

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
December 4, 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: November 6, 2023 Regular Meeting & November 20, 2023 Special Called Meeting & Work Session *(cancelled)*
 - B. Tax Releases/Refunds
 - C. Personnel Matters
 - 1. Appointment: Full-Time Telecommunicator
 - 2. Appointment: IMC I Working Against IMC II
 - 3. Appointment: Part-Time/Fill-In EMT
 - 4. Appointment: Part-Time/Fill-In Paramedic
 - 5. Promotion: IMC III
 - 6. Resignation: Part-Time/Fill-In Telecommunicator (3)
 - 7. Resignation: Part-Time/Fill-In Paramedic (2)
 - D. Step Increases/Merit Increases
 - 1. Department Head
 - 2. Telecommunications
 - 3. EMS
 - E. Budget Amendment No. 22
 - F. Board Appointments/Reappointments
 - 1. Chowan/Perquimans Multi-County LEPC – Commissioner Appointment
 - 2. Chowan/Perquimans Multi-County LEPC Roster for 2024
- V. **Recognition of Employees' Years of Service & Introduction of New Employees**
 - A. Recognition of Employees' Years of Service
 - B. Introduction of New Employees
 - 1. Angela Jordan, Director of Social Services
 - 2. Jonathan Nixon, Emergency Services Director
- VI. **Scheduled Appointments**
 - A. Jared Harrell, Extension Director 7:00 p.m.
 - B. Joshua Lassiter, First Tryon Advisors 7:10 p.m.
 - C. Thompson, Price, Scott & Adams, Auditors *(by Zoom)* 7:20 p.m.
- VII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
- VIII. **Old Business**
 - A. Updates from County Manager
 - B. Vacancies of Boards/Committees
 - 1. Senior Tar Heel Legislatura Delegate & Alternate
 - 2. Community Advisory Committee

ACTION
REQUIRED

IX. New Business

A.

B.

C.

NO ACTION
REQUIRED

X. Unscheduled Appointments/Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

A.

B.

XI. Adjournment

FOR INFORMATION ONLY:

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DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Report
- Call Volume Report by Department – October 2023
- CFS Report for 3rd Quarter
- Sheriff's Office Report

COMMITTEE WRITTEN REPORTS:

- 911 Communications Division Minutes – October 26, 2023

NOTES FROM THE COUNTY MANAGER

December 4, 2023

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. The recognition of employees' years of Service & introduction of new employees will be done:

A. **Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Tracy Hunter	Water Department	Technician II	20 years	12/01/2023

B. **Introduction of New Employees:**

1. **Angela Jordan, Social Services Director:** Ms. Jordan will introduce the following new full-time employees:

Employee Name	Employee Job Title	Effective Date
Ashley Stanley	IMC I working against IMC II	11/01/2023
Brandy Haislip	IMC I working against IMC II	11/01/2023
Tracee Baxton	IMC I working against IMC II	11/01/2023

2. **Jonathan Nixon, Emergency Services Director:** Mr. Nixon will introduce the following new full-time employees:

Department	Employee Name	Employee Job Title	Effective Date
EMS	Chloe Schlmeyer	Part-Time/Fill-In EMT to Full-Time EMT	10/01/2023

VI.A. **Enclosure:** Jared Harrell, Extension Director, will present their Report to the People overviewing their accomplishments during the year.

VI.B. Joshua Lassiter of First Tryon Advisors will present information to the Board on how he can assist the County with the obtaining the financing of the new school facility. Board action may or may not be requested. It may be for information purposes.

VI.C. Austin Eubanks, Audit Manager of Thompson, Price, Scott & Adams, will present the FY 2022-2023 Audit via Zoom. Board action will be requested. *An electronic copy of the audit should be forwarded to you prior to Monday Night's meeting.*

VIII.A. County Manager Heath will present several updates to the Board.

VIII.B. The following board/committee has vacancies which needs to be filled:

- Senior Tar Heel Legislature Delegate & Alternate:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. Board direction is being requested.
- Community Advisory Committee:** Currently, we only have one member on this Committee. Melissa Hines, Regional Long-Term Care Ombudsman, notified me that we currently need five members so we need to appoint four more members. She did explain that Patty Bosco has filed an application with Area Agency on Aging and will begin her training on December 14, 2023. Should she complete her training, Ms. Hines will notify the Board and we will need to appoint her. We need three more members. Board direction is being requested.

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)

- Enclosures:** Approval of the November 4, 2023 Regular Meeting & November 20, 2023 Special Called Meeting & Work Session (*cancelled*)
- Enclosure:** Tax Refunds & Releases Approval: See attached listing:
- Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Allen Foy	Full-Time Telecommunicator	Appointment	63/1	\$33,937	01/01/2024
Lisa Wolfrum	IMC I working against IMC II	Appointment	63/1	\$33,937	12/01/2023
Charles vonRosenburg	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	12/01/2023
Brandon Thorngren	Part-Time/Fill-In Paramedic	Appointment	68/2	\$21.68/hr.	12/01/2023
Samantha Farrar	IMC III (MXP Position)	Promotion	65/1	\$38,543	12/01/2023
Jesse Howard	Part-Time/Fill-In Telecommunicator	Resignation			11/30/2023
Vivian Long	Part-Time/Fill-In Telecommunicator	Resignation			12/31/2023

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Samuel Spear	Part-Time/Fill-In Telecommunicator	Termination			11/30/2023
RaShawn Anthony	Part-Time/Fill-In Paramedic	Termination			11/30/2023
Tonya Ayers	Part-Time/Fill-In Paramedic	Resignation			03/10/2024

D. **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:

Department	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Department Head	Beverly Gregory	Senior Citizen Coordinator	63/12	\$46,174	12/01/2023
Telecommunications	Nakindra Downing	911 Shift Supervisor I	67/3	\$44,195	12/01/2023
EMS	Jessica White	Paramedic	68/3	\$46,184	12/01/2023

E. **Enclosure:** Budget Amendment Nos. 22 is enclosed for your review and action.

F. **Enclosure:** The following board appointments/reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2023

The Board also approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2024 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Basnight, Edward	Law	Newman, Tyler	Press
Bass, Billy	Fire	Nixon, Jonathan	EM/EMS/911
Brewster, Sue	CERT (Shores at Land's End)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RRT-1	Palmer, Cordell	EM
Cartwright, Michael	Fire	Perq SO Rep	Law
Eure, Julian	Press	Ponte, Tom	EM/ Ham Radio
Hollowell, Ralph	Environmental	Sawyer, Terry	Transportation
Jordan, Angela	DSS	Smith, Lewis	Owner/Operator (Parkway Ag)
Kehayes, Alex	Elected Official (Chowan)	Solesbee, Julie	EM/EMS/911
LaFon, Anita	Health Department	Spruill, Mary	Volunteer
Levine, Miki	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	EM
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCEM
NCHP Rep	Law	Winslow, Jarvis	EM
Nelson, Wallace	Elected Official (Perquimans)		

WORK SESSION

October 16, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a WORK SESSION on Monday, October 16, 2023, at 7:00 p.m. in 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 P. Hunnicutt, Clerk to the Board

ANGELA JORDAN, SOCIAL SERVICES DIRECTOR

Chairman Nelson recognized Angela Jordan who was going to present an update on the upcoming changes in Medicaid Program effective December 1, 2023. Ms. Jordan thanked the Board for the opportunity to update them on the proposed changes in the Medicaid program. Rebecca Corprew, Administrative Officer I, was also present to answer any questions the Board had. The following DSS Medicaid Expansion Update was presented to the Board:

DSS Medicaid Expansion Updates

10/16/2023

H876 summarizes the county administration reimbursement. NCGS 108A-147.7 speaks to the statewide funding. The County Social Services Directors were given information in the advocacy meeting last week regarding the county level funds expected to be received. This was reported as the amount of CCU funds received as a lump sum (\$32,424) divided by 5 months (\$ 6,484.80) paid monthly for the remaining months of SFY24 during which time Medicaid Expansion is in effect (Dec-June), totaling \$ 45,393.60 for Perquimans County. This does not include the E&E funding which is a 75% reimbursement rate for direct Medicaid expenses which include salary and benefits for employees who work in Medicaid only. All of our workers are specialized in programs. Medicaid employees only perform Medicaid caseload actions. Therefore, all Medicaid workers including the anticipated positions for expansion are eligible for 75% reimbursement per CMS.

We previously requested 4 expansion workers with 75% reimbursement at the salary rates below:

IMC I - \$ 48,607 annual salary inc. benefits = \$12,151.75 county cost x 3 workers = 36,455.25
 IMC II - \$ 50,246 annual salary inc. benefits = \$ 12,561.50 county cost x 1 worker = 12,561.50
 Annual county cost = 49,016.75
 FY24 Annualized administration subcomponent = - 45,393.60
 Total county cost = 3,623.15

After answering several questions from the Board, Chairman Nelson asked Ms. Jordan and Ms. Corprew if they could provide the Board with the current case load for the Medicaid programs. Ms. Corprew said that she will forward the information to County Manager Heath and he will forward it to the Board. There being no further questions or comments from the Board, Chairman Nelson thanked Ms. Jordan and Ms. Corprew for their update.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:10 p.m. on motion made by James W. Ward, seconded by Joseph W. Hoffer.

 Wallace E. Nelson, Chairman

 Clerk to the Board

REGULAR MEETING

November 6, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 6, 2023, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting was moved from the Meeting Room in the Perquimans County Library to the Library due to the Municipal Elections that were being held in the Meeting Room.

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 P. Hunnicutt, Clerk to the Board
 Hackney High, County Attorney (arrived at 7:00 p.m.)

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson stated that the first item of business tonight was to hold two (2) Public Hearings.

PUBLIC HEARINGS

Chairman Nelson explained that the Board will hold public hearings for the following items: (1) Proposed Tax Schedules, Standards, & Rules for Appraisal and (2) Proposed Conveyance of Property to East Coast Steel Fabrication.

Proposed Tax Schedules, Standards, & Rules for Appraisal

Mr. Nelson opened the first public hearing at 6:30 p.m. stating that the purpose of this public hearing was to receive citizens' comments on the proposed schedules, standards, and rules to be used in the 2024 appraisal for Perquimans County which was submitted to the Board of County Commissioners on October 16th during their Work Session and were available for public inspection in the Tax Department, 107 N. Front Street, Hertford, NC. There were sixteen (16) people present. Mr. Nelson recognized Renee McGinnis of Piner Appraisals, Inc. provided an overview of the proposed schedules, standards, and rules to be used in appraisal for Perquimans County. After her PowerPoint presentation, Chairman Nelson asked if there were any questions from the Board. Their being none, he asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. Ms. Hunnicutt said that there were none. Therefore, Chairman Nelson closed the first public hearing at 6:47 p.m. and proceeded with the second public hearing.

Proposed Conveyance of Property to East Coast Steel Fabrication

Mr. Nelson opened the second public hearing at 6:47 p.m. stating that the purpose of the public hearing was to receive citizens' comments on the County's proposed conveyance of a four-acre tract of land to East Coast Steel Fabrication. There were twenty-two (22) people present. Mr. Nelson recognized County Manager Heath who provided an overview of the proposed conveyance of property to East Coast Steel Fabrication. On October 16, 2023, the Board of Commissioners approved the sale of 4.0 acres located in the Commerce Centre off Granby Street for \$35,000 to East Coast Steel Fabrication. After his presentation, Chairman Nelson asked if there were any questions from the Board. Their being none, he asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. Ms. Hunnicutt said that there were none. Chairman Nelson closed this public hearing at 6:49 and proceeded with the regular meeting at 7:00 p.m.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. James W. Ward made a motion to approve the amended Agenda as presented. The motion was seconded by Joseph W. Hoffer 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. There being none, Charles Woodard made a motion to approve the Consent Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes from October 2, 2023 Regular Meeting, October 16, 2023 Special Called Meeting & Work Session Meeting were approved by the Board.
2. **Tax Refund & Release Approvals:**

Tax Refunds:

Houfroyd, Thomas\$170.19
Customer listed camper that has regular tags on it. Double billed. Account No. 429973.

Thomas, Melvin Ralph\$106.45
Vehicle sold; 5-month refund. Account No. 71041899.

Tax Releases:

Houfroyd, Thomas\$169.63
Customer listed camper that has regular tags on it. Double billed. Account No. 429973.

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
Ashley Stanley	IMC I working against IMC II	Appointment	61/3	\$33,937	11/01/2023
Insia Collier	Part-Time/Fill-In Certified Telecommunicator I	Certification	63/1	\$16.97/hr.	11/01/2023
Alyssa Rateliff	Part-Time/Fill-In Certified Telecommunicator I	Certification	63/1	\$16.97/hr.	11/01/2023
Amy Bojo	Part-Time/Fill-In Paramedic	Resignation			10/06/2023

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Trevor Miles	Planning Assistant	61/4	\$34,787	11/01/2023
Ryan Cappel	Certified Deputy	66/4	\$43,350	11/01/2023

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

BUDGET AMENDMENT NO. 20
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	5,274	
10-620-303	DSS - Low Income Household Water Assistance	5,274	

EXPLANATION: To amend FY 23/24 budget to include additional funds as awarded by the State for the Low Income Household Water Assistance Program (LIHWAP).

6. **Board Reappointments:** The following board reappointment/resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Tatman, Terry	Trillium Northern Region Advisory Board	Resignation		10/05/2023
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	Review Every Yr	12/01/2023

7. **Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:

- a. **2024 Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. The Board approved the following list of State Holiday Schedule for 2024:

2024 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2024	Monday
Dr. Martin Luther King, Jr. Day	January 15, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28 & 29, 2024	Thursday & Friday
Christmas	December 24, 25 & 26, 2024	Tuesday, Wednesday & Thursday

- b. Operation Green Light. The National Association of Counties (NACo) has asked the County to adopt a resolution honoring the Veterans by shining a green light in county government buildings and residential homes from November 6th through November 12th. The Board adopted the following Resolution:

**Resolution Supporting Operation Green Light for Active Military Service
Members in Transition to Civilian Life (Veteran Status)**

WHEREAS, the residents of Perquimans County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served their country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women that served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Perquimans County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, there are approximately 700,000 veterans in the State of North Carolina, with over 1,100 of them being in Perquimans County; and

WHEREAS, Veterans continue to serve their community in the American Legion, Veterans of Foreign Wars, church groups, civil service; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20% increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44% to 72% of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the Perquimans County Board of Commissioners appreciates the sacrifices our United State Military Personnel made while defending freedom and believes specific recognition be accorded them in appreciation of their service and to demonstrate the honor and support they have earned;

NOW THEREFORE BE IT RESOLVED, with designation as a Green Light for Military Service County, Perquimans County hereby declares from November 6, 2023 through November 12, 2023 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, the Perquimans County Board of Commissioners encourages its citizens in patriotic tradition to recognize the importance of honoring all those who the immeasurable sacrifices helped to preserve freedom by displaying a green light in a window of their place of business or residence.

Adopted this the 6th day of November, 2023.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Humnicutt, Clerk to Board

- c. Amendment to No Smoking Policy: The Board approved adding wording to the current No Smoking Policy that includes vaping wordage and added other locations for no smoking. The Board amended the policy as follows:



PERQUIMANS COUNTY
Office of the Manager
P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 252-426-8484
www.perquimanscountync.gov

W. FRANK HEATH, III
COUNTY MANAGER

October 13, 2023

To: All County Departments and Facilities

From: Frank Heath, County Manager

Subject: Smoking and Vaping

Perquimans County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following guidelines have been adopted and apply to all employees, contractors, and visitors of Perquimans County-owned facilities.

To provide a safe and healthy work environment for all employees, it is the policy of Perquimans County to prohibit smoking and vaping in all County owned or controlled buildings, bays, warehouses, plants, facilities, County motor vehicles, watercraft, and any other personal property owned by Perquimans County.

Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, v-hookahs and e-cigars.

Being that Perquimans County must take the load in public health and safety on behalf of our taxpayers and citizens, please be advised that these guidelines are effective immediately.

Please pass along this information to all your employees and encourage them to come forward to you if the rules established by this document are not being followed. If you have any questions, please contact me at any time.

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intentionally left blank.**

d. Request to Sell Aged Service Weapons to Deputies Who Used Them: At the request of Sheriff Shelby White, the Board approved the following:



PERQUIMANS COUNTY SHERIFF'S OFFICE
 SHERIFF SHELBY WHITE
 110 NORTH CHURCH STREET
 P. O. BOX 31
 HERTFORD NC 27944
 (252) 426-5615 Fax (252) 426-4019

October 27, 2023

To County Manager and County Commissioners:

This is a request to surplus aged service weapons and to be sold for the fair market trade in value to the deputy that was carrying them for service. The ones not purchased will be traded in to the firearms dealer that we use for purchasing of our weapons. The proceeds from the sell and from the trade will be for the purchase of new weapons carried by deputies in service to replace the older ones. The age of the weapons being requested for surplus range from 12 to 25 years old. Below is a list of the weapon models and serial numbers for the request.

Benelli Nova 12 gauge shotguns: Z102840, Z102688, Z102838, Z102919, Z102684, Z102839, Z102933

Benelli Nova 20 gauge shotgun: BA005404

Glock 19 9mm: REY235, GWW147, REY237, LEH865, REY236, REY238, CWW146, CWW145, PED816, NXX244, KVP896

Glock 22 40 Cal: GEP255, PNF894

Sig-Sauer P232 380 Cal: S240047



PERQUIMANS COUNTY SHERIFF'S OFFICE
 SHERIFF SHELBY WHITE
 110 NORTH CHURCH STREET
 P. O. BOX 31
 HERTFORD NC 27944
 (252) 426-5615 Fax (252) 426-4019

The Perquimans County Sheriff's Office in Perquimans County North Carolina has surplus these firearms and will be selling them to our deputies. These firearms have been taken out of inventory as of the date printed below.

Manufacturer: _____

Model: _____

SN#: _____

Perquimans County Sheriff's Signature: _____

Perquimans County Sheriff's printed name: _____

Date: _____

Deputies printed name: _____

Deputies signature: _____

Date: _____

RECOGNITION OF EMPLOYEES' YEARS OF SERVICE & INTRODUCTION OF NEW EMPLOYEES

A. Recognition of Employee's Years of Service:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Pamela Midgett	Social Services	IMS II	15 years	10/01/2023
Sonia Davenport*	EMS	EMT	20 years	10/01/2023
Frank Henb	County Manager	County Manager	20 years	10/01/2023

*Ms. Davenport was unable to attend Her certificate will be given at a later date.

B. Introduction of New Employees:

1. Amela Jordan, Social Services Director: Ms. Jordan introduced the following new full-time employees:

Employee Name	Department	Employee Job Title
Ken'ricia Bell	Social Worker I&T	10/01/2023

2. Jonathan Nixon, Emergency Services Director: Mr. Nixon introduced the following new full-time employees:

Department	Employee Name	Employee Job Title	Effective Date
Telecommunications	Camry Harris	Full-Time Telecommunicator I	10/01/2023
EMS	James Michael Wheeler	Full-Time Paramedic	10/01/2023
EMS	Chige Schlmeyer	Part-Time/Fill-In EMT to Full-Time EMT	10/01/2023

*Ms. Schlmeyer had to leave to go on an EMS call. She will be introduced at a later date.

3. James Fowden, Investigator: In the absence of Mr. White, Mr. Fowden introduced the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Joshua E. Russell	Uncertified Deputy	Joshua E. Russell

After the recognitions/introductions, the employees made a few comments, and the Chairman and Commissioners thanked them for their service and welcomed the new employees to Perquimans County.

JARED HARRELL, EXTENSION DIRECTOR

Mr. Harrell presented the NC State Extension Memorandum of Agreement (MOA) for Board action. He explained that the MOA will keep things as they are now with regard to the County's part of salary. On motion made by Charles Woodard, seconded by James E. Ward, the Board unanimously approved the NC State Extension MOA as presented.

BEVERLY GREGORY, CENTER FOR ACTIVE LIVING COORDINATOR

Ms. Gregory explained that, with the change in name and other changes in the Center for Active Living By-Laws, she presented the amended By-Laws for Board consideration and action. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the Board unanimously approved the amendments to the Center for Active Living By-Laws.

ANGELA JORDAN, SOCIAL SERVICES DIRECTOR

Ms. Jordan presented her request for additional staffing for the upcoming Medicaid Expansion due to begin on December 1, 2023. Here requests were as follows:

1. Request for Additional Staff Due to Medicaid Expansion: Since this is not currently a budgeted item, the Board will need to approve the addition of the three additional Social Services employees and to approve a Budget Amendment to add the funds in their line item to cover these additional employees. Joseph W. Hoffer made a motion to add four workers and one supervisor to their staff. T. Kyle Jones seconded the motion for further discussion purposes. After further discussion, Chairman Nelson asked for a vote. The motion died by a vote of two (2) to four (4) with Commissioners Nelson, Woodard, Ward, and Corprew voting against the motion. After further discussion, Timothy J. Corprew made a motion to add two (2) IMC workers and one (1) IMC Lead Worker and to re-evaluate the status in January, 2024. The motion was seconded by James W. Ward. The budget amendment will be approved at the November 20, 2023 Special Called Meeting. The Board said that they would request that the Director make a report in January as to where we stand with the number of cases. After this was decided, there was a brief discussion on where we stand on appointments for the expanded Social Services Board. Mr. Heath reported that we received three (3) applications: Teresa Blanchard, Thelma Finch-Copeland, Euta Field-Bunch. The Social Services Commission is due to make their decision at their December 13, 2023 meeting. Ms. Blanchard is for a reappointment and the other two are to fill the one spot of newly expanded Board. The Commissioners will appoint an additional member to fill the other spot on the newly expanded Board. The Commissioners could choose to appoint the one that the Social Services Commission does not appoint.
2. Appointment - IMC I Working Against IMC II: This appointment was tabled until the November 20, 2023 Special Called Meeting.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following Commissioners' concerns/committee report was given:

- > Commissioner Corprew: Mr. Corprew asked for an update on the merger of the Hertford ABC Board and Perquimans County. County Manager Heath said he and County Attorney High are still working on the draft merger agreement.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Tax & Finance Computer Software Package: Mr. Heath reported that we are still in the bid process for a new Tax and Finance Computer Software Package. Hope to have something for Board action by the end of the year.
- > Town of Winfall Planning & Zoning: Mr. Heath reported that, last Monday, he presented the County's case to Winfall's Town Council for a Special Use Permit for the property in Winfall where the County plans to the Perquimans Intermediate School. The request was approved by a vote of three (3) to two (2). Assuming that the final soil analysis is good, we will proceed with closing on the property on the 80 acres to build the school.
- > New Board of Elections Building: Mr. Heath reported that the renovations are moving smoothly and that the building should be completed by the end of the year.
- > Marine Park Basin: Mr. Heath informed the Board that the work on the Marine Park Basin has restarted now that the moratorium on basin reconstructions deceased on November 1st.
- > Harbor Town Meeting - October 27, 2023: Mr. Heath stated that he attended this meeting in Columbia, NC. He learned that the State had allocated over \$2 million to the Town of Hertford for dockage improvements.
- > County Board of The Year Award: County Manager Heath explained that the Board of Commissioners will be recognized as County Board of the Year on November 14, 2023 in Greensboro, NC. He asked who would be able to attend so that he can give that information to Dr. Tanya Turner. County Manager Heath, Chairman Nelson, and Timothy J. Corprew will be attending.

CONVEYANCE OF PROPERTY IN COMMERCE CENTER TO EAST COAST STEEL FABRICATION

A public hearing was held earlier in the meeting to consider the conveyance of a four-acre tract of land to East Coast Steel Fabrication for \$35,000. The property is adjacent to their current property. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board authorized County Manager Heath and County Attorney High to proceed with the sale of this property to East Coast Steel Fabrication including a special drainage easement to make sure that we keep it cleaned out.

PLANNING BOARD: SECOND FLAG LOT REQUESTED BY MICHAEL HURDLE

Chairman Nelson recognized Rhonda Repanshek, Planner, who provided the following overview of Mr. Hurdle's request:

Thank you Chairman Nelson

2nd Flag lot request by Michael Hurdle from Tax Parcel No. 5-0034-0119A off Hurdletown Road. Zoned RA, rural agricultural and is for his son.


- Mr. Hurdle would like to cut out an acre for one of his sons
- Will be beside another family member's home
- Subdivision Regulations Section 402(B)(9) - After the first flag lot, any additional flag lots must go to the Planning Board and Board of County Commissioners
- It's a ministerial decision which means the Board must decide if it meets objective standards listed in the current Subdivision Regulations section 402(B)(9)(a-f), which are listed on the second page of my report in your agenda packet.
- The subject property has an existing 50 foot wide access just over 500 feet long and it is well over the minimum required width. The lot size is more than the required 32,500 square feet and it exceeds the minimum 125 ft. width and 150 ft. depth dimensions. It has a paper from the Health Dept. that states the site is provisionally suitable for a septic system.

PARCEL FOR EMERGENCY COMMUNICATIONS TOWER – ALBEMARLE PLANTATION GIFTING

County Manager Heath explained that, within the State's Budget, Perquimans County was awarded \$6 million for infrastructure upgrades to our 911 System. Part of that upgrade is to place a tower located in the Bethel area adjacent to Rayburn Lane. Mr. Heath recognized Jonathan Nixon, Emergency Services Director, who gave an overview of the Albemarle Plantation Holdings II, LLC gifting of a one-acre parcel on Rayburn Lane to Perquimans County for the emergency tower. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the gifting of property for Emergency Communications Tower from Albemarle Plantation and that County Attorney High would handle the closing on the property.

EMERGENCY SERVICES – REQUEST DONATION OF SURPLUS EQUIPMENT

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who requested that the County donate Stryker cot, Serial #09074118, to the College of the Albemarle, see the memorandum of request below. On motion made by James W. Ward, seconded by Charles Woodard, the Board unanimously approved the donation of the Stryker cot, Serial #09074118, to the College of the Albemarle.

	PERQUIMANS COUNTY EMERGENCY SERVICES P.O. Box 563 - 159 Creek Drive - Hartford, NC 27944 (252) 426-5646 Phone - (252) 426-3306 Fax Jonathan A. Nixon, Director
	<p>To: Frank Heath, County Manager</p> <p>From: Jonathan Nixon, Director <i>[Signature]</i></p> <p>Date: October 18, 2023</p> <p>Re: Request Sale of Surplus Equipment</p> <p>College of the Albemarle's Emergency Medical Services training program remains our primary training partner and education center. It has recently come to my attention that they need an electric stretcher to help train new students on the equipment they will encounter in our region.</p> <p>I am requesting you consider the transfer of Stryker cot, Serial #090741182, to College of the Albemarle. This Stryker cot/stretchers is over 14 years old and has been placed out of service. These stretchers have a life expectancy between 7-10 years, and while we are maintaining them annually, parts are harder to source, and it is becoming more costly to service this equipment. The cot will not be upgraded to fit the new Power Load Systems (powered rail system) currently in all our EMS units and therefore cannot be used as a backup. The training environment for this equipment would be better suited, and in turn will help ensure that trainees can use the equipment prior to joining an EMS agency.</p> <p>To offset the loss of the equipment, we have been working to replace much of this outdated equipment through our capital outlay budget requests that are presented to you and the Board each year. We appreciate this support and feel comfortable with our current equipment status.</p> <p>Please let me know if I can provide additional information that might help you make an informed decision.</p>

PUBLIC COMMENTS

The following public comment was made:

- > **Jonathan Nixon:** After asking that it be recorded in the minutes that this was the first time that he has been before the Board and not asked for money, Mr. Nixon invited the Commissioners to attend the Cultural Diversity Training dinner on Monday, November 13, 2023 for Cultural Competency. A mental health professional will be present to address our staff on cultural competency. It will be held at the Emergency Services Building at 6:00 pm.
- > **Debra Long:** Ms. Long, Town of Winfall resident, came to inquire from the Board as to what their plans were for the Perquimans Middle School Building once the new school was built in Winfall. She suggested that the County consider using it for a community event center in Winfall on this side of US Highway 17 since the Recreation Center is in Hartford on the other side of US Highway 17.
- > **Rebecca Corprew:** Ms. Corprew invited the Commissioners to come see the new playground equipment that was purchased for the foster kids when they come to meet with their parents.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:14 p.m. on motion made by Charles Woodard, seconded by James W. Ward,

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

November 20, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, November 20, 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 P. Hunicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Corprew gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to approve the proposed schedules, standards, and rules to be used in appraisal for Perquimans County.

AGENDA

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

APPROVAL OF PROPOSED SCHEDULES, STANDARDS, & RULES FOR 2024 REVALUATIONS

Chairman Nelson recognized Renee McGinnis of Piner Appraisal, Inc. presented a request for the Board to approve the proposed schedules, standards, and rules to be used in appraisal for Perquimans County. She asked if any of the Commissioners had any questions or comments. He asked if there were any comments from the public. There being none, Chairman Nelson asked for a motion to approve the proposed schedules, standards, and rules to be used in appraisal for Perquimans County. T. Kyle Jones made a motion to approve the schedules, standards, and rules for the revaluation for Perquimans County for 2024 revaluations. The motion was seconded by James W. Ward and unanimously approved by the Board. Commissioner Woodard stated that he had several residents that have stopped by asking questions about the newspaper article and about the County raising their taxes. Ms. McGinnis said that they would be happy to answer any of their questions. Just refer them to their office.

ADDITIONAL ACTION NEEDED FOR MEDICAID EXPANSION

Chairman Nelson stated that the Board needed to take action on several matters for the Medicaid Expansion. He recognized County Manager Heath who explained the following items for Board action:

- Budget Amendment No. 21: Mr. Heath explained that, at their November 6, 2023 meeting, they Board approved to increase the staff at Social Services by three employees, two Income Maintenance Caseworkers and one Lead Worker. In order to cover their expenses, the Board would need to approve Budget Amendment No. 21. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the following Budget Amendment No. 21:

BUDGET AMENDMENT NO. 21
 GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	96,408	
10-610-020	DSS - Salaries	67,733	
10-610-050	DSS - FICA	5,182	
10-610-060	DSS - Group Insurance	14,755	
10-610-070	DSS - Retirement	8,738	
EXPLANATION: To amend FY 23/24 budget to include salaries/benefits for 2 additional IMC workers and 1 Lead Worker position as needed for Medicaid Expansion as discussed and approved at the 11/6/2023 BOC meeting.			

- Personnel Matters: The following personnel matters were requested for Board approval. On motion made by James W. Ward, seconded by Joseph W. Hoffer, the Board unanimously approved the following personnel matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Brandy Halslip	IMC I working against IMC II	Appointment	61/3	\$33,937	11/13/2023
Tracee Baxton	IMC I working against IMC II	Appointment	61/3	\$33,937	11/13/2023

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:17 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

November 20, 2023

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on November 20, 2023 was cancelled.

November 27, 2023

Tax Refunds: (Perquimans County)

Aubrey Alexander Koltuniak \$144.06
 Vehicle sold. 10-month refund
 Account#: 72731680

The Open Door of Perquimans \$2107.38
 Should have been exempt (Winfall)
 Account#: 540081

The Open Door of Perquimans \$2335.36
 Should have been exempt (County)
 Account#: 540081

Robert Tony Wyatt \$199.27
 Plate exchanged for same vehicle
 Account#: 70744496

A & B Motorsports \$538.20
 Boat sold and listed in Pasquotank
 Account#: 538955

Thomas Kyle Jones \$118.52
 Vehicle sold. 5-month refund
 Account#: 70638721

Thomas Kyle Jones \$121.59
 Vehicle wrecked. 4-month refund
 Account#: 70287256

Tax Releases: (Perquimans County)

Amber & Anthony Bruey \$1420.80
 Property was forfeited to US Government.
 Should have been exempt.
 Account#: 265801

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/1/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Allen Foy

SOC. SEC. NO.:

POSITION: Full Time Telecommunicator I

DEPT.: Telecommunications

X NEW EMPLOYEE EFFECTIVE DATE: January 1, 2024

GRADE: 63 STEP: 1 SALARY: \$16.97 Hourly \$35,295

ENDING DATE OF PROBATIONARY PERIOD: January 1, 2025

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: 11/30/23

COUNTY MANAGER APPROVAL

[Signature] DATE: 12/1/23

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 27, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Wolfrum

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

*****Ms. Wolfrum is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for a year.*****

NEW EMPLOYEE EFFECTIVE DATE: December 1, 2023

GRADE: 61 STEP: 3 SALARY: \$33,937.00

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 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/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: November 27, 2023

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/29/23

FINANCE OFFICER _____

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charles vonRosenburg

SOC. SEC. NO.:

POSITION: Part Time Fill In EMT

DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: December 1, 2023

GRADE: 63 STEP: 1 SALARY: \$16.97 Hourly

ENDING DATE OF PROBATIONARY PERIOD: December 1, 2024

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

COUNTY MANAGER APPROVAL

DATE: 11/30/23

DATE: 12/1/23

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Thorngren

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: December 1, 2023

GRADE: 68 STEP: 2 SALARY: \$21.68 Hourly

ENDING DATE OF PROBATIONARY PERIOD: December 1, 2024

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

Jeffrey H. [Signature]
DATE: 11/30/23

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 12/1/23

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 27, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Farrar SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker III DEPT.: Social Services

*****This is a MXP position*****

NEW EMPLOYEE EFFECTIVE DATE: December 1, 2023

GRADE: 65 STEP: 1 SALARY: \$38,543.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

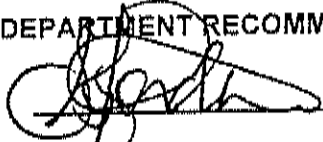
_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

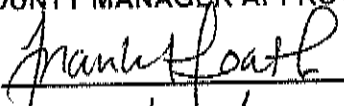
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION/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

DATE: November 27, 2023

COUNTY MANAGER APPROVAL

DATE: 11/29/23

FINANCE OFFICER _____
DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jesse Howard

SOC. SEC. NO.:

POSITION: Part Time Fill In Telecommunicator

DEPT.: Telecommunications

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.

X 11/30/2023 DATE OF EMPLOYEE TERMINATION

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: 11/30/23

[Signature] DATE: 12/1/23

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vivian Long

SOC. SEC. NO.:

POSITION: Part Time Fill In Telecommunicator

DEPT.: Telecommunications

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.

X 12/31/2023 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: 11/30/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/1/23

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: * Samuel Spear

SOC. SEC. NO.:

POSITION: Part Time Fill In Telecommunicator

DEPT.: Telecommunications

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.

X 11/30/2023 DATE OF EMPLOYEE TERMINATION

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 and date 11/30/23

Signature and date 12/1/23

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: RaShawn Anthony

SOC. SEC. NO.:

POSITION: Part Time Fill In Paramedic

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 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.

X 11/30/2023 DATE OF EMPLOYEE TERMINATION

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: 11/30/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/1/23

FINANCE OFFICER

DATE:

Tonya C Ayers
3981 Pea Ridge Road
Roper, NC 27970
252-394-6872
Tkc_ayers@yahoo.com

November 7, 2023

Jonathan Nixon,
EMS Director
Perquimans County EMS
Hertford, NC 27944

Dear Mr. Nixon,

I am notifying you that I will resigning from my part time position as a paramedic in Perquimans County EMS effective March 10, 2024.

I would like to thank you for the opportunity you have given me to work at your agency for the past 6 years (in March 2024). I want you to know I think you are a great Director and have excellent communication skills.

I thank you for hiring me back in March of 2018 and I hope your agency continues to thrive.

Sincerely,



Tonya C. Ayers,
Paramedic, AAS

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Beverly Gregory

SOC. SEC. NO.: _____

POSITION: Senior Citizens Coordinator

DEPT.: Senior Citizens

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

CURRENT: GRADE: 63 STEP: 11 SALARY: \$45,048

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.

12/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
GRADE: 63 STEP: 12 SALARY: \$46,174

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: _____

W. Frank Heath, III

DATE: 11/29/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/6/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nakindra Downing

SOC. SEC. NO.: _____

POSITION: Telecommunications Shift Supervisor I

DEPT.: Telecommunications

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.
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

X 12/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 67 STEP: 3 SALARY: \$21.25 Hourly

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: 11/2/23

[Signature]
DATE: 11/6/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

IV.D.3. Page 3
11/2/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica White

SOC. SEC. NO: _____

POSITION: Full Time Paramedic

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 PROBATIONARY PERIOD.
Date

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 12/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 3 SALARY: \$22.20 Hourly

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: 11/2/23

DATE: 11/6/23

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 22

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4TH DAY OF DECEMBER, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023 - 2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	2,405	
10-510-330	Sheriff - Supplies	2,405	

EXPLANATION: To amend FY 23/24 budget to include funds received from Town of Hertford ABC Board to be used for Law Enforcement.

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, THIS 4TH DAY OF DECEMBER, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4TH DAY OF DECEMBER, 2023.

 Chairman, Board of Commissioners

 Finance Officer



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-3306 Fax

Jonathan A. Nixon, Emergency Services Director

To: Mary Hunnicutt
Clerk to the Board

From: Jonathan A. Nixon
Emergency Services Director

Date: November 21, 2023

Re: Chowan/Perquimans LEPC 2024 Roster

Please add this roster to the December 2023 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee for 2024.

Chowan-Perquimans LEPC

NAME	SPECIALTY
Basnight, Edward	Law
Bass, Billy	Fire
Brewster, Sue	CERT (Shores at LE)
Brittingham, Richard	EM/Fire/RRT-1
Cartwright, Michael	Fire
Eure, Julian	Press
Hollowell, Ralph	Environmental
Jordan, Angela	DSS
Kehayes, Alex	Elected Official (Chowan)
LaFon, Anita	Health Dept
Levine, Miki	CERT (Albemarle)
Long, Rick	Fire (NC Forestry)
McKeever, Jim	CERT (Deep Creek)
NCHP Rep	Law
Nelson, Wallace	Elected Official (Perq)
Newman, Tyler	Press
Nixon, Jonathan	EM/EMS/911
Overman, Barry	Fire
Palmer, Cordell	EM
Perq SO Rep	Law
Ponte, Tom	EM/ Ham Radio
Sawyer, Terry	Transportation
Smith, Lewis	Owner/Operator (Parkway Ag)
Solesbee, Julie	EM/EMS/911
Spruill, Mary	Volunteer
Ward, Paul	NCEA (Environmental)
Williams, Tonya	Hospital
Winn, Billy	NCEM
Winslow, Jarvis	EM

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY NOVEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
STEPHEN L CARDWELL	X	11-7-2023	X	RECOMBINATION OF 2-D082-EE25-AP & 2-D082-EE26-AP .79 ACRES
JOHN M & SUSAN L BOYLE				
TA STOKELY	X	11-13-2023	X	RECOMBINATION OF 3-0059-00008 & 3-0059-00009 .89 ACRES & .43 ACRES
CHRISTOPHER T & DOLLETT M WHIDBEE				
TA STOKELY	X	11-14-2023	X	SUBDIVISION OF 2-0061-0070 & 2-0061-0070A LOT 1 1.84 ACRES LOT 2 1.40 ACRES LOT 3 1.63 ACRES
HURDLE FAMILY SUBDIVISION				
TA STOKELY	X	11-14-2023	X	RIGHT OF WAY 2-0069-0002H
MERVIN & DOLORIS BILLIPS				
JOSIAH A WEBB	X	11-14-2023	X	SURVEY PLAT 1-0016-0001 49.98 ACRES
NERUS W CHAPPELL				
MARK D PRUDEN	X	11-14-2023	X	RECOMBINATION OF LOTS OUT OF 3-0039-00006B 1.75 ACRES & 3.01 ACRES
ROBERT N & ELIZABETH A WOODARD				
MARK D PRUDEN	X	11-14-2023	X	RECOMBINATION 3-0039-00006A 1.21 ACRES & 1.93 ACRES
DEREK J & DABNEY W SCAFF				

Blissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toft 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKirm & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hartford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066
TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030				

PLAT REVIEW LOG - PERQUIMANS COUNTY OCTOBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
RACKLEY LAND	X	10-4-2023	X	BOUNDARY SURVEY
GILBERT & SYBIL H BACCUS				5-0033-0023 29.06 ACRES
TA STOKELY	X	10-12-2023	X	MINOR SUBDIVISION 1-0022-0100C 1.00 ACRE
BRENDA LAYDEN DAIL				
TA STOKELY LUTHER CREDLE	X	10-24-2023	X	BOUNDARY SURVEY 4-D036-0014-NL 10.10 ACRES
SL CARDWELL	X	10-31-2023	X	RECOMBINATION OF 2-D082-L024-HI & 2-D082-L025- HI 46 ACRES
FLOYD G & SHERRY M HARRIS				

Blissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Arena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030



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-November 2023

GARNISHMENTS: \$1,442.59

PAYMENT AGREEMENTS: \$22,579.35

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: NOVEMBER 2023

Board of Commissioners:
Finance Officer:

to report that during November 2023 I received the following funds which were fully deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED	CREDIT CARD PAYMENTS
1/1/2023	\$519	\$260	\$105	\$150	\$225	\$370	\$20		\$1,849	\$628
1/2/2023	\$375		\$55			\$185			\$765	\$500
1/3/2023	\$75	\$210	\$110		\$150				\$395	\$390
1/4/2023									\$0	\$0
1/5/2023	\$525	\$50	\$220						\$0	\$0
1/6/2023		\$100				\$185			\$980	\$925
1/8/2023	\$3,144	\$50	\$105	\$225	\$55				\$155	\$205
1/9/2023	\$860	\$80	\$270	\$75	\$75		\$30		\$3,734	\$3,679
1/10/2023							\$10		\$1,370	\$400
1/11/2023									\$0	\$0
1/12/2023	\$1,276		\$55						\$0	\$0
1/13/2023									\$0	\$0
1/14/2023		\$310	\$55	\$75	\$300		\$10		\$1,716	\$55
1/15/2023	\$75	\$50	\$50						\$310	\$75
1/16/2023		\$140	\$200						\$175	\$360
1/17/2023		\$198	\$250		\$130				\$440	\$310
1/18/2023									\$448	\$130
1/19/2023									\$0	\$0
1/20/2023		\$110							\$0	\$0
1/21/2023	\$185	\$392	\$200		\$185				\$295	\$185
1/22/2023									\$777	\$385
1/23/2023					\$55				\$55	\$0
1/24/2023									\$0	\$0
1/25/2023									\$0	\$0
1/26/2023									\$0	\$0
1/27/2023	\$108	\$70	\$55						\$0	\$0
1/28/2023					\$150				\$0	\$0
1/29/2023									\$383	\$293
1/30/2023									\$0	\$0
TOTAL	\$7,142	\$1,990	\$1,675	\$925	\$1,505	\$740	\$70	\$0.00	\$13,647	\$710.00

Signed: _____ Building Inspector



11/1/2023 - 11/28/2023

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
11/28/2023	152		Camper on lot with no home next to 636 County Line Road		Inspection	Customer came in and said camper is empty now and he will be having it moved to his property at 636 or he will be having it torn down
11/17/2023	95	117 POPLAR ST	Burned out house	Burned out house	Inspection	Received approval letter to tear down, but in process found out home is now owned by someone else so we are looking into what to do now.
11/15/2023	150			Hole in yard with metal and water in hole and afraid of it being a hazard	Inspection	Concerned it could be a hazard. Guardian Asset management is handling property
11/13/2023	121	424 SNUG HARBOR RD	Solid waste		Re-Inspection	Spoke with DOT today about rock pile on right of way. Will Re-Inspect this property this week
11/3/2023	152		Camper on lot with no home next to 636 County Line Road		Inspection	Stated he would take care of it

Total Records: 5

11/28/2023



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

Emergency Services Update - October 2023

<i>Call Volume by Department - October 2023</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>2,666</i>	<i>NC State Highway Patrol</i>	<i>39</i>
<i>Belvidere Fire Dept.</i>	<i>5</i>	<i>NC Wildlife</i>	<i>2</i>
<i>Bethel Fire Dept.</i>	<i>13</i>	<i>Nightingale</i>	<i>1</i>
<i>Chowan EMS</i>	<i>4</i>	<i>Pasquotank-Camden EMS</i>	<i>4</i>
<i>Durants Neck Fire Dept.</i>	<i>3</i>	<i>Perq. Dept. of Social Services</i>	<i>5</i>
<i>Eastcare</i>	<i>1</i>	<i>Perq. Emergency Management</i>	<i>19</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>313</i>
<i>Hertford Fire Dept.</i>	<i>28</i>	<i>Perq. Fire Marshal</i>	<i>0</i>
<i>Hertford Public Works</i>	<i>7</i>	<i>Perq. Sheriff's Office</i>	<i>1,385</i>
<i>Inter-County Fire Dept.</i>	<i>14</i>	<i>Perq. Water Department</i>	<i>0</i>
<i>Magistrate</i>	<i>58</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>2</i>
<i>NC Dept. of Transportation</i>	<i>2</i>	<i>Winfall Fire Dept.</i>	<i>19</i>
<i>NC Forestry</i>	<i>1</i>	<i>Winfall Police Dept.</i>	<i>0</i>
<i>NC Probation</i>	<i>0</i>	<i>Winfall Public Works</i>	<i>0</i>

PERQUIMANS COUNTY COMMUNICATIONS
159 Creek Dr PO Box 112 Hertford , NC 27944

CFS By Department - Select Department By Date
For *FIRE MUTUAL AID* 7/1/2023 - 9/30/2023

CHOWAN CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	12.50%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	12.50%
FALLS	1	12.50%
HEART PROBLEMS/A.I.C.D	1	12.50%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	25.00%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	12.50%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	12.50%
Total Records For CHOWAN CO EMS	8 Dept Calls/Total Calls	0.12%

EMERGENCY MANAGEMENT	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	2.00%
AIRCRAFT INCIDENT	1	2.00%
AUTOMATIC CRASH NOTIFICATION (ACN)	1	2.00%
BOATING INCIDENT	1	2.00%
BREATHING PROBLEMS	2	4.00%
CARDIAC OR RESPIRATORY ARREST/DEATH	4	8.00%
CONVULSIONS/SEIZURES	1	2.00%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	2.00%
FIRE ACTIVATED ALARM	1	2.00%
FIRE CONTROLLED BURN	1	2.00%
FIRE FUEL SPILL	1	2.00%
INFO ONLY	1	2.00%
MISSING PERSON / RUNAWAY	1	2.00%
OTHER	12	24.00%
OVERDOSE/POISONING (INGESTION)	1	2.00%
ROAD CLOSURE	1	2.00%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	4.00%
SPECIAL ASSIGNMENT	5	10.00%
STANDBY BALL GAME	5	10.00%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	2.00%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	2.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	2.00%
TRAINING	1	2.00%
TRAUMATIC INJURIES (SPECIFIC)	1	2.00%
UNCONSCIOUS/FAINTING (NEAR)	2	4.00%
Total Records For EMERGENCY MANAGEMENT	50 Dept Calls/Total Calls	0.77%

HERTFORD PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	1	8.33%
ANIMAL CONTROL	1	8.33%
DEBRIS IN THE ROADWAY	1	8.33%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	2	16.67%

HERTFORD PUBLIC WORKS	Count	Percent
PUBLIC SERVICE CALL	2	16.67%
ROAD CLOSURE	1	8.33%
SERVICE CALL	1	8.33%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	25.00%
Total Records For HERTFORD PUBLIC WORKS	12	Dept Calls/Total Calls 0.18%

MAGISTRATE OFFICE	Count	Percent
ASSIST OFFICER	2	1.12%
CONVULSIONS/SEIZURES	1	0.56%
DISTURBANCE	2	1.12%
DOMESTIC	3	1.69%
DOMESTIC VIOLENCE ORDER	1	0.56%
ESCORT	1	0.56%
FIGHT	2	1.12%
INFO ONLY	1	0.56%
IVC / MENTAL SUBJECT	4	2.25%
LARCENY	1	0.56%
MAGISTRATE REQUEST	124	69.66%
OTHER	1	0.56%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	0.56%
PUBLIC SERVICE CALL	4	2.25%
SERVE WARRANTS FOR ARREST	14	7.87%
SUBJECT IN CUSTODY	7	3.93%
TRAFFIC STOP	3	1.69%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	0.56%
TRANSPORT SUBJECT	5	2.81%
Total Records For MAGISTRATE OFFICE	178	Dept Calls/Total Calls 2.74%

NC DOT	Count	Percent
DEBRIS IN THE ROADWAY	7	58.33%
OTHER	1	8.33%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	8.33%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	3	25.00%
Total Records For NC DOT	12	Dept Calls/Total Calls 0.18%

NC FORESTRY	Count	Percent
FIRE BRUSH / WOODS FIRE	8	100.00%
Total Records For NC FORESTRY	8	Dept Calls/Total Calls 0.12%

NC SHP	Count	Percent
AIRCRAFT INCIDENT	1	0.88%
ASSIST OFFICER	3	2.65%
AUTOMATIC CRASH NOTIFICATION (ACN)	3	2.65%
CARELESS & RECKLESS	18	15.93%
CHASE	1	0.88%
DOMESTIC	1	0.88%
DRIVERS LICENSE / REGISTRATION	2	1.77%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	0.88%
FIRE VEHICLE FIRE	1	0.88%

NC SHP	Count	Percent
GOKART / ATV / 4-WHEELER ON ROADWAY	1	0.88%
HANG-UP 911 CALL	1	0.88%
HEMORRHAGE/LACERATIONS	2	1.77%
HIT AND RUN	4	3.54%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.88%
INFO ONLY	1	0.88%
INTOXICATED DRIVER	1	0.88%
MAGISTRATE REQUEST	1	0.88%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.88%
TRAFFIC CONTROL	1	0.88%
TRAFFIC STOP	3	2.65%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	61	53.98%
TRANSFERRED (911) CALL	2	1.77%
WANTED / STOLEN INQUIRY	1	0.88%
WELL BEING CHECK	1	0.88%
Total Records For NC SHP	113	Dept Calls/Total Calls 1.74%
NC WILDLIFE	Count	Percent
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	50.00%
WILDLIFE / HUNTING VIOLATION	1	50.00%
Total Records For NC WILDLIFE	2	Dept Calls/Total Calls 0.03%
NIGHTINGALE HELICOPTER	Count	Percent
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	14.29%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	14.29%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	71.43%
Total Records For NIGHTINGALE HELICOPTER	7	Dept Calls/Total Calls 0.11%
PASQUOTANK-CAMDEN EMS	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	100.00%
Total Records For PASQUOTANK-CAMDEN EMS	1	Dept Calls/Total Calls 0.02%
PERQUIMANS CO 911	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	0.15%
ACCIDENTAL 911 CALL	148	22.02%
ALARM BUSINESS	5	0.74%
ALARM RESIDENTIAL	1	0.15%
ANIMAL CONTROL	6	0.89%
CARELESS & RECKLESS	1	0.15%
CLEAR RADIOS / WEEKLY PAGER TEST	89	13.24%
CONVULSIONS/SEIZURES	1	0.15%
DAILY/WEEKLY MAINTENANCE	34	5.06%
DCI ENTRY / TRANSACTION	5	0.74%
DRILL (FIRE / TORNADO / ETC.)	1	0.15%
DRIVERS LICENSE / REGISTRATION	1	0.15%
DUPLICATE CALL	4	0.60%
FALLS	1	0.15%
FIRE CONTROLLED BURN	5	0.74%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.15%

PERQUIMANS CO 911	Count	Percent
FIRE NEAR A STRUCTURE	1	0.15%
GOKART / ATV / 4-WHEELER ON ROADWAY	1	0.15%
HANG-UP 911 CALL	106	15.77%
INFO ONLY	41	6.10%
IVC / MENTAL SUBJECT	2	0.30%
MAGISTRATE REQUEST	1	0.15%
MAINTENANCE REPORT	7	1.04%
MISUSE OF 911	10	1.49%
OTHER	9	1.34%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	0.15%
PUBLIC SERVICE CALL	3	0.45%
REPORT	1	0.15%
REPOSESSION	9	1.34%
ROAD CLOSURE	4	0.60%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.15%
TEST	25	3.72%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	0.45%
TRAINING	1	0.15%
TRANSFERRED (911) CALL	134	19.94%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	2	0.30%
UNLOCK VEHICLE/HOUSE	2	0.30%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.15%
WELL BEING CHECK	2	0.30%
WILDLIFE / HUNTING VIOLATION	1	0.15%
Total Records For PERQUIMANS CO 911	672	Dept Calls/Total Calls 10.34%

PERQUIMANS CO DSS	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	3.85%
DOMESTIC	1	3.85%
DSS / SOCIAL SERVICES REQUEST	18	69.23%
PUBLIC SERVICE CALL	5	19.23%
WELL BEING CHECK	1	3.85%
Total Records For PERQUIMANS CO DSS	26	Dept Calls/Total Calls 0.40%

PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	15	1.88%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	11	1.38%
ANIMAL BITES/ATTACKS	1	0.13%
ASSAULT/SEXUAL ASSAULT/STUN GUN	3	0.38%
ASSISTANCE	6	0.75%
AUTOMATIC CRASH NOTIFICATION (ACN)	2	0.25%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	15	1.88%
BREATHING PROBLEMS	80	10.01%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.13%
CARDIAC OR RESPIRATORY ARREST/DEATH	12	1.50%
CARELESS & RECKLESS	2	0.25%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	78	9.76%
CHOKING	3	0.38%

PERQUIMANS CO EMS	Count	Percent
CONVULSIONS/SEIZURES	19	2.38%
DEBRIS IN THE ROADWAY	1	0.13%
DIABETIC PROBLEMS	10	1.25%
DISTURBANCE	1	0.13%
DOMESTIC	4	0.50%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	2	0.25%
DUPLICATE CALL	1	0.13%
EMS MUTUAL AID	2	0.25%
ESCORT	1	0.13%
EYE PROBLEMS/INJURIES	1	0.13%
FALLS	113	14.14%
FIGHT	2	0.25%
FIRE BRUSH / WOODS FIRE	2	0.25%
FIRE SMELL OF GAS	6	0.63%
FIRE SMELL OF SMOKE / BURNING	1	0.13%
FIRE STRUCTURE FIRE	6	0.75%
FIRE VEHICLE FIRE	3	0.38%
HANG-UP 911 CALL	1	0.13%
HEADACHE	4	0.50%
HEART PROBLEMS/A.I.C.D	14	1.75%
HEAT/COLD EXPOSURE	1	0.13%
HEMORRHAGE/LACERATIONS	18	2.25%
HIT AND RUN	1	0.13%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.13%
INFO ONLY	1	0.13%
IVC / MENTAL SUBJECT	2	0.25%
MISSING PERSON / RUNAWAY	1	0.13%
NON-EMERGENCY TRANSPORT	1	0.13%
OTHER	5	0.63%
OVERDOSE/POISONING (INGESTION)	10	1.25%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	34	4.26%
PUBLIC SERVICE CALL	1	0.13%
SECURITY CHECK	1	0.13%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	146	18.27%
SPECIAL ASSIGNMENT	10	1.25%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.13%
STANDBY BALL GAME	6	0.75%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	16	2.00%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.13%
TEST	1	0.13%
TRAFFIC STOP	1	0.13%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	39	4.88%
TRAINING	1	0.13%
TRAUMATIC INJURIES (SPECIFIC)	7	0.88%
UNCONSCIOUS/FAINTING (NEAR)	36	4.51%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	31	3.88%
WELL BEING CHECK	4	0.50%

Total Records For PERQUIMANS CO EMS	799	Dept Calls/Total Calls	12.29%
PERQUIMANS CO SO	Count		Percent
ABANDONED VEHICLE	6		0.14%
ACCIDENTAL 911 CALL	13		0.30%
AIRCRAFT INCIDENT	1		0.02%
ALARM BANK	4		0.09%
ALARM BUSINESS	54		1.23%
ALARM RESIDENTIAL	34		0.77%
ALARM SCHOOL	7		0.16%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1		0.02%
ANIMAL BITES/ATTACKS	7		0.16%
ANIMAL CONTROL	259		5.89%
ASSAULT/SEXUAL ASSAULT/STUN GUN	12		0.27%
ASSIST OFFICER	13		0.30%
ASSISTANCE	14		0.32%
AUTOMATIC CRASH NOTIFICATION (ACN)	3		0.07%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	13		0.30%
B&E (BREAKING&ENTERING) IN PROGRESS	4		0.09%
BOATING INCIDENT	1		0.02%
BOLO / ATL (ATTEMPT TO LOCATE)	3		0.07%
BREATHING PROBLEMS	4		0.09%
BURNS (SCALDS)/EXPLOSION (BLAST)	2		0.05%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1		0.02%
CARDIAC OR RESPIRATORY ARREST/DEATH	11		0.25%
CARELESS & RECKLESS	39		0.89%
CHAPTER 90 - DRUG ACTIVITY	2		0.05%
CHASE	1		0.02%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	3		0.07%
CIVIL PROCESS	196		4.46%
CONVULSIONS/SEIZURES	2		0.05%
CRIMINAL SUMMONS	7		0.16%
DAMAGE TO PROPERTY	10		0.23%
DCI ENTRY / TRANSACTION	1		0.02%
DEBRIS IN THE ROADWAY	14		0.32%
DISTURBANCE	37		0.84%
DOMESTIC	55		1.25%
DOMESTIC VIOLENCE ORDER	19		0.43%
DRILL (FIRE / TORNADO / ETC.)	1		0.02%
DRIVERS LICENSE / REGISTRATION	35		0.80%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	2		0.05%
DSS / SOCIAL SERVICES REQUEST	3		0.07%
DUPLICATE CALL	3		0.07%
ESCORT	189		4.30%
EVICITION	8		0.18%
FALLS	7		0.16%
FIGHT	8		0.18%
FIRE ACTIVATED ALARM	7		0.16%
FIRE BRUSH / WOODS FIRE	3		0.07%

PERQUIMANS CO SO	Count	Percent
FIRE ILLEGAL BURN	2	0.05%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.02%
FIRE SMELL OF GAS	3	0.07%
FIRE STRUCTURE FIRE	6	0.14%
FIRE VEHICLE FIRE	3	0.07%
FOLLOW-UP	6	0.14%
FOOT PATROL	7	0.16%
FRAUD / SCAM BY ANY MEANS	2	0.05%
FUNERAL ESCORT	9	0.20%
GOKART / ATV / 4-WHEELER ON ROADWAY	15	0.34%
GUNSHOTS REPORTED	33	0.75%
HANG-UP 911 CALL	59	1.34%
HARASSMENT	6	0.14%
HEADACHE	1	0.02%
HEART PROBLEMS/A.I.C.D	1	0.02%
HEMORRHAGE/LACERATIONS	3	0.07%
HIT AND RUN	7	0.16%
ILLEGALLY PARKED VEHICLE	10	0.23%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.02%
INFO ONLY	6	0.14%
INTOXICATED DRIVER	2	0.05%
INTOXICATED PEDESTRIAN	1	0.02%
INVESTIGATION	38	0.86%
IVC / MENTAL SUBJECT	41	0.93%
LARCENY	18	0.41%
LITTERING	1	0.02%
LIVESTOCK (IN THE ROADWAY / YARD)	1	0.02%
LOITERING	1	0.02%
MAGISTRATE REQUEST	41	0.93%
MAINTENANCE REPORT	1	0.02%
MISSING PERSON / RUNAWAY	9	0.20%
MOTORIST ASSIST / DISABLED MOTORIST	56	1.27%
NEIGHBORHOOD PATROL	70	1.59%
NOISE COMPLAINT	8	0.18%
OPEN DOOR	3	0.07%
OTHER	39	0.89%
OVERDOSE/POISONING (INGESTION)	7	0.16%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	0.02%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	30	0.68%
PUBLIC SERVICE CALL	149	3.39%
RECOVER PROPERTY	5	0.11%
REPORT	13	0.30%
REQUEST FOR OFFICER	14	0.32%
ROAD CLOSURE	1	0.02%
SEARCH WARRANT	2	0.05%
SECURITY CHECK	1607	36.56%
SERVE PAPERS	124	2.82%

PERQUIMANS CO SO	Count	Percent
SERVE WARRANTS FOR ARREST	65	1.48%
SERVICE CALL	11	0.25%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	6	0.14%
SPECIAL ASSIGNMENT	12	0.27%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.02%
STANDBY BALL GAME	14	0.32%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	0.02%
SUBJECT IN CUSTODY	9	0.20%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	152	3.46%
TEST	4	0.09%
THREATS	13	0.30%
TRAFFIC CONTROL	12	0.27%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	4	0.09%
TRAFFIC STOP	220	5.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	78	1.77%
TRAINING	2	0.05%
TRANSFERRED (911) CALL	2	0.05%
TRANSPORT SUBJECT	57	1.30%
TRAUMATIC INJURIES (SPECIFIC)	1	0.02%
TRESPASSING	14	0.32%
UNAUTHORIZED USE	2	0.05%
UNCONSCIOUS/FAINTING (NEAR)	4	0.09%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	10	0.23%
UNLOCK VEHICLE/HOUSE	60	1.36%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.02%
VANDALISM	6	0.14%
WANTED / STOLEN INQUIRY	10	0.23%
WELL BEING CHECK	42	0.96%
Total Records For PERQUIMANS CO SO	4396	Dept Calls/Total Calls 67.62%

PERQUIMANS CO WATER	Count	Percent
ALARM WATER DEPT	1	25.00%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	75.00%
Total Records For PERQUIMANS CO WATER	4	Dept Calls/Total Calls 0.06%

PERQUIMANS CO WATER RESCUE TEAM	Count	Percent
BOATING INCIDENT	1	12.50%
DOMESTIC	1	12.50%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	12.50%
SPECIAL ASSIGNMENT	1	12.50%
TRAINING	4	50.00%
Total Records For PERQUIMANS CO WATER RESCUE TEAM	8	Dept Calls/Total Calls 0.12%

RAILROADS	Count	Percent
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	100.00%
Total Records For RAILROADS	1	Dept Calls/Total Calls 0.02%

STATION 2 - BETHEL FD	Count	Percent
AUTOMATIC CRASH NOTIFICATION (ACN)	1	2.86%
CARDIAC OR RESPIRATORY ARREST/DEATH	4	11.43%

STATION 2 - BETHEL FD	Count	Percent
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	2.86%
FIRE ACTIVATED ALARM	8	22.86%
FIRE CONTROLLED BURN	2	5.71%
FIRE SMELL OF GAS	1	2.86%
FIRE STRUCTURE FIRE	1	2.86%
HEART PROBLEMS/A.I.C.D	1	2.86%
PUBLIC SERVICE CALL	1	2.86%
SERVICE CALL	1	2.86%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	2.86%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	12	34.29%
UNCONSCIOUS/FAINTING (NEAR)	1	2.86%
Total Records For STATION 2 - BETHEL FD	35	Dept Calls/Total Calls 0.54%

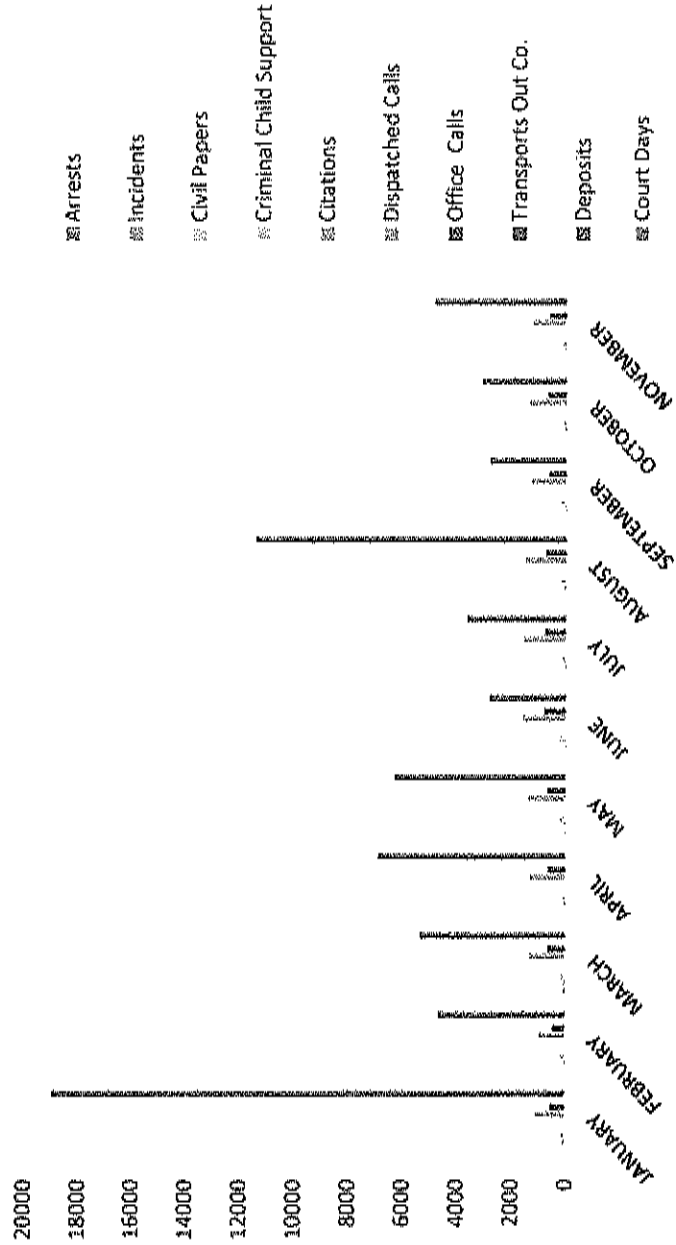
STATION 3 - HERTFORD FD	Count	Percent
AUTOMATIC CRASH NOTIFICATION (ACN)	1	1.89%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	1.89%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	3.77%
CARELESS & RECKLESS	1	1.89%
DEBRIS IN THE ROADWAY	1	1.89%
DOMESTIC	1	1.89%
FALLS	2	3.77%
FIRE ACTIVATED ALARM	6	11.32%
FIRE FUEL SPILL	1	1.89%
FIRE SMELL OF GAS	5	9.43%
FIRE STRUCTURE FIRE	4	7.55%
FIRE TRAINING/TESTING	3	5.66%
FIRE VEHICLE FIRE	3	5.66%
HEMORRHAGE/LACERATIONS	1	1.89%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	1.89%
MISSING PERSON / RUNAWAY	1	1.89%
MUTUAL AID	1	1.89%
SPECIAL ASSIGNMENT	4	7.55%
STANDBY BALL GAME	3	5.66%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	1.89%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	9	16.98%
UNCONSCIOUS/FAINTING (NEAR)	1	1.89%
Total Records For STATION 3 - HERTFORD FD	53	Dept Calls/Total Calls 0.82%

STATION 4 - BELVIDERE CHAPEL HILL FD	Count	Percent
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	5.00%
CONVULSIONS/SEIZURES	1	5.00%
FIRE BRUSH / WOODS FIRE	4	20.00%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	2	10.00%
FIRE STRUCTURE FIRE	1	5.00%
FIRE TRAINING/TESTING	1	5.00%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	3	15.00%
MISSING PERSON / RUNAWAY	1	5.00%
TEST	1	5.00%

STATION 4 - BELVIDERE CHAPEL HILL FD	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	25.00%
Total Records For STATION 4 - BELVIDERE CHAPEL HILL FD	20	Dept Calls/Total Calls 0.31%
STATION 6 - WINFALL FD	Count	Percent
AUTOMATIC CRASH NOTIFICATION (ACN)	1	2.86%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.86%
CONVULSIONS/SEIZURES	1	2.86%
DAILY/WEEKLY MAINTENANCE	1	2.86%
FIRE ACTIVATED ALARM	4	11.43%
FIRE BRUSH / WOODS FIRE	2	5.71%
FIRE ILLEGAL BURN	2	5.71%
FIRE SMELL OF GAS	4	11.43%
FIRE SMELL OF SMOKE / BURNING	1	2.86%
FIRE STRUCTURE FIRE	6	17.14%
FIRE TRAINING/TESTING	2	5.71%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	2	5.71%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	2.86%
MISSING PERSON / RUNAWAY	1	2.86%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	17.14%
Total Records For STATION 6 - WINFALL FD	35	Dept Calls/Total Calls 0.54%
STATION 7 - INTERCOUNTY FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.44%
FIRE ACTIVATED ALARM	2	4.88%
FIRE ILLEGAL BURN	1	2.44%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	24	58.54%
FIRE SMELL OF SMOKE / BURNING	1	2.44%
FIRE STRUCTURE FIRE	3	7.32%
FIRE TRAINING/TESTING	2	4.88%
FIRE VEHICLE FIRE	1	2.44%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	12.20%
TRAINING	1	2.44%
Total Records For STATION 7 - INTERCOUNTY FD	41	Dept Calls/Total Calls 0.63%
STATION 8 - DURANTS NECK FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	6.67%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	6.67%
FIRE BRUSH / WOODS FIRE	2	13.33%
FIRE STRUCTURE FIRE	3	20.00%
FIRE TRAINING/TESTING	2	13.33%
FIRE VEHICLE FIRE	1	6.67%
HEMORRHAGE/LACERATIONS	1	6.67%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	26.67%
Total Records For STATION 8 - DURANTS NECK FD	15	Dept Calls/Total Calls 0.23%
WINFALL PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	2	40.00%
MAINTENANCE REPORT	1	20.00%
SERVICE CALL	1	20.00%

WINFALL PUBLIC WORKS	Count	Percent
UTILITIES REQUEST (WATER / ELECTRICAL)	1	20.00%
Total Records For WINFALL PUBLIC WORKS	5	Dept Calls/Total Calls 0.08%
Total Records	6501	

Perquimans County Sheriff's Office — November 2023 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	30	67	144	1	16	1081	541	4	\$18,961.00	7
FEBRUARY	20	46	181	0	7	956	478	2	\$4,680.00	9
MARCH	50	60	179	1	8	1317	659	10	\$5,367.00	13
APRIL	15	50	116	1	2	1314	657	3	\$6,901.47	7
MAY	37	69	213	1	4	1376	688	3	\$6,292.00	8
JUNE	19	45	262	1	3	1612	806	2	\$2,836.00	7
JULY	21	56	134	1	5	1585	793	6	\$3,670.00	9
AUGUST	32	63	198	0	5	1510	755	9	\$11,462.20	7
SEPTEMBER	24	57	199	2	8	1300	650	6	\$2,839.00	6
OCTOBER	27	69	111	0	15	1385	693	11	\$3,111.80	10
NOVEMBER	18	49	139	1	15	1244	622	5	\$4,887.00	6



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, October 26, 2023 – 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Jonathan Nixon.

Host – Durants Neck VFD

Minutes from July 2023 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"> -County Commissioner -Town of Hertford -Town of Winfall -County Manager -Emergency Services Director- -911 Shift Supervisors -EMS Shift Supervisor -Emergency Management -Emergency Services PIO -Fire Marshal 	<ul style="list-style-type: none"> -Law Enforcement *Sheriff's Office *NC Wildlife -Volunteer Rescue Squad -Fire Service *Fire Chiefs' Association *Bethel Fire Dept *Hertford Fire Dept *Belvidere Fire Dept *Winfall Fire Dept *Inter-County Fire Dept *Durants Neck Fire Dept *NC Forestry
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Meeting Schedule - The 911 Communications Division Board meets on the 4th Thursday in January, July, 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.

▪ GENERAL INFO, EQUIPMENT, & SOFTWARE:

- Perquimans County Master Public Safety Radio System Update – See PowerPoint.

PERSONNEL & TRAINING:

- 1 part-time TC promoted to full-time; 1 full-time position open & will be filled in December/January
- Addition of online behavioral assessment to our hiring process implemented through Select Advantage
- Nominations were made for 911 Telecommunicator of the Year

SHERIFF'S OFFICE: Absent. Trunk or Treat 10/27

NC WILDLIFE: Absent

RESCUE SQUAD: No report.

FIRE CHIEFS' ASSOCIATION: No report. Reminder from Julie Solesbee about grant opportunities.

BETHEL FIRE DEPARTMENT: Absent

BELVIDERE FIRE DEPARTMENT: Absent

DURANTS NECK FIRE DEPARTMENT: BBQ & raffle fundraiser coming up. Substation will be ready probably before main. Main station progressing. Chief Eure gave a thank you for help during and debriefing after toddler drowning/accident call.

HERTFORD FIRE DEPARTMENT: Control burn Nov 26. GETACS intermittent connectivity. Town approved new engine.

INTER-COUNTY FIRE DEPARTMENT: Absent

WINFALL FIRE DEPARTMENT: Absent

NC FORESTRY: Still fully staffed.

TOWN OF HERTFORD: Absent

TOWN OF WINFALL: Absent

COUNTY COMMISSIONERS: – Absent

COUNTY MANAGER: Absent

EMERGENCY SERVICES REPORT:**EMS Division Updates:**

- New Dumpster Delivered
- Julota for the MIH program was implemented
- Modifications to Bays 10-12 (Insulation, Exterior Walk Door, Fan)
- New EMS Unit Ordered
- New Zone-3 vehicle ordered for MIH program
- New Controlled Substance Safe Hardware upgrades underway
- RACE-CARS program met the required 10% of citizens trained in Hands Only CPR
- Nominations were made for EMS Tech of the Year
- First Responders Appreciation Luncheon was provided by Corinth Baptist Church
- New Portable Radios were implemented for EMS Division
- Mid Atlantic Garage Door was on site to service Garage Doors
- Full Time / Part Time Interviews were held
- Lots and Lots and Lots of Vehicle Repairs – See PowerPoint EMS unit mileage table.

Pending Projects/Trainings/Community Preparedness Activities:

- HazMat Exercise in Gates Co – July 29, 2023, from 5-9pm
- Completed Recognition Program for all Divisions
- Mandatory Water Rescue Team Training – August 9, 2023
- PCHS Coach/EMS Meeting with Athletic Trainer - August 8, 2023
- EMS Division Virtual Staff Meeting - August 14, 2023
- Hands-Only CPR at Back to School Bash - Hertford FD - Sat, August 26
- Cardizem Training completed by Paramedics September 1, 2023
- Fundraiser for Sentara Albemarle Medical Breast Center September 5, 2023
- Indian Summer Festival-September 8, 2023
- Indian Summer Festival-September 9, 2023
- Perquimans vs. Pasquotank Public Safety Football Game (PQ You Know!) -September 9, 2023
- American Legion First Responder of the Year Celebration September 11, 2023
- CME - September 12, 2023 - Patient Assessment and MIH Referrals
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- American Legion First Responder of the Year Celebration September 11, 2023
- CME - September 12, 2023 - Patient Assessment and MIH Referrals
- RACE-CARS Intervention Trial Meeting –October 3, 2023, from 9am-Noon
- National Night Out - October 3, 2023, from 4-9pm
- EMS at the OBX – October 9-10, 2023
- CME - October 16, 2023, Social Determinants of Health

- Perquimans Central School Safety Day - October 20, 2023, from 8:30-11:30
- Downtown Trunk or Treat - October 27,
- Perquimans Central School Fall Festival - October 27,2023
- "4" Life Training at Hertford Baptist Church –November 5,2023 from 1-2:30pm
- CME - November 13, 2023 -Cultural Competency
- Secretary Weaver along with other NC 911 Board staff will visit Perquimans 911 Communications on Tuesday, November 14, 2023 at 2pm
- Grand Illumination – December 1, 2023, at 6pm
- Christmas Parade - December 2, 2023 (NEED VOLUNTEERS)

OLD BUSINESS:

- Perquimans County Master Public Safety Radio System Update
- Basic EMS Ops for the Fire Department

NEW BUSINESS:

- 3rd Quarter 2023 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- RACE-CARS update – CPR Text from 911 – Proposed Project by the Perq Co RACE-CARS Committee
Provide additional resource for lifesaving measures to the citizens of Perquimans County with hands-on CPR. The goal would be for any responder in the immediate area to respond. "CPRINPROGRESS" placeholder placed on CFS in CAD. Text would be sent to responders notifying them of Cardiac Arrest call. If approved as a County, individual Departments could opt in or out, but not individual personnel.
- Additional comments/concerns

HOST FOR NEXT MEETING: – Bethel VFD – January 25, 2024

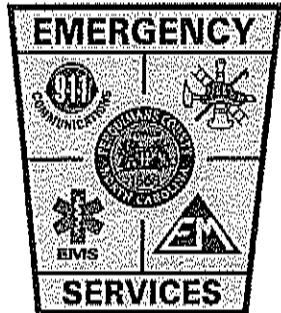
Meeting Schedule:

January 26, 2023	April 27, 2023 (canceled)	July 27, 2023	October 26, 2023
January 25, 2024		July 25, 2024	October 24, 2024

Adjournment

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

Perquimans County
 911 Communications Division
 Advisory Board Meeting



Thursday, October 26, 2023 - 7PM

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.

911 Communications Division
 Advisory Board

- **Meeting Schedule:** The 911 Communications Division Advisory Board meets on the 4th Thursday in the months of January, July, 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.

911 Communications Division
 Advisory Board

- Members:**
- County Commissioner
 - Town of Hertford
 - Town of Winfall
 - County Manager
 - 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
 - * Durants Neck Fire Dept
 - * Hertford Fire Dept
 - * Intercounty Fire Dept
 - * Winfall Fire Department
 - * NC Forestry

REPORTS

- 911 Center
- Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
- Volunteer Rescue Squad
- Fire Departments
 - *Fire Chief's Association
 - *Bethel 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

Reports - 911 Communications

GENERAL INFO, EQUIPMENT, & SOFTWARE

- 911 Grant Project is underway
 - Winfall tower project underway
 - Antenna work complete
 - Waiting on radio equipment
 - Back Room Equipment at 911 Center
 - Racks are in place
 - 4 New Portable Radios in 911 Center - VHF/800
 - Garrett Electric installed a new electrical panel in the Training Lab that is on the 911 Center UPS
 - Waiting on equipment
 - 7500 E consoles back up PSAP
 - Waiting on equipment
 - Scheduled for 1st Quarter 2024

Reports - 911 Communications

GENERAL INFO, EQUIPMENT, & SOFTWARE

- Looking at regional options for CAD-to-CAD for data sharing
- Funding approved for CAD Servers to be replaced - 1st Quarter 2024
- Ductless A/C in the 911 Center leaking - repaired
- Prepared Live was used by a caller for the first time the week of Sept 1st for a Brush Fire
- Failover Completed to our Backup PSAP at Chowan Telecommunications
- 911 Training program moving along - expect further renovations to include changes to the interview process moving forward

Reports - 911 Communications


PERSONNEL & TRAINING

- 1 part-time TC promoted to full-time; 1 full-time position open & will be filled in December/January
- Addition of online behavioral assessment to our hiring process implemented through Select Advantage
- Nominations were made for 911 Telecommunicator of the Year

REPORTS

- 911 Center
- Law Enforcement
 - *Sheriff's Office
 - *Winfall FD
- Volunteer Rescue Squad
- Fire Departments
 - *Fire Chief's Association
 - *Bethel 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



Emergency Services Report

EMS Division Updates

- New Dumpster Delivered
- Julots for the MIH program was implemented
- Modifications to Bays 10-12 (Insulation, Exterior Walk Door, Fan)
- New EMS Unit Ordered
- New Zone-3 vehicle ordered for MIH program
- New Controlled Substance Safe Hardware upgrades upderway
- RACE-CARS program met the required 10% of citizens trained in Hands Only CPR
- Nominations were made for EMS Tech of the Year
- First Responders Appreciation Luncheon was provided by Corinth Baptist Church
- New Portable Radlos were implemented for EMS Division
- Mid Atlantic Garage Door was on site to service Garage Doors
- Full Time / Part Time Interviews were held
- Lots and Lots of Vehicle Repairs

Unit	Milage	Milage as of	Milage as of	Oil Change
	6/14/2023	9/18/2023	10/12/2023	Due
Unit 161	17,858	23,078	27,367	28,288
Unit 162	146,717	152,396	154,036	155,264
Unit 163	168,713	115,937	117,571	119,678
Unit 164	201,412	203,347	263,499	265,281
Unit 165	139,204	146,233	147,990	149,070
Zone 1	78,057	82,413	82,768	87,507
Zone 2	161,866	167,792	162,930	164,098

Emergency Services Report


Completed Projects/Trainings/Community Preparedness Activities

- HazMat Exercise in Gates Co - July 29, 2023 from 5-9pm
- Completed Recognition Program for all Divisions
- Mandatory Water Rescue Team Training - August 9, 2023
- PCHS Coach/EMS Meeting with Athletic Trainer - August 8, 2023
- EMS Division Virtual Staff Meeting - August 14, 2023
- Hands-Only CPR at Back to School Bash - Hertford FD - Sat, August 26
- Cardlzem Training completed by Paramedics September 1, 2023
- Fundraiser for Sentara Albemarle Medical Breast Center September 5, 2023
- Indian Summer Festival-September 8, 2023
- Indian Summer Festival-September 9, 2023
- Perquimans vs. Pasquotank Public Safety Football Game (PQ You Know!) - September 9, 2023
- American Legion First Responder of the Year Celebration September 11, 2023
- CME - September 12, 2023 - Patient Assessment and MIH Referrals

Emergency Services Report

Pending Projects/Trainings/Community Preparedness Activities

- RACE-CARS Intervention Trial Meeting -October 3, 2023 from 9am-Noon
- National Night Out - October 3, 2023 from 4-9pm
- EMS at the OBX - October 9-10, 2023
- CME - October 16, 2023 Social Determinants of Health
- Perquimans Central School Safety Day - October 20, 2023 from 8:30-11:30
- Downtown Trunk or Treat - October 27,
- Perquimans Central School Fall Festival - October 27,2023
- "4" Life Training at Hertford Baptist Church -November 5,2023 from 1-2:30pm
- CME - November 13, 2023 -Cultural Competency
- Secretary Weaver along with other NC 911 Board staff will visit Perquimans 911 Communications on Tuesday, November 14, 2023 at 2pm
- Grand Illumination - December 1, 2023 at 6pm
- Christmas Parade - December 2, 2023 (NEED VOLUNTEERS)



AGENDA

Old Business:

- Perquimans County Master Public Safety Radio System Update
- Basic EMS OPs for the Fire Department

New Business:

- 3rd Quarter 2023 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- RACE-CARS update - CPR Text from 911 ??
- Additional Comments / Concerns
- Host for January 25, 2024 - Bethel VFD

Meeting Schedule:

January 26, 2023	July 27, 2023	October 26, 2023
January 25, 2024	July 26, 2024	October 24, 2024

Adjournment



Perquimans County Master Public Safety Radio System Update

1. 911 Center Console Replacement

- Current Motorola 5500 End-of-Life December 2021
- New Motorola 7500E System connected to the VIPER Core (Farmville, NC) allows access to state talkgroups as well as mutual aid P5AP talkgroups
- \$358,132.54 NC 911 State / \$39,955.76 Local
- Reoccurring Monthly Expense through NCDIT for link to Farmville, NC
- NC 911 State Funding pays for annual maintenance cost
- Completed June 2022



Perquimans County Master Public Safety Radio System Update

2. Replacement End-of-Life Mobile/Portable 800mhz Radios

- All radios must meet the new radio standards by 2025 (TDMA Compliant, Encryption Capable)
- Emergency Services (911, EMS, EM, FM) & Sheriff's Office Radios
 - Joint 3-Year Lease for all portable radios
 - A few mobile radios will need to be replaced before 2025 for EMS
 - Any portable radios on loan to fire departments will be collected for trade-in and not reissued
 - Portable radios are up to date - some mobile radios still need to be replaced
- Fire Department Radios will need to be checked to ensure they are compliant with the new standards and updated/replaced as needed



Perquimans County Master Public Safety Radio System Update

3. Reprogramming of all 800mhz Radios

- Updated template by the NC State Interoperability Executive Committee (June 2021)
- Several talkgroups retired & new talkgroups added
- Perquimans talkgroups updated/renamed for Perquimans County
 - PERQ EM
 - PERQ DISP (Former PERQ FIRE) - Patch In 911 Center to VHF PERQ FIRE
 - PERQ TAC1 (Former PERQ EMS) - Patch In 911 Center to VHF TAC 1
 - PERQ TAC2 (Former PERQ TAC)
 - PERQ TAC3
 - PERQ TAC4
 - PERQ TAC5
 - PERQ TAC6
 - PERQ LAW
 - PERQ MA
 - BTAC94
 - PERQ PS 1
 - PERQ PS 2
 - PERQLEOP51 (Law Enforcement Only)
 - PERQLEOP52 (Law Enforcement Only)
 - PERQLEOP53 (Law Enforcement Only)
 - PERQLEOP54 (Law Enforcement Only - NOT monitored/recorded by 911 Center)

Perquimans County Master Public Safety Radio System Update

3. Reprogramming of all 800mhz Radios

- The following VHF Channels will remain in service:
 - PERQ DISP (Former Perq FIRE) – Patch in 911 Center to VIPER PERQ DISP
 - PERQ TAC 1 – Patch in 911 Center to VIPER PERQ TAC 1
 - PERQ TAC 2
 - PERQ TAC 3
 - PERQ TAC 4
 - NOTE – Former Perq is out of service
- Sheriff's Office and Emergency Services partially complete as of October 2023
- Status on Fire Department radio programming

Perquimans County Master Public Safety Radio System Update

4. Winfall Tower Project

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - Project cost \$289,607.00 State 911 Request / 530,450.00 Local Request (\$820,057.00 Total)
 - State funds will be available 1st Quarter 2023
- Replace VHF Fire Main Repeater/Antenna System (Patched to 800 PERQ DISP and will become primary dispatch channel for all Fire/EMS dispatch)
 - NOTE – 911 Center will no longer monitor for radio traffic on VHF Fire Main
 - EMS Main VHF Repeater will be decommissioned
 - VHF TAC 1, 2, 3, 4 will be maintained for use by CERts
- Replacing the Tower Lighting System with new LED Lighting System
- Adding 2 800mhz Repeaters/Antenna Systems (PERQ 800 1 & PERQ 800 2)
 - These will be completely independent of VIPER
 - LE would use PERQ 800 1 primarily as a backup channel
 - Fire/EMS will use PERQ 800 2 primarily as a backup channel
- Tower Structural Analysis
- Remove out-of-service Antenna systems
- If this project is approved for partial grant funding, Perquimans will pay to reprogram all LE, Fire, EMS, EM, 911 Center MOTOROLA radios. Only the county's code plug will be provided for this free-to-the-agencies reprogramming. Agencies using Kenwood equipment will be responsible for updating their equipment.
- Project set up be complete by 4th Quarter of 2023 1st Quarter of 2023

Perquimans County Master Public Safety Radio System Update

5. 911 Center Console/Tower Upgrades

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - Project cost \$394,486.00 State 911 Request / \$11,550.00 Local (406,036.00 Total)
 - Emergency Services Staff invited to present the proposed grant project on July 20, 2022
 - State funds will be available 1st Quarter 2023
- Replace 800mhz End-of-Life Consolettes/Antenna Systems (Replace 7 / 2 New = Total 9)
- Replace VHF End-of-Life Consolettes/Antenna Systems (Total 6)
- Moving back-room radio equipment from Server Room to Radio Room near 911 Tower
- Grounding/Bonding upgrades to 911 Center Tower
- Project set up be complete by 4th Quarter of 2023 1st Quarter of 2023

Perquimans County Master Public Safety Radio System Update

6. Backup PSAP Equipment Upgrades (Chowan 911 Center)

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - Project cost \$375,356.60 State 911 Request
 - State funds will be available 1st Quarter 2023
- New 800mhz Consolettes (2)
- Replace End-of-Life Harris Radio Console System (3 Positions)
- EMD Software Dongle for Backup CAD Server
- Project set up be complete by 4th Quarter of 2023 1st Quarter of 2023

Perquimans County Master Public Safety Radio System Update

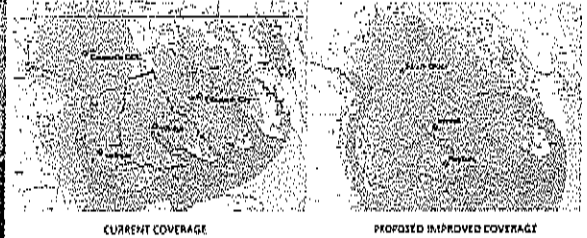
7. VIPER Radio Tower Project

- Addition of 2 New VIPER Tower Sites
- Total Project Estimate \$6,000,000
- Location #1 – Perrys Bridge Road (PCG Landfill)
 - County Owned Property
 - New County Owned 400 Foot Tower
 - Site Work & Fence
 - New Radio Equipment Shed
 - All VIPER Equipment will be maintained by NCHP
- Location #2 – Rayburn Lane
 - County in the process of procuring land as of October 2023
 - New County Owned 400 Foot Tower
 - Site Work & Fence
 - New Radio Equipment Shed
 - All VIPER Equipment will be maintained by NCHP
- State funding allocated in the FY2023-2024 Budget at \$6 Million

Perquimans County Master Public Safety Radio System Update

7. VIPER Radio Tower Project

- Addition of 2 New VIPER Tower Sites



1st Quarter Call Volume Report

• Chowan EMS	2	• Perq EMS	676
• Eastcare	2	• Perq FM	2
• Perq EM	38	• Perq SO	3355
• Gates EMS	0	• Perq Water	3
• Hertford PubWks	8	• Perq WaterRescue	6
• Magistrate	164	• Station 2 - Bethel FD	32
• NC DOT	4	• Station 3 - Hertford FD	39
• NC Forestry	11	• Station 4 - Belvidere FD	16
• NC Probation	3	• Station 6 - Winfall FD	28
• NC SHP	115	• Station 7 - Inter-County FD	39
• NC Wildlife	3	• Station 8 - Durants Neck	16
• Nightingale	3	• Winfall PubWks	3
• Pasq EMS	1		
• Perq DSS	14		

2nd Quarter Call Volume Report

• Chowan EMS	2	• Perq EMS	697
• Eastcare	5	• Perq FM	2
• Perq EM	41	• Perq SO	4303
• Gates EMS	0	• Perq Water	4
• Hertford PubWks	7	• Perq WaterRescue	5
• Magistrate	164	• Station 2 - Bethel FD	40
• NC DOT	12	• Station 3 - Hertford FD	49
• NC Forestry	14	• Station 4 - Belvidere FD	13
• NC Probation	2	• Station 6 - Winfall FD	30
• NC SHP	121	• Station 7 - Inter-County FD	57
• NC Wildlife	11	• Station 8 - Durants Neck	12
• Nightingale	1	• Winfall PubWks	1
• Pasq EMS	4		
• Perq DSS	17		

3rd Quarter Call Volume Report

• Chowan EMS	8	• Perq EMS	799
• Eastcare	0	• Perq FM	0
• Perq EM	50	• Perq SO	4396
• Gates EMS	0	• Perq Water	4
• Hertford PubWks	12	• Perq WaterRescue	8
• Magistrate	178	• Station 2 - Bethel FD	35
• NC DOT	12	• Station 3 - Hertford FD	53
• NC Forestry	8	• Station 4 - Belvidere FD	20
• NC Probation	0	• Station 6 - Winfall FD	35
• NC SHP	113	• Station 7 - Inter-County FD	41
• NC Wildlife	2	• Station 8 - Durants Neck	15
• Nightingale	7	• Winfall PubWks	5
• Pasq EMS	1		
• Perq DSS	26		

CPR Text from 911 ??

- Proposed Project by the Perq Co RACE-CARS Committee
- Provide additional resource for lifesaving measures to the citizens of Perquimans County with hands-on CPR
- Goal would be for any responder in the immediate area to respond
- "CPRINPROGRESS" placeholder placed on CFS in CAD
- Text would be sent to responders notifying them of Cardiac Arrest call
- If approved as a County, individual Departments could opt in or out, but not individual personnel

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Old Business:

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Meeting Schedule:

January 26, 2023	July 27, 2023	October 26, 2023
January 25, 2024	July 25, 2024	October 24, 2024

Adjournment

Schedule for Hosting Agencies

- July 22, 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
- April 27, 2023 - CANCELED
- July 27, 2023 - Inter-County VFD
- October 26, 2023 - Durants Neck VFD
- January 25, 2024 - Bethel VFD
- July 25, 2024 - Belvidere VFD
- October 24, 2024 - Town of Winfall

