board

Good morning, Mrs. Hunnicutt,

The members of Perquimans County Library Board and I would like to recommend Mr. Maurice Bunch, III to our board. We have an open seat that was vacated by Robert Neal. I believe that term ends June 2025.

Thank you,

Michele Lawrence  
Librarian  
Perquimans County Library  
514 S Church Street  
Hertford, NC 27944  
(252) 426-5319

**STATEMENT OF INTEREST TO SERVE**

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners  
 c/o Clerk to the Board  
 P.O. Box 45  
 Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Library 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Maurice Helard Bunch III (Buck)

Date of Birth 7 Mar 1951

Mailing Address 336 Suttons Landing Road

City and Zip Code Hertford, NC 27944

Home Phone 252-331-3394 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Current Job Title Retired

Company or Agency \_\_\_\_\_

Email Address cbbunch1951@gmail.com

Do you live in the county? Yes  No

Please list the name of your Township \_\_\_\_\_

(This information can be obtained from the Tax Office at (252) 426-7010)

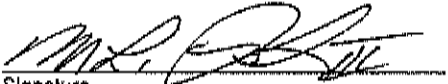
Educational Background MA ECU

Work Experience 16 years in Private Sector. Taught High School for 26 years. 8 years in National Guard & Army Reserve.

Prior Board/Committee Experience Albemarle RC & D

*This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.*

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

  
 Signature

23 Jan. 23  
 Date

*Please feel free to attach a resume or additional information if so desired.*

AGREEMENT BETWEEN  
EAST CAROLINA HEALTH-CHOWAN, INC. D/B/A ECU HEALTH CHOWAN HOSPITAL  
AND  
PERQUIMANS COUNTY EMS

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of January, 2023, by and between East Carolina Health-Chowan, Inc. d/b/a ECU Health Chowan Hospital ("Hospital") and Perquimans County EMS ("Recipient"), hereinafter collectively referred to as "the Parties."

WITNESSETH:

WHEREAS, Hospital is a nonprofit corporation, organized under and existing pursuant to the laws of the State of North Carolina, which owns and operates an acute care hospital licensed under North Carolina General Statute 131E-75 *et. seq.*, which provides medical care for the benefit of the citizens of eastern North Carolina; and

WHEREAS, the Duke Endowment (the "Endowment") has allocated money to implement a community paramedicine program in Perquimans County, North Carolina; and

WHEREAS, Hospital has been awarded a grant from the Endowment to implement the community paramedicine program; and

WHEREAS, Hospital will facilitate and/or reimburse the purchase of the equipment, goods, services and human resource expenses being funded through the Endowment grant; and

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. EQUIPMENT, GOODS, SERVICES AND TRAINING. To facilitate the development and execution of the Perquimans County community paramedicine program grant, Hospital agrees to reimburse Recipient for the purchase of equipment, goods and human resources expenses.
2. FUNDING. All terms and conditions of this contract are dependent upon and subject to the allocation of funds by the Endowment for the purpose set forth and the contract will automatically terminate if funds cease to be available. Recipient agrees:
  - a. To submit invoices to ECU Health Community Health Improvement Coordinator by the fifth (5<sup>th</sup>) day of the each month with sufficient detail identifying a clear description and cost for each item of expenditure for reimbursement
  - b. All human resource expenses paid with grant funds should submitted with timesheets and/or system reports and validated with signatures by the staff person and their manager. Human resources expenses are limited to salary, benefits and training of Perquimans County EMS employees.
  - c. In-Kind resources allocated to the Recipient must also be documented as contributions to the program. Non-personnel in-kind contributions should be documented and submitted for monthly reports.

3. ADDITIONAL REPORTING REQUIREMENTS. Recipient agrees to submit a progress report to Hospital for review by October 11, 2023. Recipient also agrees to submit a final report to Hospital for review by March 17, 2025. Progress reports and Final reports should include detailed information related to the performance metrics included in the grant award, including (1) number of patient receiving services, (2) number of EMS providers trained, (3) number of Emergency Department admissions avoided, (4) number of food boxes distributed and (5) number of patients with meaningful clinical improvements related to hypertension, diabetes and depression

4. ACKNOWLEDGMENT. Recipient understands and acknowledges that for services, goods or equipment purchased under this agreement that: (1) the Hospital makes no presentations or warranties of any kind, either express or implied, including any warranty of merchantability or its fitness for any particular purpose; (2) it is solely responsible for examining the equipment and/or goods prior to installation or use; (3) it is solely responsible for installing the equipment and/or goods and following all written directions accompanying the equipment and/or goods; (4) Recipient is the owner of the equipment and/or goods; (5) Recipient is solely responsible for the operation and use of the equipment and/or goods and for the proper custody and care of such equipment and/or goods, at its own cost; (6) the Hospital has no liability or risk associated with the use and operation of such equipment and/or goods; (7) Recipient is solely responsible for any required servicing, repair, maintenance, replacement, insuring or upkeep of the equipment and/or goods and for insuring such equipment and/or goods, at its own costs; (8) the Hospital is not the manufacturer of the equipment or goods and in the event of any defect or problem with any equipment, goods, services or training, Recipient is solely responsible for settling any dispute, problem or claim it has regarding the performance of any equipment, goods, services and/or training directly with the manufacturer or vendor; (9) Hospital shall have no responsibility to replace or repair any equipment and/or goods or purchase additional services or training that was not satisfactory; (10) to the extent Hospital purchases services or training, Recipient is solely responsible for ordering and overseeing the services and/or training and ensuring the services or training are provided on a timely basis; (11) the Hospital makes no representations or warranties as to the quality, value or appropriateness of the services or training; (12) Hospital is not responsible in tort or contract for any negligence, intentional act and or other wrongful conduct by any manufacturer or person or organization providing training or services to recipient under this Agreement; and (13) in no event shall Hospital be responsible for any consequential or indirect damage or injury to Recipient, its owners, employees, agents, or independent contractors, or to any third person caused by equipment, goods, services and/or training.

5. INDEMNIFICATION AND HOLD HARMLESS. To the fullest extent permitted under North Carolina law, Recipient, on its behalf and on behalf of its employees and agents, agrees to indemnify and hold harmless Hospital Indemnities from any and all claims, liabilities, damages, actions, costs and expenses (including, without limitation, reasonable attorneys' fees, expert fees and court costs, of any kind or nature, whatever at or in equity, arising from or caused in any part by (1) any negligent actions or omissions of Recipient, its employees or its agents, (2) the breach of any representation, warranty, covenant or agreement of Recipient contained in this Agreement, and/or (3) use and/or operation of any equipment, goods, services or training provided to Recipient under this Agreement. Hospital Indemnities shall include its directors/trustees, officers, employees, agents, subsidiaries, parent corporations, and affiliates.

6. RECIPIENT'S INSURANCE. Recipient agrees to procure and maintain, or cause to be procured and maintained, property insurance covering the lactic acid meters and sepsis testing kits; and general liability insurance covering claims, causes of actions, actions, losses, liabilities, damages, and expenses arising out

Contract No. 0012024

of, caused by or otherwise resulting from the negligence or otherwise wrongful acts or omissions of Recipient, its employees and/or agents. The limits of liability shall be at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) per aggregate. Recipient shall provide current certificates of insurance to Hospital within thirty (30) days of the effective date of this Agreement and shall inform Hospital within thirty (30) days of any change in insurance terms.

7. HOSPITAL'S INSURANCE. Hospital shall procure and maintain, or cause to be procured and maintained, general liability insurance covering claims, causes of actions, losses, liabilities, damages, and expenses arising out of, caused by or otherwise resulting from acts or omissions of nonfeasance, malfeasance or negligence committed by its or its employees and agents. The limits of liability of said insurance shall be at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) per aggregate.

8. TERM. The Agreement shall continue until December 31, 2024, which is the end of the grant period or until either party notifies the other of its intent to terminate, in writing, at least 30 days prior to the date of termination.

9. ENTIRE AGREEMENT AND AMENDMENTS. This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior written negotiations or agreements and all prior or contemporaneous oral negotiations or agreements between them regarding the subject matter hereof. This Agreement may be amended only in writing, which writing must be signed by both of the parties.

10. ASSIGNMENT. This Agreement is personal to each of the parties hereto, and neither party may assign nor delegate any of its rights or obligations without first obtaining the written consent of the other party. Any purported assignment without prior written consent from the other party shall be null and void. In the event of assignment, this Agreement shall be binding upon the successors or assigns of the parties hereto.

11. INDEPENDENT CONTRACTOR. The relationship between the parties to this Agreement shall be that of independent contractors, and no party shall be construed to be the agent, partner, employee, or joint venture of the other party to the Agreement. The parties shall not exercise control or direct the manner in which other parties perform their duties hereunder except to assure compliance with this Agreement.

12. OBRA COMPLIANCE. To the extent applicable, the parties agree that upon request they will make their books, documents and records available to the Secretary of Health and Human Services, the comptroller general or their duly authorized representative to the extent required by Section 952 of the Omnibus Budget Reconciliation Act of 1980 and will obtain a similar agreement from any related sub-contractor whom they engage to perform on their behalf. This Section survives termination of this Agreement.

13. DISCLAIMER OF REFERRALS. The parties acknowledge that payment of considerations, whether direct or indirect, to induce referral of any patient, item, service or equipment reimbursable under the Federal Medicare/Medicaid Program is unlawful. Each of the parties agrees that no benefit accruing to either party pursuant to this Agreement shall be conditioned upon nor granted in consideration of the referral of any patient, item, service or equipment to any party. The parties specifically disclaim any requirement that any party refer patients to the other party for any reason whatsoever.

Contract No. 0012024

14. RESTRUCTURING. It is the intention of the parties to comply with all applicable laws and regulations, including, but not limited to, the Internal Revenue Code of 1986, as amended, and all applicable Medicare and Medicaid legislation, and any regulations promulgated thereunder. The parties acknowledge that legislation, regulations, an administrative ruling or other legally binding opinion may be adopted, amended, promulgated or issued which effectively renders this Agreement unlawful, could affect the tax-exempt status of the Hospital or any affiliates thereof, could impose liability or exclusion from participation in the Medicare or Medicaid program or otherwise have a negative impact on either party. In such event, either party may by written notice propose the termination, restructuring or renegotiation of this Agreement in order to effect compliance. If such notice is given and the Parties are unable within fifteen (15) days thereafter to reach an agreement with respect to the termination, restructuring or renegotiation of this Agreement, either party may terminate this Agreement by providing at least fifteen (15) days' written notice to the other.

15. DEBARMENT CERTIFICATION: By signing this Agreement, each party hereby represents and warrants the following: (1) that it has not been debarred, excluded, suspended or otherwise determined to be ineligible to participate in federal health care programs (collectively, "Debarment" or "Debarred," as applicable); and (2) that it agrees to immediately notify the other party in the event that it (a) receives notice of action or threat of action with respect to its Debarment during the term of this Agreement; or (b) becomes Debarred. Upon receipt of such notice from a party, this Agreement shall automatically terminate without further action or notice.

16. FORCE MAJEURE. The parties understand and acknowledge that neither shall be liable for any loss, damage, detention, delay or failure to perform in whole or in part resulting in causes beyond either parties control including, but not limited to act of God, fire, strikes, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation, and inability to obtain supplies of raw material or requirements or regulations of the United States government or any other civil or military authority.

17. THIRD PARTY BENEFICIARY. The parties do not intend to confer any rights, privileges or benefits upon any other individual(s) or entity(ies), not signatories to this Agreement, arising out of this Agreement. The parties agree that nothing in this Agreement shall be construed or interpreted to confer any such rights, privileges or benefits upon any individual or entity not a signatory to this Agreement.

18. COSTS AND TAXES. Except as otherwise specifically provided herein, each party shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder. Each party shall be responsible for payment of any and all federal, state, local or other taxes which may arise or be imposed as the result of its performance under this Agreement or as the result of the receipt of any compensation or other funds under this Agreement or in connection with the transactions contemplated hereby, if any. This Section shall survive termination of this Agreement.

19. NOTICE. Any notice required or permitted to be given hereunder shall be in writing and shall be given by personal delivery or by certified mail, return receipt requested, postage prepaid, to the following addresses:

ECU Health Chowan Hospital  
Attn: Brian Harvill  
P.O. Box 6028  
Greenville, NC 27835-6028

Perquimans County EMS  
Attn: Jonathan Nixon  
P.O. Box 563  
Hertford, NC 27944

With a copy to:  
Attn: Office of General Counsel  
P.O. Box 6028  
Greenville, NC 27835-6028

20. INVALID PROVISION. In the event that any portion of this Agreement shall be determined to be invalid or unenforceable, the remainder of this Agreement shall be deemed to continue to be binding upon the parties hereto in the same manner as if the invalid or unenforceable provision were not a part of this Agreement.

21. WAIVER. The failure by the party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time nor shall the waiver by either party of a breach of any provision hereof be taken or be held to be a waiver of such provision.

22. APPLICABLE LAW, VENUE, AND SERVICE OF PROCESS. This Agreement has been entered into in the State of North Carolina Pitt and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. The parties agree that exclusive venue for the bringing of any action concerning this Agreement shall be in the state or federal courts having jurisdiction in Pitt County, North Carolina and that service of process may be made upon either party by certified mail, return receipt requested, postage prepaid to the party's address as set forth herein or such other address as the party may designate in writing received by the other party.

23. COUNTERPARTS AND FACSIMILES. This Agreement may be executed in one or more counterparts, each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original, and if there is any inconsistency between such facsimile and an executed Agreement subsequently received by "hard-copy," the terms contained in the facsimile shall prevail.

24. HEADINGS. The headings and number of sections and paragraphs contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

25. ELECTRONIC SIGNATURE. As it is applicable to this Agreement, the parties agree to and adopt the terms and conditions of the Uniform Electronic Transactions Act, as adopted in North Carolina General Statutes Chapter 66, including but not limited to the provisions governing electronic signatures. As such, this Agreement is "signed" if it includes a digital signature, symbol and/or action that is adopted or performed by either party or party's Electronic Agent with the present intent to authenticate or manifest assent to the Agreement.

**IN WITNESS WHEREOF**, each party has caused this Agreement to be executed by its duly authorized



Contract No. 0012024

representative as of the date set forth above.

**ECU HEALTH CHOWAN HOSPITAL**

**PERQUIMANS COUNTY EMS**

By: \_\_\_\_\_  
Brian Harvill, President

By: \_\_\_\_\_  
Frank Heath, Perquimans County  
Manager



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON  
CHAIRMAN  
CHARLES WOODARD  
VICE CHAIRMAN  
TIMOTHY J. CORPREW  
JOSEPH W. HOFFLER  
T. KYLE JONES  
JAMES W. WARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## RESOLUTION SUPPORTING THE RECLASSIFICATION OF PERQUIMANS COUNTY 911 DISPATCHERS

**WHEREAS**, in September of 2021, U.S. Representatives Norma J. Torres and Brian Fitzpatrick announced that their 9-1-1- SAVES Act passed the House as part of the Fiscal Year 2022 National Defense Authorization Act. The 9-1-1- SAVES Act is bipartisan legislation to reclassify 911 dispatchers from "Office and Administrative Support" to "Protective Service Occupations" in the Office of Management and Budget's Standard Occupational Classification (SOC) catalog.

**WHEREAS**, 911 dispatchers are the first line of response during an emergency, and they deserve to be classified in a way that recognizes that their work is on par with the work of other public servants classified as first responders; and

**WHEREAS**, Senator Richard Burr introduced the reclassification bill in the Senate, where it remained; and

**WHEREAS**, 911 dispatchers are working with elected officials to re-introduce this legislation with the next Congress, and local support will assist this effort; and

**WHEREAS**, the Perquimans County Board of Commissioners is in support of such a legislative change;

**NOW, THEREFORE BE IT RESOLVED BY THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS:**

That the Perquimans County Board of Commissioners is in support of bipartisan legislation to reclassify 911 dispatchers from "Office and Administrative Support" to "Protective Service Occupations" in the Office of Management and Budget's Standard Occupational Classification (SOC) catalog.

Adopted this the 6<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Frank Heath, Deputy Clerk to the Board

(SEAL)

**Perquimans County's Vision:**

*To be a community of opportunity in which to live, learn, work, prosper and play.*

**A RESOLUTION BY THE COUNTY OF PERQUIMANS  
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

**WHEREAS** Perquimans County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

**WHEREAS** the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”);

**WHEREAS** Perquimans County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

**WHEREAS** section E.6 of the MOA states:

E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

**NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA, Perquimans County authorizes the expenditure of opioid settlement funds as follows:

1. First strategy authorized
  - a. Name of strategy: Post Overdose Response Team
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
  - d. Amounted authorized for this strategy: \$40,250
  - e. Period of time during which expenditure may take place:  
Start date March 7, 2023 through End date June 30, 2024
  - f. Description of the program, project, or activity: Support Start-up for fulltime Mobile Integrated Healthcare Provider to include Vehicle, Upfit, Patient Care Software, Supplies, etc.
  - g. Provider: Perquimans County Emergency Services – EMS Division
2. Second strategy authorized

- a. Name of strategy: Naloxone Distribution
- b. Strategy is included in Exhibit A
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 7
- d. Amounted authorized for this strategy: \$ 8,250
- e. Period of time during which expenditure may take place:  
Start date March 7, 2023 through End date June 30, 2024
- f. Description of the program, project, or activity: Purchase and Distribute Naloxone to local Law Enforcement, Fire Department Personnel, EMS, Community Members
- g. Provider: Perquimans County Emergency Services – EMS Division

3. Third authorized strategy

- a. Name of strategy: Syringe Service Program
- b. Strategy is included in Exhibit A
- c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 9
- d. Amounted authorized for this strategy: \$ 1,500
- e. Period of time during which expenditure may take place:  
Start date March 7, 2023 through End date June 30, 2024
- f. Description of the program, project, or activity: Purchase and have available to distribute needles to those participating in the Post Overdose Response Program, to include disposal of used syringes
- g. Provider: Perquimans County Emergency Services – EMS Division

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$50,000.

Adopted this the  6th  day of  March ,  2023 .

---

Wallace Nelson, Chair  
Perquimans County Board of Commissioners

ATTEST:

---

Frank Heath, Deputy Clerk to the Board

COUNTY SEAL

**DRAFT - Opioid Settlement Funding Resolution**

Jonathan Nixon <jnixon@perquimanscountync.gov>

Mon 2/27/2023 8:59 PM

To: Frank Heath <frankheath@perquimanscountync.gov>;  
Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>;  
Tracy Mathews <tracymathews@perquimanscountync.gov>

Cc: Julie Solesbee <jsolesbee@perquimanscountync.gov>;  
Bethany Buttram <bbuttram@perquimanscountync.gov>

1 attachments (32 KB)

1st Wave - Opioid Settlement Funding Resolution to Direct Expenditure of Funds 03-06-2023.docx;

Please review the attached DRAFT Opioid Settlement Funding Resolution, requesting the allocation of \$50,000 of the over \$88,000 currently available. Breakdown would be as follows:

- \$8,250 Narcan Distribution (Estimated at  $\$110 \times 75 = \$8,250$ )
- \$40,250 Post Overdose Response Team (\$35,00 Chevy Traverse, \$5,250 vehicle upfit/software/supplies/etc)
- \$1,500 Syringe Exchange Program (supplies including syringes/sharps containers/etc).

Let us know if changes are needed in the morning and we can update.

**Jonathan A. Nixon, Director**  
**Perquimans County Emergency Services**  
911 Communications - EMS - Emergency Management  
159 Creek Drive - PO Box 563  
Hertford, NC 27944  
252-426-5646 Ext 105  
252-426-1875 Fax  
252-331-9817 Cell



# PERQUIMANS COUNTY

## BOARD OF COMMISSIONERS

P.O. BOX 45  
 HERTFORD, NORTH CAROLINA 27944  
 TELEPHONE: 1-252-426-7550

WALLACE E. NELSON  
 CHAIRMAN  
 CHARLES WOODARD  
 VICE CHAIRMAN  
 TIMOTHY J. CORPREW  
 JOSEPH W. HOFFLER  
 T. KYLE JONES  
 JAMES W. WARD  
 W. HACKNEY HIGH, JR.  
 COUNTY ATTORNEY

MARY P. HUNNICUTT  
 CLERK TO BOARD

W. FRANK HEATH, III  
 COUNTY MANAGER

### RESOLUTION BY THE COUNTY OF PERQUIMANS

#### AUTHORIZING EXECUTION OF OPIOID SETTLEMENTS AND APPROVING THE SUPPLEMENTAL AGREEMENT FOR ADDITIONAL FUNDS BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOID LITIGATION

**WHEREAS**, the opioid overdose epidemic had taken the lives of more than 32,000 North Carolinians (2000-2021);

**WHEREAS**, the COVID-19 pandemic has compounded the opioid overdose crisis, increasing levels of drug misuse, addiction, and overdose death; and

**WHEREAS**, the Centers for Disease Control and Prevention estimates the total economic burden of prescription opioid misuse alone in the United States is \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and

**WHEREAS**, the overdose emergency department visit rate in Perquimans County was 230.3 out of 100,000 people in 2020. This represents 31 emergency department visits by Perquimans County residents for overdose in that year; and

**WHEREAS**, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuits against opioid manufacturers, pharmaceutical distribution companies, and chain drug stores to hold those companies accountable for their misconduct; and

**WHEREAS**, settlements have been reached in litigation against Walmart, Inc., Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Allergan Limited, CVS Health Corporation, CVS Pharmacy, Inc., and Walgreen Co., as well as their subsidiaries, affiliates, officers, and directors named in the these Settlements; and

**WHEREAS**, representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Supplemental Agreement for Additional Funds (SAAF) to provide for the equitable distribution of the proceeds of these settlements; and

**WHEREAS**, by joining the settlements and approving the SAAF, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, as quickly, effectively, and directly as possible; and

**WHEREAS**, it is advantageous to all North Carolinians for local governments, including Perquimans County and its residents, to sign onto the settlements and SAAF and demonstrate solidarity in response to the opioid overdose crisis, and to maximize the share of opioid settlement funds received both in the state and this county to help abate the harm; and

#### Perquimans County's Vision:

*To be a community of opportunity in which to live, learn, work, prosper and play.*

**WHEREAS**, the SAAF directs substantial resources over multiple years to local governments on the front lines of the opioid overdose epidemic while ensuring that these resources are used in an effective way to address the crisis;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Perquimans County hereby authorizes the County Manager or County Attorney to execute all documents necessary to enter into opioid settlement agreements with Walmart, Walgreens, CVS, Allergan, and Teva, to execute the SAAF, and to provide such documents to Rubris, the Implementation Administrator.

Adopted this the 6<sup>th</sup> day of March, 2023.

---

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

---

Frank Heath, Deputy Clerk to the Board

SEAL

3 attachments (282 KB)

DOJ letter to counties 2.14.23c.pdf; NCACC-Resolution-Template-2nd-Wave-NC-Opioid-Allocation-SAAF-2.8.2023-FINAL.docx; SAAF Clean Final Feb 12 2023 for posting.pdf;

From: Kevin Leonard <kevin.leonard@ncacc.org>  
Sent: Monday, February 13, 2023 8:02 PM  
To: County Managers <CountyManagers@ncacc.org>; County Attorneys <CountyAttorneys@ncacc.org>  
Cc: Kevin Leonard <kevin.leonard@ncacc.org>; Amy Bason <amy.bason@ncacc.org>; Ben Christoph <ben.christoph@ncacc.org>  
Subject: \*\*\*Advance Notice\*\*\* SUPPLEMENTAL OPIOID SETTLEMENTS – APPROVAL REQUESTED

Dear County Managers and County Attorneys –

I hope this message finds you well.

We are sending this message to you as an advance notice about the communication below. The message below will be sent to your Board members in several days. Tomorrow, all County Commissioners statewide will receive an email letter communication from Attorney General Josh Stein announcing and detailing the process for signing on to the supplemental opioid settlements. (That letter is attached).

Again, we wanted you to have advance notice, as your members may have questions.

We hope this is helpful. If you need any further information or have questions, please do not hesitate to contact Amy Bason, NCACC Deputy Director & General Counsel (copied) or me.

As always, thank you for all you do support our counties and our Association.

Best,

Kevin, Executive Director  
Phone: (919) 369-8109  
[www.ncacc.org](http://www.ncacc.org)

---

**RE: SUPPLEMENTAL OPIOID SETTLEMENTS – APPROVAL REQUESTED**

Dear County Commissioners, County Managers, and County Attorneys:

As you may have heard NCDOJ recently announced five new opioid settlements with CVS, Walgreens, Walmart, Allergan, and Teva. These settlements will result in an additional \$600 million to North Carolina state and local governments. This is in addition to the first round of settlements which resulted in \$750 million being distributed to North Carolina state and local governments, with 85% going to local governments.

The distribution formula will mirror the original MOA allocation model outlined in the first settlement agreement, which your county signed in 2021. This is good news, and we hope you will sign the agreements as soon as possible.

To receive the settlement funds, several actions are needed.

**ACTION ONE:**

- Your Board must approve a resolution joining the settlements.
- A sample resolution is attached for your consideration.
- Approving the resolution will authorize your county staff to sign the settlement paperwork.

**ACTION TWO:**

- County staff needs to sign the settlement paperwork.
- Be sure to sign all five settlements and the Supplemental Agreement for Additional Funds (SAAF).
- Docu-sign links will be provided to county staff (Manager or Attorney) to sign the agreements.

**DEADLINE:**

- Counties have until April 18 to join and sign the settlement agreements.

**HELPFUL MATERIALS ATTACHED:**

- Communication from Attorney General Josh Stein
- [Sample Board Resolution](#)
- [Supplemental Agreement for Additional Funds \(SAAF\)](#)

**QUESTIONS:**

- For legal questions, please consult your county attorney or local counsel.
- NCDOJ – email [opioidsettlement@ncdoj.gov](mailto:opioidsettlement@ncdoj.gov)
- NCACC – Amy Bason / NCACC Deputy Director & General Counsel / [amy.bason@ncacc.org](mailto:amy.bason@ncacc.org)

We hope this information is helpful. Please let us know if we can be of further assistance.

Best,

Kevin, Executive Director  
Phone: (919) 369-8109  
[www.ncacc.org](http://www.ncacc.org)



JOSH STEIN  
ATTORNEY GENERAL



February 14, 2023

Dear County Commissioners, Managers, and Attorneys:

I am writing with an important update in our collective fight to address the opioid epidemic and save lives – and a request for you to take action to secure additional opioid settlement funds for your county.

As you know, I helped negotiate the \$26 billion national opioid settlements with the “big three” drug distributors plus Johnson & Johnson (“Wave One Settlements”). These funds began flowing to your county in 2022.

We recently negotiated \$21 billion in new settlements with CVS, Walgreens, Walmart, Allergan and Teva (“Wave Two Settlements”). These Wave Two Settlements have the potential to bring significantly greater resources to your county to address the opioid epidemic. North Carolina’s state and local governments stand to receive more than \$600 million from the Wave Two Settlements – in addition to the more than \$750 million we are already receiving from the Wave One Settlements.

In traveling across North Carolina in recent months, I have learned firsthand about the many innovative programs to address the opioid crisis that counties and municipalities are funding with money from the Wave One Settlements. I am excited about the many new or expanded programs that can be funded with additional resources from the Wave Two Settlements.

As with the Wave One Settlements, **North Carolina will receive its full share of payments from the Wave Two Settlements only if all eligible governments, including your county, sign onto each settlement.** And the defendants will agree to finalize the Wave Two Settlements only if the vast majority of local governments across the nation sign onto them.

In the coming days, your county manager or attorney (or other senior staff your county identified in the course of approving the Wave One Settlements) will receive an email from the national administrator, Rubris. The email from Rubris will invite your county to sign onto each of the five new Wave Two Settlements as well as a supplement to the North Carolina Memorandum of Agreement (“MOA”) on the allocation, use, and reporting of funds from the Wave One settlements.

This supplement to the MOA is called the “Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation” or “SAAF” for short. It provides that the bulk of North Carolina’s money from the Wave Two Settlements will go to counties and municipalities to address the opioid crisis. The SAAF extends the basic terms of the MOA governing the Wave One Settlements to the Wave Two Settlements. Like the MOA, the SAAF has the support of my office, the North Carolina Association of County Commissioners (NCACC), and the North Carolina League of Municipalities (NCLM).

**April 18, 2023 is the deadline to sign onto the Wave Two Settlements and the SAAF.** To assist you in meeting this deadline, NCACC has created a draft resolution template that your county board may adopt to authorize signing onto the Wave Two Settlements and the SAAF. The draft resolution template is available [HERE](#) on NCACC's Opioid Settlement Assistance website; and a link to the template is also available [HERE](#) on the "Wave Two Settlements" page of DOJ's [www.MorePowerfulNC.org](http://www.MorePowerfulNC.org) website. I encourage your county board to adopt its authorizing resolution as soon as possible so that North Carolina can help build national momentum in support of the Wave Two Settlements.

I'm proud that the strong partnership between the state and local governments in North Carolina produced 100% local government participation in the Wave One Settlements. This enabled the state and the participating local governments to receive 100% of our collective share of the national settlement funds.

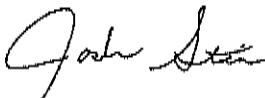
We are hoping to achieve the same unanimous approval of the Wave Two Settlements. Assuming this high level of participation by local governments across North Carolina and the country, which we expect, your county should start receiving money from the Wave Two Settlements during the second half of 2023. These funds will be in addition to the money you are already projected to receive from the Wave One Settlements. The maximum amount your county is projected to receive from the Wave Two Settlements (along with a reminder of the amount your county is projected to receive from Wave One Settlements) is available [HERE](#) on the "Wave Two Settlements" page of DOJ's [www.MorePowerfulNC.org](http://www.MorePowerfulNC.org) website.

For more information, I encourage you to visit the "Opioid Settlements" section of DOJ's [www.MorePowerfulNC.org](http://www.MorePowerfulNC.org) website. You will find additional tools, resources, and information about the opioid settlements on the Community Opioid Resources Engine for North Carolina (CORE-NC) (<https://ncopioidsettlement.org/>).

If your county has filed a lawsuit against opioid manufacturers or pharmacies, information about the Wave Two Settlements has also been provided to your outside counsel, with whom we encourage you to consult. If you have questions for my team about the Wave Two Settlements or SAAF, please do not hesitate to email us at [opioidsettlement@ncdoj.gov](mailto:opioidsettlement@ncdoj.gov).

Thank you for your consideration and partnership in this ongoing effort to save lives and improve the health and well-being of North Carolina residents impacted by the opioid crisis.

Sincerely,



Josh Stein

## Supplemental Agreement for Additional Funds From Additional Settlements of Opioid Litigation

### I. PURPOSE

The purpose of this Supplemental Agreement for Additional Funds (“SAAF”) is to direct Additional Funds from Additional Settlements of opioid litigation to the state of North Carolina and local governments in a manner consistent with the Memorandum of Agreement (“MOA”) Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation that has governed the distribution of Opioid Settlement Funds to the State and its Local Governments since May 2022.

This SAAF does not change the scope or meaning of the MOA with respect to Opioid Settlement Funds governed by the MOA. Instead, this SAAF applies the terms of the MOA – with certain clarifications noted below – to the Additional Settlements and Additional Funds described below.

### II. SCOPE

- A. Scope of the MOA. Under the terms of the MOA, the MOA governs Opioid Settlement Funds from:
1. The National Settlement Agreement with the drug distributors Cardinal, McKesson, and AmerisourceBergen and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals; and
  2. The Bankruptcy Resolution with Mallinckrodt; any Bankruptcy Resolution with Purdue; and any other Bankruptcy Resolution as the term “Bankruptcy Resolution” is defined in the MOA.
- B. Scope of this SAAF. This SAAF governs Additional Funds from the Additional Settlements with Additional Settling Defendants Walmart, Inc., Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Allergan Limited, CVS Health Corporation, CVS Pharmacy, Inc., and Walgreen Co., as well as their subsidiaries, affiliates, officers, and directors named in the Additional Settlements.

### III. APPLICATION OF THE MOA TO ADDITIONAL SETTLEMENTS AND FUNDS

The MOA, which is incorporated herein by reference, governs Additional Settlements and Additional Funds in every respect, except as set forth hereinbelow. In the event of any conflict between the MOA and this SAAF, with respect to Additional Settlements and Additional Funds, the provisions of this SAAF shall take precedence.

#### A. Definitions.

1. The definitions used in the MOA are incorporated by reference into this SAAF.
2. "Additional Funds" shall mean all funds allocated by the Additional Settlements to the State or Local Governments for purposes of opioid remediation activities, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies. Not included are funds made available in Additional Settlements for the payment of the Parties' litigation expenses or the reimbursement of the United States Government.
3. "Additional Settlements" means a national opioid settlement agreement with the Parties and one or more of the Additional Settling Defendants concerning alleged misconduct in manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic.
4. "Additional Settling Defendants" means the defendants listed in section II.B of this SAAF.
5. "Local Counsel" means legal counsel and law firms who have a principal office in North Carolina and represented one or more North Carolina counties and municipalities in litigation against one or more Additional Settling Defendant concerning opioids.
6. "National Counsel" means legal counsel and law firms who have a principal office outside of North Carolina and represented various North Carolina counties and municipalities in litigation against one or more Settling Defendant or Additional Settling Defendant concerning opioids.
7. "Required Local Governments" means all North Carolina counties and municipalities that have filed litigation against any of the Settling Defendants or Additional Settling Defendants.

## B. Allocation of Additional Funds

1. Method of distribution. Pursuant to any Additional Settlements, Additional Funds shall be distributed directly to the State, Local Governments, and Local Counsel for such uses as set forth in the MOA and this SAAF, provided Opioid Settlement Funds shall not be considered funds of the State, any Local Governments, or any Local Counsel unless and until such time as each distribution is made.
2. Overall allocation of funds. Additional Funds shall be allocated as follows with respect to each payment from the Additional Settling Defendants: (i) 15% directly to the State ("State Additional Abatement Fund"), (ii) 84.62% to abatement funds established by Local Governments ("Local Additional Abatement Funds"), and (iii) 0.38% to a Local Counsel Fee Fund described in section IV of this SAAF.
3. The allocation of Local Additional Abatement Funds between Local Governments shall be as described in MOA section B.3. However, to the extent required by the terms of an Additional Settlement, the proportions set forth in MOA Exhibit G shall be adjusted: (i) to provide no payment from an Additional Settlement to any listed county or municipality that does not participate in the Additional Settlement; and (ii) to provide a reduced payment from an Additional Settlement to any listed county or municipality that signs onto the Additional Settlement after the deadline specified by the Additional Settlement.
4. Municipal allocations of Local Additional Abatement Funds shall be as described in MOA section B.4. Consistent with the manner in which MOA section B.4.b has been interpreted by the parties to the MOA with respect to Opioid Settlement Funds, a municipality that directs Local Additional Abatement Funds to the county or counties in which it is located pursuant to MOA section B.4 shall be relieved of any reporting or other obligations under the MOA with respect to the redirected funds.
5. The use of Additional Funds for opioid remediation activities shall be as described in MOA section B.5.
6. All Parties acknowledge and agree the Additional Settlements will require a Local Government to release all its claims against the Additional Settling Defendants to receive Additional Funds. All Parties further acknowledge and agree based on the terms of the Additional Settlements, a Local Government may receive funds through this SAAF only after complying with all requirements set forth in the Additional Agreements to release its claims.

### **C. Payment of Litigating and Non-Litigating Parties**

No party engaged in litigating the MDL Matter shall receive a smaller payment than a similarly situated non-litigating Party, other than as based on the Allocation Proportions in MOA Exhibit G.

### **D. Special Revenue Fund**

Every Local Government receiving Additional Funds shall either (1) deposit the Additional Funds in the special revenue fund that the Local Government created for Opioid Settlement Funds pursuant to MOA section D.1 or (2) create a separate special revenue fund as described in MOA section D.1 that is designated for the receipt and expenditure of the Additional Funds. In either case, every Local Government receiving Additional Funds shall abide by MOA section D and other relevant provisions of the MOA with respect to the Additional Funds in the special revenue fund.

### **E. Opioid Remediation Activities**

1. Local Governments shall expend Additional Funds according to the requirements for Opioid Settlement Funds stated in MOA section E.
2. The coordination group established by MOA section E.7 and described in MOA Exhibit D shall have the same responsibilities with respect to remediation activities funded by Additional Funds and related requirements and procedures that it has with respect to the Opioid Settlement Funds covered by the MOA.

### **F. Auditing, Compliance, Reporting, and Accountability**

1. The Auditing, Compliance, Reporting, and Accountability provisions stated in MOA section F shall apply to Additional Funds in the way they apply to Opioid Settlement Funds.
2. The coordination group established by MOA section E.7 and described in MOA Exhibit D shall have the same responsibilities with respect to auditing, compliance, reporting, and accountability provisions relating to Additional Funds that it has with respect to the Opioid Settlement Funds covered by the MOA.

## G. Effectiveness

1. When this SAAF takes effect. This SAAF shall become effective at the time a sufficient number of Local Governments have joined the SAAF to qualify the SAAF as a State-Subdivision Agreement under the Additional Settlements. If this SAAF does not thereby qualify as a State-Subdivision Agreement, this SAAF will have no effect.
2. Amendments to the SAAF.
  - a. Amendments to conform to final national documents. The Attorney General, with the consent of a majority vote from a group of Local Government attorneys appointed by the Association of County Commissioners, may initiate a process to amend this SAAF to make any changes required by the final provisions of the Additional Settlements. The Attorney General's Office will provide written notice of the necessary amendments to all the previously joining parties. Any previously joining party will have a two-week opportunity to withdraw from the SAAF. The amendments will be effective to any party that does not withdraw.
  - b. Coordination group. The coordination group may make the changes to the SAAF described and authorized in MOA Exhibit D.
  - c. No amendments to allocation between Local Governments. Notwithstanding any other provision of this SAAF, the allocation proportions set forth in MOA Exhibit G may not be amended.
  - d. General amendment power. After execution, the coordination group may propose other amendments to the SAAF, subject to the limitation in Section G.2.c of this SAAF. Such amendments will take effect only if approved in writing by the Attorney General and at least two-thirds of the Local Governments who are Parties to this SAAF. In the vote, each Local Government Party will have a number of votes measured by the allocation proportions set forth in MOA Exhibit G.
3. Acknowledgement. The Parties acknowledge this SAAF is an effective and fair way to address the needs arising from the public health crisis due to the misconduct committed by the Pharmaceutical Supply Chain Participants.

4. When SAAF is no longer in effect. This SAAF is effective until one year after the last date on which any (a) Opioid Settlement Funds are being spent by Local Governments pursuant to the National Settlement Agreement and any Bankruptcy Resolution or (b) Additional Funds are being spent by Local Governments pursuant to the Additional Settlements.
5. Application of SAAF to settlements. This SAAF applies to the Additional Settlements.
6. Applicable law and venue. Unless required otherwise by the Additional Settlements, this MOA shall be interpreted using North Carolina law and any action related to the provisions of this SAAF must be adjudicated by the Superior Court of Wake County. If any provision of this SAAF is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision which can be given effect without the invalid provision.
7. Scope of this SAAF. The Parties acknowledge this SAAF does not excuse any requirements placed upon them by the terms of the Additional Settlements, except to the extent those terms allow for a State-Subdivision Agreement to do so.
8. No third party beneficiaries. No person or entity is intended to be a third party beneficiary of this SAAF.
9. No effect on authority of parties. Nothing in this SAAF shall be construed to affect or constrain the authority of the Parties under law.
10. Signing and execution of this SAAF. This SAAF may be signed and executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. A signature transmitted by facsimile, electronic image, or DocuSign shall be deemed an original signature for purposes of executing this SAAF. Each person signing this SAAF represents he or she is fully authorized to enter into the terms and conditions of, and to execute, this SAAF, and all necessary approvals and conditions precedent to execution have been satisfied.



#### IV. LOCAL COUNSEL FEE FUND

Local Counsel have reviewed the Additional Settlements, find them to be equitable, and recommend their clients execute these Additional Settlements and this SAAF. If (1) all Local Counsel sign this SAAF whereby they consent to the terms of this SAAF and agree to be legally bound by this SAAF, including but not limited to Section IV of this SAAF, and (2) all Required Local Governments agree on or before April 18, 2023 to dismiss all litigation against the Additional Settling Defendants as required by the Additional Settlements, then each Local Counsel shall be entitled to receive a portion of the Local Counsel Fee Fund for the Additional Settlements, in such proportions as set forth below. If one or more Required Local Governments does not dismiss litigation as required by the Additional Settlements, then the 0.38% share of Additional Funds set forth in Section III.B.2 of this SAAF for the Local Counsel Fee Fund shall be included in the Local Additional Abatement Funds, such that 85% of the Additional Funds will be allocated to Local Additional Abatement Funds, and 0% will be allocated to the Local Counsel Fee Fund.

Local Counsel release all North Carolina counties and municipalities from any claim regarding the obligation to pay legal fees or costs relating to their representation of North Carolina counties and municipalities regarding opioid claims and litigation against the Settling Defendants and Additional Settling Defendants. Local Counsel retain their rights to recover legal fees from any national legal fee fund established by a national settlement and to collect any fees due from National Counsel. If one or more National Counsel fails to release its North Carolina client counties and/or municipalities from any contractual obligation to pay legal fees or costs relating to their representation of North Carolina counties and municipalities regarding opioid claims and litigation against the Settling Defendants and Additional Settling Defendants, as required for National Counsel and Local Counsel to receive a portion of the national fee funds created by the National Settlement Agreements and Additional Settlement, then the 0.38% share of Additional Funds set forth in Section III.B.2 of this SAAF for the Local Counsel Fee Fund shall be included in the Local Additional Abatement Funds, such that 85% of the Additional Funds will be allocated to Local Additional Abatement Funds, and 0% will be allocated to the Local Counsel Fee Fund.

As soon as practicable, but in any event no later than May 1, 2023, Local Counsel shall report to the settlement administrator the proportion of the Local Counsel Fee Fund to be received by each Local Counsel. No funds shall be paid out of the Local Counsel Fee Fund until such report is received. Each Local Counsel's release of claims against all North Carolina counties and municipalities as provided above shall remain in full force and effect regardless of the proportion of the Local Counsel Fee Fund that any Local Counsel receives.

IN WITNESS WHEREOF, the parties, through their duly authorized officers, have executed this Supplemental Agreement for Additional Funds under seal as of the date hereof.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

County/City/Town of \_\_\_\_\_

Date: \_\_\_\_\_

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS





107 N. Front Street  
Post Office Box 7  
Hertford, NC 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-3624

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**Enforced Collections-February 2023**

**GARNISHMENTS: \$3,221.96**

**PAYMENT AGREEMENTS: \$19,447.01**

**DEBT SETOFFS: \$0**

# Permit Report

2/1/2023 - 2/24/2023



Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/24/2023	Mechanical	3022	County	HVAC change out	\$75.00	6,200				75.00	
2/24/2023	Electrical	3021	County	temp pole	\$50.00	500		50.00			
2/24/2023	Building Residential	3020		New Construction Single Family Home		489,000					
2/24/2023	Electrical	3019	County	service change w/ new panel	\$100.00	1,600		100.00			
2/23/2023	Mechanical	3018	Hertford	INSTALL (2) 3.5 TON HEAT PUMPS AND AIR HANDLERS	\$130.00	15,000				130.00	
2/23/2023	Electrical	3017	County	wiring new double wide	\$50.00	925					50.00
2/23/2023	Electrical	3016	County	pole replacement/service repair	\$50.00	800		50.00			
2/22/2023	Electrical	3015	County	Wire New Dwelling	\$334.00	9,000		334.00			
2/22/2023	Building	3014	County	New Dwelling	\$747.00	292,000	747.00				
2/22/2023	Building	3013	County	New Dwelling	\$1,106.00	338,000	1,106.00				
2/22/2023	Mechanical	3012	County	NEW HVAC INSTALLATION	\$75.00	13,400				75.00	
2/22/2023	Building	3011	County	New Dwelling Single Family	\$1,297.00	800,000	1,297.00				
2/21/2023	Building	3010	County	28x76 doublewide	\$185.00	215,700					
2/21/2023	Building	3009	County	New Dwelling	\$1,030.00	242,000	980.00	50.00			185.00
2/21/2023	Building	3008	County	New Dwelling	\$1,012.00	246,000	962.00	50.00			



Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/21/2023	Building	3007	County	New Dwelling	\$1,155.00	275,500	1,105.00	50.00			
2/21/2023	Building	3006	County	New Dwelling	\$977.00	273,300	927.00	50.00			
2/21/2023	Building	3005	County	New Dwelling	\$860.00	249,700	810.00	50.00			
2/21/2023	Building	3004	County	New Dwelling	\$1,179.00	276,500	1,129.00	50.00			
2/21/2023	Building	3003	County	New Dwelling	\$953.00	269,000	903.00	50.00			
2/21/2023	Building	3002	County	New Dwelling	\$985.00	258,000	935.00	50.00			
2/21/2023	Building	3001	County	14x12 shed	\$75.00	8,500	75.00				
2/21/2023	Building	3000	County	New Dwelling	\$1,045.00	238,300	995.00	50.00			
2/21/2023	Mechanical	2999	County	3.0TON DUEL FUEL WITH AIR HANDLER AND DUCT WORK	\$75.00	13,500			75.00		
2/21/2023	Plumbing	2998	County	NEW PLUMBING FIXTURES 24	\$290.00	15,000			290.00		
2/21/2023	Mechanical	2997	County	install 3 system HVAC with ductwork & 1 mini split	\$285.00	15,000				285.00	
2/21/2023	Electrical	2996	County	Power to shed	\$70.00	2,500		70.00			
2/21/2023	Electrical	2995	County	Camper pole for camper	\$50.00	1,000		50.00			
2/21/2023	Electrical	2994	County	T-Pole H section Holiday Island	\$50.00	800		50.00			
2/20/2023	Mechanical	2993	County	LABOR ONLY TO HVAC INSTALL BUILDER SUPPLIED EQUIPMENT	\$55.00	1,000					55.00
2/17/2023	Electrical	2992	County	adding three and moving one and adding two lights	\$50.00	500		50.00			
2/17/2023	Plumbing	2991	County	5 gas lines	\$75.00	3,500					

Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/17/2023	Building	2990	County	12x18 Storage Building	\$75.00	7,000	75.00				
2/17/2023	Building	2989	Hertford	New Dwelling	\$467.00	195,000	467.00				
2/16/2023	Electrical	2988	County	install new 200 amp service & 1 subpanel, some wiring	\$130.00	3,000		130.00			
2/17/2023	Building	2987	County	14x40 bldg. & electrical	\$210.00	17,000	140.00	70.00			
2/16/2023	Plumbing	2986	County	2 gas outlets	\$60.00	6,800					
2/15/2023	Building	2984	County	Stabilize existing foundation using intelljacks and push piers	\$100.00	30,000	100.00				
2/15/2023	Plumbing	2983	Hertford	Bathroom upstairs (2nd bathroom) moved toilet and added washing machine	\$70.00	2,500			70.00		
2/15/2023	Mechanical	2982	County	Install new ductwork & heat pump	\$55.00	7,800					
2/15/2023	Building	2981	County	Garage 32x24	\$192.00	30,000	192.00				
2/15/2023	Electrical	2980	County	Replace meter base and service cable	\$110.00	600		110.00			
2/15/2023	Electrical	2979	County	Addition of battery bank ( 1 LG battery backup ) to an already installed solar system having permit no. 1919		0					

Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/14/2023	Mechanical	2978	County	INSTALL 4 TON HEAT PUMP AND DUCT WORK	\$75.00	14,560				75.00	
2/15/2023	Building	2977	County	Add 10x16 deck to New Dwelling Modular	\$75.00	5,000	75.00				
2/13/2023	Plumbing	2976	County	gas line for generator	\$55.00	1,000					
2/13/2023	Plumbing	2975	County	gas line for gas logs	\$55.00	1,000					
2/10/2023	Electrical	2974	County	wire off frame modular	\$60.00	2,300					
2/10/2023	Electrical	2973	County	generator	\$120.00	11,500		120.00			
2/10/2023	Electrical	2972	County	generator	\$140.00	3,500		140.00			
2/10/2023	Electrical	2971	County	generator	\$120.00	2,500		120.00			
2/9/2023	Plumbing	2970	County	HookUp of Modular and Water & Septic	\$50.00	3,800					
2/9/2023	Building	2969	County	18x30 Cottage with 10x18 porch		0					
2/9/2023	Electrical	2968	County	Rewire home 200 Amp service	\$270.00	25,000		270.00			
2/8/2023	Building	2967	County	new DWMH	\$185.00	190,000					185.00
2/8/2023	Building	2966	County	Stabilize existing foundation using intellijacks		0					

Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/8/2023	Building	2965	County	Remodeling home	\$291.00	20,000	291.00				
2/8/2023	Electrical	2964	County	wire house and garage	\$750.00	18,000		750.00			
2/7/2023	Building	2963	Winfall	replace canopy over gas pumps	\$204.00	38,000	204.00				
2/7/2023	Plumbing	2962	Hertford	re-plum 4 lines	\$90.00	4,100			90.00		
2/7/2023	Building	2961	County	Used double wide trailer		0					
2/7/2023	Building	2960	County	Enclosed Porch	\$150.00	24,431	150.00				
2/7/2023	Plumbing	2959	Hertford	(Office) run gas line to existing furnace	\$55.00	1,000					
2/6/2023	Building	2958	County	Enclosed porch	\$75.00	2,000	75.00				
2/3/2023	Building	2957	County	30X40 metal shop	\$410.00	21,000	300.00	110.00			
2/3/2023	Mechanical	2956	County	CHANGE OUT 2.5 TON HEAT PUMP	\$75.00	7,149				75.00	
2/3/2023	Building	2955	County	Rehab of dwelling		173,500					
2/2/2023	Plumbing	2954	County	New Dwelling plumbing		15,000					
2/2/2023	Plumbing	2953	County	HookUp of Doublewide	\$50.00	2,800					50.00
2/2/2023	Plumbing	2952	County	4 gas lines for appliances	\$70.00	3,500					
2/2/2023	Electrical	2951	County	Temporary pole	\$50.00	1,000		50.00			

Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/1/2023	Mechanical	2949	County	CHANGE OUT 3 TON DUEL FUEL PACKAGE SYSTEM	\$75.00	8,200				75.00	
2/1/2023	Mechanical	2948	County	CHANGE OUT 3.5 TON HEAT PUMP	\$75.00	8,250				75.00	
2/1/2023	Mechanical	2947	County	HVAC Change out	\$75.00	5,500				75.00	
2/1/2023	Building	2946	County	16 x 12 wood storage shed on concrete/slab foundation		8,000					
2/1/2023	Mechanical	2945	County	HVAC change out	\$75.00	10,000				75.00	
2/1/2023	Electrical	2944	Hertford	wire new dwelling	\$225.00	5,000		225.00			
2/17/2023	Building	2926	County	Installing 37 solar panels atop clients roof via a mounted rack and all electrical work	\$330.00	54,000	75.00	255.00			
2/9/2023	Building	2907	County	add 12x16 covered front deck	\$75.00	2,000	75.00				

Permit Date	Permit Type	Permit #	Location	Description	Total Fees	Project Cost	Total Building	Total Electrical	Total Plumbing	Total Mechanical	Total Manufactured Home
2/9/2023	Building	2906	County	40x60 pole barn with 12x60 lean-to on each side	\$680.00	61,000	480.00	120.00	80.00		
2/15/2023	Plumbing	2904	County	Plumbing for new home	\$170.00	14,000			170.00		
2/1/2023	Building	2892	County	Stick Build New Single Family Home	\$848.00	387,734	798.00	50.00			
2/1/2023	Mechanical	2881	County	1 UNIT WITH DUCTWORK	\$75.00	13,000				75.00	
2/8/2023	Plumbing	2880	County	plumb new dwelling 16 FIXTURES	\$260.00	13,000	50.00		210.00		
2/8/2023	Building	2759	County	New single family dwelling	\$1,654.00	630,000	1,604.00	50.00			
<b>Total Records: 85</b>					<b>\$24,031.00</b>	<b>6,682,749</b>	<b>17,122.00</b>	<b>3,774.00</b>	<b>910.00</b>	<b>1,165.00</b>	<b>525.00</b>

2/24/2023

Total Records: 85



## New Case Report

2/1/2023 - 2/24/2023

Case Date	Case #	Parcel Address	Owner Name	Violation
2/22/2023	137	132 LONG LN	SPEAR, MICHAEL KENNETH	solid waste
2/1/2023	136	102 BETHEL FISHING CENTER RD	SAMPSON, LUWANNA S	AMH
2/15/2023	135	1175 WOODVILLE RD	BUTT, CARL HARVEY	Build without permit

Total Records: 3

2/24/2023



## Case Activity Report

2/1/2023 - 2/24/2023

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
2/23/2023	127	3147 NEW HOPE RD	Solid waste		Inspection	Spoke with Robert Eure about Durant's Neck burning the property. They are interested so will coordinate between owner and fire department to get it done
2/23/2023	137	132 LONG LN	solid waste		Inspection	Believe complaint is the lot with camper on it. Don't see major issues at this time, will monitor and see over the next few weeks
2/22/2023	135	1175 WOODVILLE RD	Build without permit	Build without permit	Inspection	Permit was acquired by homeowner on 2/17/23. Case closed
2/22/2023	136	102 BETHEL FISHING CENTER RD	AMH	Abandoned Mobile Home	Inspection	Property has been cleaned up, case closed



Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
2/21/2023	127	3147 NEW HOPE RD	Solid waste		Phone Contact	Spoke with property owner regarding property. She would like property to be demoed or burned by the fire department. Will speak to Durant's Neck FD regarding the home.
2/15/2023	135	1175 WOODVILLE RD	Build without permit	Build without permit	Inspection	Observed shed being built without permit. Stop and advised property owner he would need to obtain a building permit and how to do so.
2/3/2023	136	102 BETHEL FISHING CENTER RD	AMH	Abandoned Mobile Home	Phone Contact	Spoke with owner regarding property. They want property cleaned up, advised them how to proceed.

Total Records: 7

2/24/2023

# COMMITTEE REPORTS



# PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-2049 Fax

## 911 Communications Division Advisory Board

Thursday, January 26, 2023 -- 7:00 P.M. - Perquimans Emergency Services Building

### MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Mr. Frank Heath, County Manager

Host – Perquimans County Manager’s Office

Minutes from October 2022 Meeting – Emailed

Introductions (see sign-in sheet for attendance)

#### Reports:

❖ 911 Communication Division – Jonathan Nixon provided the following report:

#### 911 Communications Division Advisory Board

- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:
 

<ul style="list-style-type: none"> <li>-County Commissioner</li> <li>-Town of Hertford</li> <li>-Town of Winfall</li> <li>-County Manager</li> <li>-Emergency Services Director-</li> <li>-911 Shift Supervisors</li> <li>-EMS Shift Supervisor</li> <li>-Emergency Management</li> <li>-Emergency Services PIO</li> <li>-Fire Marshal</li> </ul>	<ul style="list-style-type: none"> <li>-Law Enforcement</li> <li>*Sheriff’s Office</li> <li>*NC Wildlife</li> <li>-Volunteer Rescue Squad</li> <li>-Fire Service</li> <li>*Fire Chiefs’ Association</li> <li>*Bethel Fire Dept</li> <li>*Hertford Fire Dept</li> <li>*Belvidere Fire Dept</li> <li>*Winfall Fire Dept</li> <li>*Inter-County Fire Dept</li> <li>*Durants Neck Fire Dept</li> <li>*NC Forestry</li> </ul>
---	--

Meeting Schedule - The 911 Communications Division Board meets on the 4<sup>th</sup> Thursday in January, April, and October, unless rescheduled.

- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.
- **Emergency Operations Plan** – presented by Jonathan Nixon (ES-1) & Julie Solesbee (PIO/EM-3). See PowerPoint.

#### GENERAL INFO, EQUIPMENT, & SOFTWARE:

- Completed training with RapidSOS and Prepared Live to begin receiving MMS and video messages through a portal – hope to implement in February
- Continuing to explore options for expanding our VIPER coverage by adding 2 new tower sites. A meeting is scheduled with NCHP/VIPER in February as a joint discussion with Chowan and Perquimans
- Contacted our tower vendor regarding completing Phase 2 of the Grounding Project at the 911 Center Tower Site
- COA is hosting a meeting, January 30<sup>th</sup>, to discuss regional 911 center training needs
- 9-Year Call Volume – See PowerPoint

#### PERSONNEL & TRAINING:

- 2 Part-time TCs (non-certified), 1 Full-Time hired (fully certified)
- Communications Training Officer class was held December 16<sup>th</sup> through December 18<sup>th</sup>
- NC Sheriffs' Standards Telecommunicator Course previously scheduled at College of the Albemarle for November 13<sup>th</sup> – November 18<sup>th</sup> was canceled
- Completed the application and interview process for promotion of Telecommunicator II positions – meeting as a group in late February to begin enhancements to our current training program

SHERIFF'S OFFICE: Easter Egg Hunt April 4

NC WILDLIFE: Absent.

RESCUE SQUAD: No report.

FIRE CHIEFS' ASSOCIATION: No report.

BETHEL FIRE DEPARTMENT: No report.

BELVIDERE FIRE DEPARTMENT: BBQ chicken supper February 18

DURANTS NECK FIRE DEPARTMENT: Chief Eure gave progress on new fire stations.

HERTFORD FIRE DEPARTMENT:

Chief Woodard addressed the keyholder response issue at Perquimans High School. He was advised that keyholder information is correct and current. Chief Woodard also asked that the incident address be repeated at least to 1<sup>st</sup> truck responding and was agreed upon. He also asked about multiple stations being paged to a couple accident calls. He was advised there were possible multiple vehicles/patients.

**INTER-COUNTY FIRE DEPARTMENT:**

ISO inspection in November; waiting on results. BBQ fundraiser March 4.

**WINFALL FIRE DEPARTMENT:** Pancake supper February 23

**NC FORESTRY:**

Forestry I, Robert Lacy, advised new assistant ranger starting on February 13. Perquimans will be fully staffed. Chowan ranger is leaving the first of March.

**TOWN OF HERTFORD:** – Janice Cole had no report.

**TOWN OF WINFALL:** Absent

**COUNTY COMMISSIONERS:** – Absent.

**COUNTY MANAGER:** Lobbying efforts to include money for communications towers. Former Senator Bob Steinberg is the lobbyist for the county.

**EMERGENCY SERVICES REPORT:**

- EMS Division 2022 Data – See PowerPoint.
- EMS Division Updates:
  - We now have Stryker Powerloads on all EMS Units (FDs – let us know if you would like for the EMS Duty Crew to stop by on your training nights so you can become familiar with the equipment – we can also provide CPR Class and review at that time)
- New Jump Bags on EMS Units and Zone 1/2 (bright green)
- New dual-band 7/800 & VHF portable radios will be in service soon – joint project with the Sheriff's Office – Multi-Year Lease/Purchase
- Thanks to the 6 Fire Departments & Sheriff's Office for participating in the filming of the Perq Co CPR Video – hope to have it completed in February
- We will be working with ECU Health Chowan Hospital to hammer out a MOU on Friday so that we can begin with the roll-out of our Mobile Integrated Healthcare Program as a result of a 2-Year Duke Endowment Grant
- Starting in February we will be staffing a 3<sup>rd</sup> EMS Duty Crew from Noon to 8pm daily (as part-time staff are available)
- **Upcoming Dates:**
  - Public Officials Conference (BCC Meeting) - March 6, 2023
  - 1st Responder Easter Egg Hunt - April 4, 2023
  - Hurricane Tabletop Exercise - April/May 2023
  - NWS SKYWARN Training Class - May 3, 2023
  - Perquimans Outdoors Event - May 13, 2023
  - Fixed Fertilizer Facility HazMat Exercise – May/June 2023

**OLD BUSINESS:** Updated meeting schedule & hosting agencies.

NEW BUSINESS:

- 4<sup>th</sup> Quarter 2022 Report by Agency & Yearly 2022 Report – distributed.
- Fire Department Equipment Report – distributed.
- Texting update – rosters distributed.
- VIPER Review – Perquimans Talk Groups renamed – see PowerPoint.
- Consideration for Fire/Medical Class – Fire Chiefs requested a class specific to ways firefighters would be assisting EMS.
- Missing Persons SOG was reviewed.
- Silo Movie (Farm Bureau) – interest in county-wide viewing? If so, when is a good time to host at PCHS Auditorium. Fire Chiefs will discuss and get back with Jonathan.
- American Legion – Law Enforcement Officer, Firefighter, Telecommunicator, & EMS Employee of the Year - Fire Chiefs will discuss and get back with Jonathan.
- Discussed changing the meeting time for 911 Board meeting to earlier. It was determined that current meeting time from 7-9 pm works best.
- Additional Comments/Concerns – None.

HOST FOR NEXT MEETING: – Inter-County Volunteer Fire Department

Meeting Schedule: ~~January 26, 2023~~ April 27, 2023 October 26, 2023

Adjournment

Respectfully submitted – Andrea Stoner, 911 Shift Supervisor II & Jonathan Nixon, Emergency Services Director

### Perquimans County 911 Communications Division Advisory Board Meeting

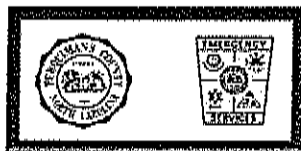


Thursday, January 26, 2023 - 7PM

- **Purpose:** The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.

- **Meeting Schedule:** The 911 Communications Division Advisory Board meets on the 4<sup>th</sup> Thursday in the months of January, April, and October, unless rescheduled.
- **Oversight:** The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

- Members:**
- County Commissioner
  - Town of Henford
  - Town of Winfall
  - County At-Large
  - Emergency Services Director
  - 911 Shift Supervisors
  - EMS Shift Supervisor
  - Emergency Management
  - Emergency Services PIO
  - Fire Marshal
  - Law Enforcement
    - \*Sheriff's Office
    - \*Winfall PD
    - \*NC Wildlife
  - Volunteer Rescue Squad
  - Fire Service
    - \*Fire Chief's Association
    - \*Bethel Fire Dept
    - \*Belvidere Fire Dept
    - \*Dumfries Neck Fire Dept
    - \*Henford Fire Dept
    - \*Intercounty Fire Dept
    - \*Winfall Fire Department
    - \*NC Forestry



### EMERGENCY OPERATIONS PLAN

### PURPOSE

This document presents a task plan which serves as a summary document to common functional sections referred to as Annexes. These sections define roles, responsibilities, and actions to be taken by individuals and organizations to prepare for, respond to, and recover from emergencies and disasters.


Supporting Standard Operating Guidelines (SOGs) are necessary to address in detail how each agency will perform its assigned duties during an emergency/disaster situation. Defining the roles of each response agency reduces the confusion, chaos, and conflict during an emergency situation and significantly decreases vulnerability of the public and their property to hazardous threats.



**PURPOSE**

The Perquimans County Emergency Operations Plan has been developed to address multiple hazards which threaten the county. Using a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disaster and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of people, skills, and resources as well as the utilization of a County Emergency Operations Center.

This plan also recognizes Incident Command System (ICS) as an appropriate management system to be applied to all Perquimans County emergency and/or disaster situations. ICS shall be implemented when emergency and/or disaster response is required.



**Significant Updates**

- Links no longer supported and have been deleted
- Emergency Management has been updated to reflect Emergency Services
- Emergency Management Director has been updated to Emergency Services Director
- Sheriff's Department has been changed to Sheriff's Office
- Town of Hertford Law Enforcement functions have been updated as a responsibility of the Sheriff's Office
- Cyber Security Annex added
- Various supporting documents and job aids have been added, e.g., Sample EOC Battle Rhythm, Critical Task for Initial Response, ICS to Landfill, Special Events Policy, etc.
- Link added to FEMA ICS Form 100 **MUST HOVER YOUR CURSOR OVER THE LINK AND FOLLOW INSTRUCTIONS ONLY**
- Other minor changes to reflect current Perquimans County operations

**TABLE OF CONTENTS**

THERE ARE 3 COMPONENTS THAT COMPRISE THE EMERGENCY OPERATIONS PLAN

**BASIC PLAN** ..... DOCUMENT 1

**ANNEX(S)** ..... DOCUMENT 2

**CHECKLISTS, SPECIAL EVENTS POLICY, AND SUPPORTING DOCUMENTS** ..... DOCUMENT 3

Note: To open links you must hover your cursor over the highlighted link and follow the directions indicated in the drop box.

**BASIC PLAN**

The basic plan begins on page 6 of the document and includes:

- Forward
- Purpose
- Situation and Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Assignment of Individual and Agency Responsibilities
- Continuity of Government
- Direction and Control
- Administration and Logistics
- Plan Development and Maintenance
- Authorities and Reference

**BASIC PLAN**

**II. CONTINUITY OF GOVERNMENT**

**A. General**

The continuity of emergency and disaster operations is essential to the effective functioning of the emergency and disaster response system. This document provides a framework for the continuity of emergency and disaster operations.

**B. Line of Succession**

1. The line of succession for the County Board of Commissioners shall be:
  - Mayor
  - Mayor Pro Tem
  - Deputy Mayor Pro Tem
  - Mayor Elect
  - Mayor Emeritus
  - Mayor's Designate
2. In the event of a vacancy in the office of Mayor, the Mayor's Designate shall assume the duties and responsibilities of the Mayor until the Mayor is able to resume his or her duties.

**BASIC PLAN - Organization & Assignment of Responsibilities**

Perquimans County direction and control is exercised in major emergencies and disaster through the Emergency Operations Center (EOC), and by on-scene incident commanders. There are two primary groups that function through the EOC, the Perquimans County Control Group and the Perquimans County Support Group.

**PERQUIMANS COUNTY CONTROL GROUP**

- Perquimans County Commission Chair (representing all Commissioners)
- Mayor of the Town of Hertford
- Mayor of the Town of Vicksburg
- Perquimans County Manager
- Hertford Town Manager
- Emergency Services Director
- Perquimans County Sheriff
- Safety Officer
- Public Information Officer



**BASIC PLAN – Organization & Assignment of Responsibilities**

**PERQUIMANS COUNTY SUPPORT GROUP**

- Fire Department
- Sheriff's Office
- Winfall Police Department
- Fire Marshal
- Social Services
- Tax Department
- American Red Cross
- Salvation Army
- Amateur Radio
- Finance Officer
- Public Schools
- Health Department
- Recreation Department
- Hertford Public Works
- Winfall Public Works
- Perquimans Water Department
- Solid Waste
- Damage Assessment Officer and Damage Assessment Teams
- Inspections Department
- Private Utilities Agencies
- Homeowners Associations, private sector businesses, utilities, etc.
- State agencies (i.e., NC Forestry, NC DOI, etc.)
- Federal Agencies (i.e., Homeland Security, FEMA, etc.)
- Faith Based Organizations
- VOAD
- CERT (Community Emergency Response Teams)
- Others as needed or requested

**ANNEX(S)**

Annex(es) include:

- Animal Control and Protection
- Communications
- County Recycling and Distribution
- Damage Assessment
- Debris Management
- Direction and Control
- Donation Management
- Emergency Medical Services
- Emergency Operations Center
- Evacuation, Re-entry, and Transportation
- Fly Control and Hazardous Materials
- Healthcare
- Northeastern NC Joint Information Center
- Law Enforcement
- Hazardous Materials
- Notification and Warning
- Public Health
- Public Information
- Public Information Officer's guide
- Public Works and Maintenance
- Resource Management
- Restoration of Essential Services
- Shelter and Mass Care
- Terrorism, Fearedly Threats, and Act
- Training and Exercise
- Vital Facilities
- Cyber Security

**Cyber Security Annex**

Perquimans County Cyber Security Annex documents guidelines and provisions for protecting the security of our data, systems, and processes, and technology infrastructure. These policies, procedures, and responses to cyber threats and attacks are the responsibility of the Perquimans County Information and Technology (IT) and IT's U.S. partners. All Perquimans County Departments and staff will utilize IT's preventative measures and guidance provided by IT, within this document.

Today's technology is ever-changing and our operating environment evolves. Perquimans County is a networked system and processes. These systems allow for greater efficiency. The more we rely on technology, however, the more we are exposed to cyber threats and attacks. The more information we become in information technology (IT) security events. A cyber attack does not only threaten Perquimans County's confidential data, but it may also damage the trust relationships with the citizens we serve.

IT security is not a static topic. This document exists to establish guidelines and procedures used by Perquimans IT, to identify County assets that are subject to security threats and practices the protection of those assets based on their value and the threat a cyber event would have on them and the County.

Perquimans Emergency Services (ES) plays an important role in the IT security policy for the County. Due to regulatory requirements and the nature of the County's programs, IT security may serve as a fundamental security IT security policy.

**CHECKLISTS, SPECIAL EVENTS POLICY, AND SUPPORTING DOCUMENTS**

CHECKLISTS, SPECIAL EVENTS POLICY, AND SUPPORTING DOCUMENTS includes:

- Hazardous Materials
- Animal Control and Protection
- Sheriff's Office
- Winfall Police Department
- Fire Marshal
- Social Services
- Tax Department
- American Red Cross
- Salvation Army
- Amateur Radio
- Finance Officer
- Public Schools
- Health Department
- Recreation Department
- Hertford Public Works
- Winfall Public Works
- Perquimans Water Department
- Solid Waste
- Damage Assessment Officer and Damage Assessment Teams
- Inspections Department
- Private Utilities Agencies
- Homeowners Associations, private sector businesses, utilities, etc.
- State agencies (i.e., NC Forestry, NC DOI, etc.)
- Federal Agencies (i.e., Homeland Security, FEMA, etc.)
- Faith Based Organizations
- VOAD
- CERT (Community Emergency Response Teams)
- Others as needed or requested

**3 Days (Tue – THU) BEFORE**

EOC Monitor Operate of Public Addresses from the National Weather Center

- Check all Emergency Services Equipment (Generator, Pumps, Receivers, Backup Fuel on Equipment, etc.)
- Clean up all Emergency Services Building ready to available space to be used as multi-function sleeping quarters
- Ensure adequate level of supplies as available for EOC
- Ensure adequate supply for toilet paper, soap, towels, laundry detergent, etc.
- Email to all County Departments Heads asking them to take a few minutes and examine copy of their facility and equipment equipment, listing the date for at least 3 locations. Remove them to keep working and available.
- Have Perquimans County staff review the program handbook and ask for a sign up if needed
- Check the program handbook for the Winfall Tower site and call for sign-up if needed
- Email to Emergency Services Staff & other Essential Staff - Monitoring System - Make plans now for Emergency Services
- Prepare News Creation on Social Media and press for News (Local and State level) by using & Postings including large amount & other supply etc)
- Verify EOC is Operational in the EOC
- Verify all systems are functional at the EOC
- Place power on generator in every 24hr
- VCS 224 forms

**4 Days (Tue – THU) BEFORE**

- Partial Activation of EOC
- EOC Unit Conference Calls typically start on this day
- Assign EOC roles
- Update Google Weather Event Document
- Review update event Battle Rhythm
- Check with Schools and Water Dept on fuel supply/needs
- Request high value vehicles from airports
- Check with neighboring EMS & 911 agencies regarding possible staffing needs
- Consider food purchases for EOC, 911, EOC & EMS Staff (food, condiments, plates, utensils, etc)
- Top off fuel on all ES Vehicles, Boats, ATVs, Generators and Light Trucks - Check all tires
- Contact Special Needs/MSM - Are they capable of evacuating if needed?
- Check with Town of Hertford Public Works (Equipment & Generator Operable, Adequate Fuel)
- Check with Perquimans County Water Department (Equipment & Generator Operable, Adequate Fuel)
- Verify Emergency Services Staffing Plan
- Begin preparing for Control Group Meeting
- Begin Daily Situation Reports (Include Local Closure Link)



### GENERAL INFO, EQUIPMENT, & SOFTWARE

- o Completed training with RapidSOS and Prepared Live to begin receiving MMS and Video Messages through a portal- Hope to implement in February
- o Continuing to explore options for expanding our VIPER Coverage by adding 2 new tower sites – meeting scheduled with NCHP/VIPER in February as a joint discussion with Chowan and Perquimans
- o Contacted our Tower Vendor regarding completing Phase 2 of the Grounding Project at the 911 Center Tower Site
- o COA is hosting a meeting on January 30th to discuss regional 911 Center training needs

### PERSONNEL & TRAINING

- o 2 Part-time TCs (non-certified), 1 Full-Time hired (fully certified)
- o Communications Training Officer class was held December 16<sup>th</sup> through December 18<sup>th</sup>
- o NC Sheriffs' Standards Telecommunicator Course previously scheduled at College of the Albemarle for November 13<sup>th</sup> – November 18th was canceled
- o Completed the application and interview process for promotion of Telecommunicator II positions – meeting as a group in late February to begin enhancements to our current training program

### 9 Year Call Volume Data

Year	Call Volume	% Increase
2014	8842	
2015	9647	9.10%
2016	11759	32.99%
2017	13062	47.73%
2018	14295	61.67%
2019	16098	82.06%
2020	17091	93.29%
2021	18513	109.38%
2022	20717	134.30%

- 911 Center
- Law Enforcement
  - \* Sheriff's Office
  - \* Winfall PD
- Volunteer Rescue Squad
- Fire Departments
  - \* Fire Chief's Association
  - \* Bettsville Fire Dept
  - \* Belvidere Fire Dept
  - \* Durant's Neck Fire Dept
  - \* Hertford Fire Dept
  - \* Intercounty Fire Dept
  - \* Winfall Fire Dept
- NC Forestry
- Town of Hertford
- Town of Winfall
- County Commissioner
- County Manager
- Emergency Services Director

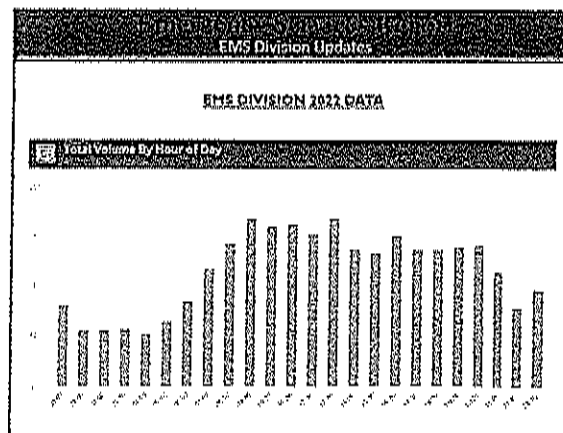
### EMS Division Updates

#### EMS DIVISION 2022 DATA

Year	Total Call Volume	% Increase from 2021
2023	1922	—
2024	1219	37.6%
2025	1819	50.9%
2026	1954	7.4%
2027	1729	-12.8%
2028	1828	-2.2%
2029	1841	0.7%
2030	1801	-2.2%
2031	2087	15.9%
2032	2028	-2.8%
2033	1964	-3.2%
2034	2212	12.6%
2035	2112	-4.5%
2036	2278	7.8%
2037	2362	3.7%
2038	2493	5.5%
2039	2391	-4.1%
2040	2391	0.0%

- 2,950 EMS Calls for Service
  - 9.6% increase in 12 months
  - 23.5% increase in 24 months
- Minimum Staffing is 2 Advanced Life Support EMS Crews
- Preferred Staffing is 1 Paramedic Supervisor on a QRV and 2 Paramedic Level EMS Crews
- 140 calls where an EMS Unit was not immediately staffed (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> call)
- 2022 Mutual Aid Totals:
 

AGENCY	GIVEN	RECEIVED
Chowan EMS	8	24
Gates Rescue	2	0
Perquimans EMS	0	22
<b>TOTALS</b>	<b>11</b>	<b>46</b>



**EMS Division Update**

- o We now have Stryker Powerloads on all EMS Units (FDs - let us know if you would like for the EMS Duty Crew to stop by on your training nights so you can become familiar with the equipment - we can also provide CPR Class and review at that time)
- o New Jump Bags on EMS Units and Zone 1/2 (bright green)
- o New dual-band 7/800 & VHF portable radios will be in service soon - joint project with the Sheriff's Office - Multi-Year Lease/Purchase
- o Thanks to the 6 Fire Departments & Sheriff's Office for participating in the filming of the Perq Co CPR Video - hope to have it completed in February
- o We will be working with ECU Health Chowan Hospital to hammer out a MOU on Friday so that we can begin with the roll-out of our Mobile Integrated Healthcare Program as a result of a 2-Year Duke Endowment Grant
- o Starting in February we will be staffing a 3<sup>rd</sup> EMS Duty Crew from Noon to 8pm daily (as part-time staff are available)

**Pending Projects/Trainings/Community Preparedness Activities**

- Public Officials Conference (BCC Meeting) - March 6, 2023
- 1st Responder Easter Egg Hunt - April 4, 2023
- Hurricane Tabletop Exercise - April/May 2023
- NWS SKYWARN Training Class - May 3, 2023
- Perquimans Outdoors Event - May 13, 2023
- Fixed Fertilizer Facility HazMat Exercise - May/June 2023

**Old Business:**

- Updated Meeting Schedule & Hosting Agencies

**New Business:**

- 1<sup>st</sup> Quarter 2022 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- VIPER Review - Perquimans Talkgroups Renamed
- Consideration for Fire Class
- Missing Persons SOG
- Silo Movie (Farm Bureau)
- American Legion - Law Enforcement Officer, Firefighter, Telecommunicator, EMS employee of the year
- Meeting Time
- Additional Comments / Concerns
- Host for April 27, 2023 - Inter-County Fire Department

**Meeting Schedule:**  
 January 26, 2023    April 27, 2023    October 26, 2023

**Adjournment**

October 24, 2019 - Perquimans County Manager  
 January 23, 2020 - Inter-County VFD  
 April 23, 2020 - CANCELED  
 July 23, 2020 - Duncant's Neck VFD  
 October 27, 2020 - Bethel VFD  
 January 21, 2021 - CANCELED  
 April 22, 2021 - Belvidere VFD  
 July 23, 2021 - Town of Winfall (FD&PD)  
 October 21, 2021 - CANCELED  
 January 27, 2022 - Town of Hertford (FD)  
 April 28, 2022 - CANCELED  
 July 28, 2022 - Perquimans Sheriff's Office  
 October 27, 2022 - Perquimans County Emergency Services  
 January 26, 2023 - Perquimans County Manager

• Chowan EMS	23	• Perq EMS	2950
• Eastcare	2	• Perq FM	2
• Perq EM	194	• Perq SO	13375
• Gates EMS	60	• Perq Water	13
• Hertford PubWks	50	• Perq Water/Rescue	21
• Magistrate	698	• Station 2 - Bethel FD	140
• NC DOT	66	• Station 3 - Hertford FD	256
• NC Forestry	62	• Station 4 - Belvidere FD	113
• NC Probation	8	• Station 6 - Winfall FD	149
• NC SHP	554	• Station 7 - Inter-County FD	176
• NC Wildlife	26	• Station 8 - Duncant's Neck	93
• Nightingale	16	• Winfall PD	0
• Pasq EMS	24	• Winfall PubWks	10
• Perq DSS	98		

**VIPER REVIEW**

**Perquimans County Emergency Services**

- Updated Template by the NC State Emergency Service Team (see June 2021)
- Search and Rescue (SAR)
- New 113 Agency Address
- Perquimans County Emergency Services (Perquimans County)
  - PERQ001
  - PERQ010 (Former PERQ010)
  - PERQ020 (Former PERQ020)
  - PERQ030 (Former PERQ030)
  - PERQ040 (Former PERQ040)
  - PERQ050 (Former PERQ050)
  - PERQ060 (Former PERQ060)
  - PERQ070 (Former PERQ070)
  - PERQ080 (Former PERQ080)
  - PERQ090 (Former PERQ090)
  - PERQ100 (Former PERQ100)
  - PERQ110 (Former PERQ110)
  - PERQ120 (Former PERQ120)
  - PERQ130 (Former PERQ130)
  - PERQ140 (Former PERQ140)
  - PERQ150 (Former PERQ150)
  - PERQ160 (Former PERQ160)
  - PERQ170 (Former PERQ170)
  - PERQ180 (Former PERQ180)
  - PERQ190 (Former PERQ190)
  - PERQ200 (Former PERQ200)
  - PERQ210 (Former PERQ210)
  - PERQ220 (Former PERQ220)
  - PERQ230 (Former PERQ230)
  - PERQ240 (Former PERQ240)
  - PERQ250 (Former PERQ250)
  - PERQ260 (Former PERQ260)
  - PERQ270 (Former PERQ270)
  - PERQ280 (Former PERQ280)
  - PERQ290 (Former PERQ290)
  - PERQ300 (Former PERQ300)
  - PERQ310 (Former PERQ310)
  - PERQ320 (Former PERQ320)
  - PERQ330 (Former PERQ330)
  - PERQ340 (Former PERQ340)
  - PERQ350 (Former PERQ350)
  - PERQ360 (Former PERQ360)
  - PERQ370 (Former PERQ370)
  - PERQ380 (Former PERQ380)
  - PERQ390 (Former PERQ390)
  - PERQ400 (Former PERQ400)
  - PERQ410 (Former PERQ410)
  - PERQ420 (Former PERQ420)
  - PERQ430 (Former PERQ430)
  - PERQ440 (Former PERQ440)
  - PERQ450 (Former PERQ450)
  - PERQ460 (Former PERQ460)
  - PERQ470 (Former PERQ470)
  - PERQ480 (Former PERQ480)
  - PERQ490 (Former PERQ490)
  - PERQ500 (Former PERQ500)
  - PERQ510 (Former PERQ510)
  - PERQ520 (Former PERQ520)
  - PERQ530 (Former PERQ530)
  - PERQ540 (Former PERQ540)
  - PERQ550 (Former PERQ550)
  - PERQ560 (Former PERQ560)
  - PERQ570 (Former PERQ570)
  - PERQ580 (Former PERQ580)
  - PERQ590 (Former PERQ590)
  - PERQ600 (Former PERQ600)
  - PERQ610 (Former PERQ610)
  - PERQ620 (Former PERQ620)
  - PERQ630 (Former PERQ630)
  - PERQ640 (Former PERQ640)
  - PERQ650 (Former PERQ650)
  - PERQ660 (Former PERQ660)
  - PERQ670 (Former PERQ670)
  - PERQ680 (Former PERQ680)
  - PERQ690 (Former PERQ690)
  - PERQ700 (Former PERQ700)
  - PERQ710 (Former PERQ710)
  - PERQ720 (Former PERQ720)
  - PERQ730 (Former PERQ730)
  - PERQ740 (Former PERQ740)
  - PERQ750 (Former PERQ750)
  - PERQ760 (Former PERQ760)
  - PERQ770 (Former PERQ770)
  - PERQ780 (Former PERQ780)
  - PERQ790 (Former PERQ790)
  - PERQ800 (Former PERQ800)
  - PERQ810 (Former PERQ810)
  - PERQ820 (Former PERQ820)
  - PERQ830 (Former PERQ830)
  - PERQ840 (Former PERQ840)
  - PERQ850 (Former PERQ850)
  - PERQ860 (Former PERQ860)
  - PERQ870 (Former PERQ870)
  - PERQ880 (Former PERQ880)
  - PERQ890 (Former PERQ890)
  - PERQ900 (Former PERQ900)
  - PERQ910 (Former PERQ910)
  - PERQ920 (Former PERQ920)
  - PERQ930 (Former PERQ930)
  - PERQ940 (Former PERQ940)
  - PERQ950 (Former PERQ950)
  - PERQ960 (Former PERQ960)
  - PERQ970 (Former PERQ970)
  - PERQ980 (Former PERQ980)
  - PERQ990 (Former PERQ990)
  - PERQ1000 (Former PERQ1000)

### Consideration for Fire Class

- Course: Emergency Medical Care (FIP7001)
- Hours: 12 Hours
- Schedule: (3 nights from 6-10?)
- Location: Perquimans Emergency Services (159 Creek Dr - Hertford, NC)
- Instructor: Jason Sample

**PERQUIMANS COUNTY AGENTS**

**AGENTS MEETING**

DATE:                      TIME:           

LOCATION:                     

NAME:                     

PHONE:                     

**Meeting Minutes**

**A. Attendance**

**B. Minutes of Previous Meeting**

**C. Correspondence**

**D. Reports**

**E. Other Business**

**F. Adjournment**

**AGENTS MEETING**

DATE:                      TIME:           

LOCATION:                     

NAME:                     

PHONE:                     

**Meeting Minutes**

**A. Attendance**

**B. Minutes of Previous Meeting**

**C. Correspondence**

**D. Reports**

**E. Other Business**

**F. Adjournment**

**AGENTS MEETING**

DATE:                      TIME:           

LOCATION:                     

NAME:                     

PHONE:                     

**Meeting Minutes**

**A. Attendance**

**B. Minutes of Previous Meeting**

**C. Correspondence**

**D. Reports**

**E. Other Business**

**F. Adjournment**

### New Business (Continued)

- Silo Movie (Farm Bureau)
  - Is there an interest in viewing by the FDs as a whole?
  - If so, when is a good time to host at the PCHS Auditorium?
- American Legion would like to honor a Law Enforcement Officer, Firefighter, Telecommunicator, and EMS employee of the year.
  - Each Fire Department would be invited to nominate a firefighter from their station to be recognized and the Chiefs would be asked to select one for the county.
  - An application packet will be required and the Legion sets the rules.
  - The Legion will send up a LE Officer and a Firefighter for regional competition.
  - Are the FDs interested?
- Meeting Times

**Old Business:**

- Updated Meeting Schedule & Hosting Agencies

**New Business:**

- 4th Quarter 2022 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- VIPER Review - Perquimans Talkgroups Renamed
- Consideration for Fire Class
- Missing Persons SOCs
- Silo Movie (Farm Bureau)
- American Legion - Law Enforcement Officer, Firefighter, Telecommunicator, EMS employee of the year
- Meeting Time
- Additional Comments / Concerns
- Host for April 27, 2023 - Inter-County Fire Department

**Meeting Schedule:**

January 26, 2023      April 27, 2023      October 26, 2023

**Adjournment**

**Perquimans County  
911 Communications Division  
Advisory Board Meeting**

