

PERSON COUNTY BOARD OF COMMISSIONERS

OCTOBER 5, 2009

MEMBERS PRESENT

OTHERS PRESENT

Johnny Myrl Lunsford

Heidi York, County Manager

Jimmy B. Clayton

C. Ronald Aycock, County Attorney

Kyle W. Puryear - ABSENT

Brenda B. Reaves, Clerk to the Board

B. Ray Jeffers

Samuel R. Kennington

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, October 5, 2009 at 7:00 p.m. in the Commissioners' meeting room in the Person County Office Building.

Chairman Lunsford called the meeting to order and asked Commissioner Clayton to lead in prayer and Commissioner Kennington to lead the Pledge of Allegiance. Commissioner Puryear was absent.

RURAL OPERATING ASSISTANCE PROGRAM (ROAP) FOR FISCAL YEAR 2009-10 PUBLIC HEARING:

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton and **carried** to open the Public Hearing designated for the Fiscal Year 2009-10 Rural Operating Assistance Program.

Gerald Lunsford, Director of the Person Area Transportation System, stated the ROAP funding approved by the Board on August 3, 2009 represented the regular state allocation funding. Mr. Lunsford noted this public hearing is being held to include supplemental funding from the state for ROAP funding. Mr. Lunsford explained his program is requesting supplemental funding from the state so the application has to be resubmitted to the North Carolina Department of Transportation. The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance Program (EDTAP) provides operating assistance for the transportation of elderly and disabled citizens. This transportation assistance allows for the individual to reside for longer periods in their homes, thereby enhancing their quality of life. For the purpose of EDTAP, an elderly person is defined as one who reaches the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activity, an individual who has a record of such impairment, or an individual who is regarded as having such impairment

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2. Employment Transportation Assistance Program is intended to provide operating assistance for transitional Work First, Workforce Development Programs and general public employment transportation needs.
3. Rural General Public (RGP) Program funds are intended to provide transportation service to individuals who are not human service agency clients and live in non-urbanized areas.

The period of performance for Rural Operating Assistance Program funds is July 1, 2009 through June 30, 2010. The Fiscal Year ROAP individual programs totals are:

Program	Agency	Allocation Approved by Board on August 3, 2009	Program Total as Approved by Board on August 3, 2009	Supplemental Allocation Approved by Board on October 5, 2009
EDTAP	Person County Council on Aging	\$19,733		11,414
	Person County Group Homes	\$13,004		
	Person Industries	\$13,404		15,000
Total EDTAP			\$46,141	
EMPL	Person County Department of Social Services	\$7,700		9,555
Total EMPL			\$7,700	
RGP	Person Area Transportation System	\$42,174		37,088
Total EMPL			\$42,174	
			\$96,015	\$73,057
Anticipated State Allocation			\$169,072	

Mr. Lunsford anticipates the State appropriation to be \$169,072 which includes \$96,015 for the regular funding allocation and \$73,057 of supplemental funding. Mr. Lunsford requested Board approval of the agency allocations as well as the Certified Statement as presented.

No one from the public spoke in favor or against the Fiscal Year 2009-10 Rural Operating Assistance Program.

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A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Clayton and **carried** to close the Public Hearing designated for the Fiscal Year 2009-10 Rural Operating Assistance Program.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Kennington and **carried** to approve the Rural Operating Assistance Program Application for Fiscal Year 2009-10 and the individual programs allocations and Certified Statement as presented.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Jeffers and **carried** to add an item to the agenda to discuss a Request to Increase the size of the Transportation Advisory Board governing PATS for up to 17 members per FTA regulations to be in compliance for funding.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton and **carried** to approve the agenda as adjusted.

INFORMAL COMMENTS:

There were no comments from the public.

APPROVAL OF MINUTES:

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton, and **carried** to approve the minutes of September 21, 2009 and September 23, 2009.

ADMINISTRATIVE REPORTS:

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Jeffers, and **carried** to approve the Administrative Reports for the Airport, Tax Administration & Collections.

RESOLUTION OF APPRECIATION:

Chairman Lunsford read the Resolution of Appreciation recognizing Person County retiree, Delores B. Carver.

RESOLUTION OF APPRECIATION

WHEREAS, Delores B. Carver has served the people of Person County in many capacities during her tenure working for Person County, most notably known as the Assistant Register of Deeds; and

WHEREAS, Delores B. Carver has served the citizens of Person County with honor, integrity, sincerity and dedication, providing accurate, concise services for thirty-three years, February, 1976 – September, 2009; and

WHEREAS, Delores B. Carver has earned the respect and admiration of all who have known her and worked with her throughout her career; and

WHEREAS, the County of Person recognizes the many contributions Delores B. Carver has made to the County and offers her sincere best wishes for her retirement.

NOW, THEREFORE, I, Johnny Myrl Lunsford, Chairman of the Person County Board of Commissioners, do hereby extend this Resolution of Appreciation to Delores B. Carver for continually striving to make Roxboro and Person County a better place to live and work.

Adopted this the 5th day of October, 2009.

(signed)

Johnny Myrl Lunsford, Chairman
Person County Board of Commissioners

Attest:
(signed)

Brenda B. Reaves
Clerk to the Board

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**PERSON COUNTY JUVENILE CRIME PREVENTION COUNCIL 2009-2010
FISCAL YEAR FUNDING RECOMMENDATIONS:**

Judge Mark Galloway, a member of the Person County Juvenile Crime Prevention Council (JCPC), on behalf of Kristy Melvin, Chairperson of JCPC, appeared before the Board to requested approval of the 2009-2010 Fiscal Year Funding Recommendations.

At the Board of County Commissioner's meeting held on June 15, 2009, Board action approved the following JCPC funding allotments totaling \$120,619. JCPC's usual state annual allocation is \$129,698 but JCPC anticipated a 7% cut by the state which equated to \$9,079.

JCPC State Funding Allocations Allotments as approved on June 15, 2009 by the Board of County Commissioners	
4-H YES: Teen Court, Community Service & Restitution, Guided Growth & Psychological services	\$119,119
Roots & Wings Parenting Program	\$0
Administrative Funds for JCPC	\$1,500
Total State Allocation	\$120,619

The State of North Carolina passed the state budget that included no cuts to the JCPC funding; however, two days later Governor Purdue issued an executive order to cut 5% to all JCPC allocations. As noted above a 7% cut was anticipated and unallocated in June, 2009 thereby sustaining the 5% cut instituted by the Governor and leaving a remaining balance in the amount of \$2,594 for JCPC to allocate toward needed programming. Mr. Galloway spoke of the JCPC needs assessment committee supporting a properly designed parenting class, cognitive based that teaches parents to think of alternate ways to resolve problems. JCPC voted to allocate \$2,594 to Roots & Wings Parenting Program with an additional request that the Person County Commissioners reallocate from the 4-H YES Program or provide through county funding an additional \$3,500 to the Roots & Wings Parenting Program in order to support the current service gap. JCPC recommended funding Roots & Wings Program a total of \$6094. Judge Galloway confirmed that Roots & Wings are trained in Denver for a national curriculum.

Commissioner Jeffers inquired about available funds in the County Undesignated Contingency Fund. The County Manager stated there is \$43,000 in the County Undesignated Contingency Fund currently.

Commissioner Kennington inquired about the age group of the juvenile population. Judge Galloway responded that adjudicated juveniles would be 16 or younger and are supervised until age 18.

Commissioner Lunsford spoke in support of the parenting program.

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A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Kennington, and **carried** to approve JCPC allocation of \$2,594 to Roots & Wings Parenting Program with an additional allocation of \$3,500 to be funded from the County Undesignated Contingency Fund for a total funding of \$6,094 as recommended by the JCPC.

PERSON COUNTY PUBLIC SAFETY FIRE NEEDS ASSESSMENT STUDY:

Fire Marshal, John Gentry stated the fire needs study was commissioned in Fiscal Year 2008-09 with a purpose to improve County fire services with a goal to lower the ISO ratings across the County within a five year period. Mr. Gentry introduced Mr. Robert Swiger and Mr. James Smith of R & I Consultants, Inc. Mr. Swiger gave the following Fire Needs Assessment Study presentation to the Board.

Mr. Swiger told the Board that the Person County Public Safety Fire Needs Assessment Study should be utilized as a budgetary planning tool for future needs.

Commissioner Kennington clarified the report was based on 1710 standards based on having a least one paid staff versus based on 1720 standards which is based on non-paid staff/volunteers. Commissioner Kennington stated the report was not applicable to Person County because we have volunteer fire departments, further noting, legally 1710 standards would supersede 1720 standards. Mr. Swiger stated the 1710 standards were used to reference response time.

Chairman Lunsford thanked Mr. Swiger for the information presented to the Board.



Fire Needs Assessment Study

ALLENSVILLE VFD

CEFFO FIRE AND RESCUE

HURDLE MILLS VFD

MORIAH FIRE AND RESCUE

ROXBORO FIRE AND RESCUE

SEMORA VFD

TIMBERLAKE FIRE AND RESCUE

TRIPLE SPRINGS VFD

WOODSDALE VFD

Prepared by:
R & I Consultants, Inc.
3440 Pine Swamp Road
Sparta, NC 28675
336-363-4099

January 2009

October 5, 2009

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Introduction

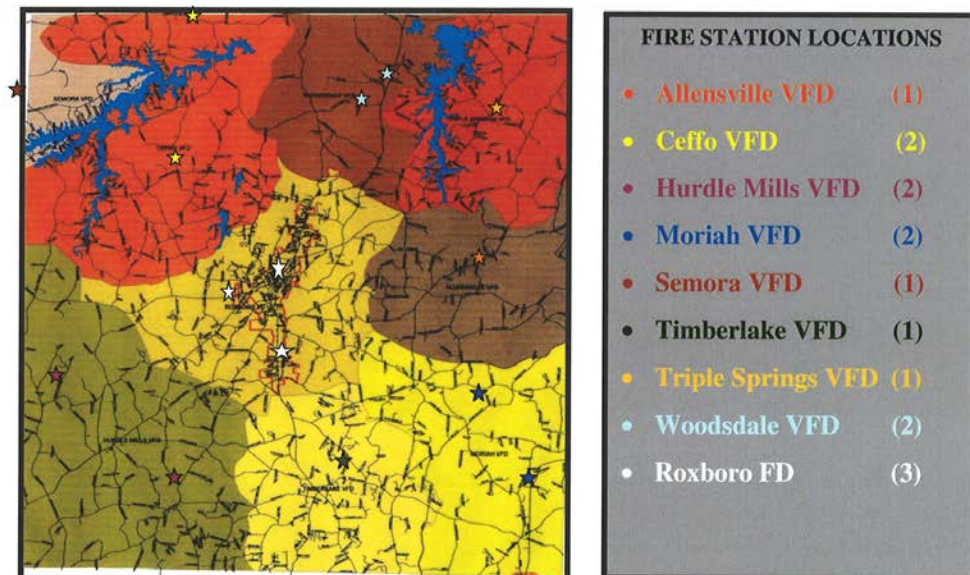
In July of 2008, Person County contracted with R & I Consultants, Inc. of Sparta, N.C. to conduct a needs assessment study involving its Volunteer Fire Districts. This may be utilized by the county as a budgetary planning tool for the purpose of attaining efficient services and working towards a possible reduction in the counties Fire Insurance Rating for county residents and businesses over the next five years. All objectives should meet the North Carolina Response Rating System (NCRRS) requirements and applicable National Fire Protection Association (NFPA) standards.

The Agencies whose needs were assessed included:

- Allensville Volunteer Fire Department
- Ceffo Volunteer Fire Department
- Hurdle Mills Volunteer Fire Department
- Moriah Volunteer Fire Department
- Semora Volunteer Fire Department
- Timberlake Volunteer Fire Department
- Triple Springs Volunteer Fire Department
- Woodsdale Volunteer Fire Department
- * Roxboro City Fire Department

The map shown is of Person County and identifies each of the eight Volunteer Fire Response Districts and Roxboro City Fire Department as well as the general location of their stations; i.e. the color coded stars.

Figure 1
Person County Fire Department Locations



Methodology

The methodology for collecting and assessing the needs of the County's fire service districts began with meetings with each department; the Chief or their designee, County Fire Marshal and County Manager, as well as:

- Tours of existing facilities
- Review of equipment & vehicle inventories
- Collection & review of available performance data for each Department/agency
- Physical tours of each volunteer Fire District's land area within the County
- Research and collection of County specific population data both current & projected future year
- Research relevant performance standards applicable to the agencies studied

Demographics

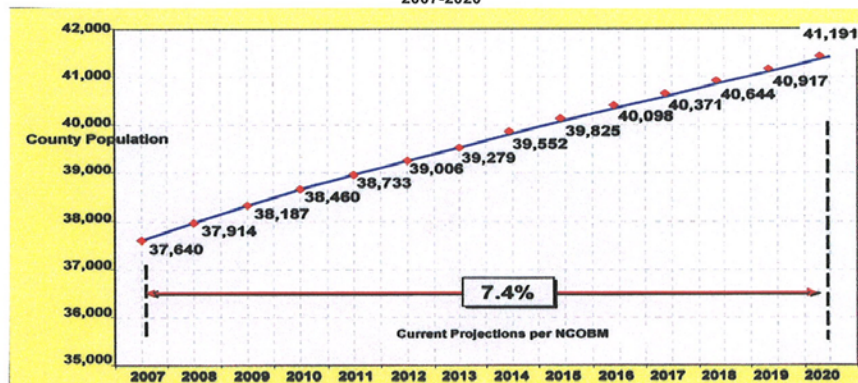
According to the State of North Carolina Office of Budget and Management, the July 1, 2007 estimated population of Person County was 37,640. The County seat is located in Roxboro which is the only incorporated municipality in the County at this time, and is listed by the State as having a population of 8,696. The total area of the County is 404 square miles with this being divided between land; 392 square miles and water; 12 square miles. The county is predominately rural with a total of nine (9) townships. The county has a general population density of 90.9 persons per square mile. Significant development, both business and residential was noted in the southern part of the county. Person County's proximity to the major cities of Durham, Raleigh, Chapel Hill (Research Triangle Park) and the Piedmont Triad (Greensboro, High Point and Winston Salem) as well as Richmond, Virginia will most certainly continue to attract residents to this area.

The presence of Hyco Lake and Mayo Lake in Person County and the recreational areas around them will almost assuredly provide a seasonal increase in population.

Projected Growth

The State of North Carolina Office of Budget and Management has projected that the County will increase in permanent population by approximately 7.4 percent by 2020 to approximately 41,191 residents.

Figure 2
Projected County Population
2007-2020



The importance of "General Population" is that it tends to be the principal "driver" of public safety "demand" issues; i.e. as the population increases so too will the number of emergency calls for assistance increase.

In Person County's case, the seasonal increase in population due to the presence of Hyco Lake and Mayo Lake alone will increase the demand for services (typically assessed as the number of calls per 1,000 "residents").

Call Volume

While oftentimes difficult to quantify, a significant "indicator" of workload for any public safety/emergency services agency is call volume; i.e. the number of requests for assistance received, typically emergency status incidents, for which the agency is dispatched.

Figure 3
Agency Call Volume
Year 2007

PERSON COUNTY VFD's CALL VOLUME	
DEPARTMENT	NO. CALLS
Allensville VFD	170
Ceffo Fire and Rescue	237
Hurdle Mills VFD	275
Moriah Fire and Rescue	212
Roxboro Fire and Rescue	517
Semora VFD	No Data
Timberlake Fire and Rescue	455
Triple Springs VFD	179
Woodsdale VFD	119
Note: Roxboro FD calls reflect both City and rural districts	

Agency Performance

An assessment of the agencies regularly called upon to respond to emergencies must consider the response capabilities of those agencies. Ultimately, an efficient emergency response will be a function of:

1. **Trained personnel**, capable of providing the service for which they are dispatched
2. **The availability of proper equipment**; i.e., vehicles, equipment, "gear", and facilities
3. **Time**; speed of response from first notification (dispatch) to arrival on scene

Why is time so important? According to the National Emergency Number Association (NENA), "The most elementary explanation of why time is important in a fire or medical emergency has to do with the obvious; *serious injury and/or the potential loss of life and property*. Quite simply, response time is important because it may mean the difference between life and death".

Factors impacting response time include of course the distance that must be covered, but also specific and/or unique area characteristics such as road conditions, geography, and development density or, conversely, the remoteness or how rural of an area is served.

Factors influencing the *quality* of the response have to do with not only the time it takes to get to the scene of the emergency but also the information communicated to the responding service unit, the skill of the personnel responding, and the availability of the proper equipment to adequately address the emergency at hand.

Response Time

Notably, the most serious calls to which an agency charged with responding to emergencies is dispatched are those involving a structure fire, hazardous material situation, a "non-breathing", "man-down" or similar medical emergency, and motor vehicle accidents; in other words, those incidents that may involve loss of property, serious injury, or death.

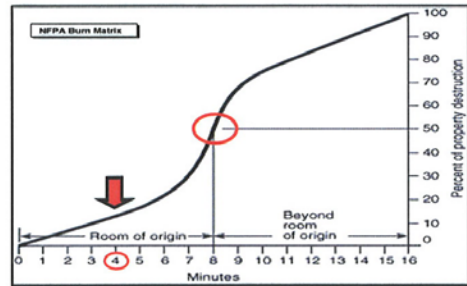
The concern with regards to **fire service** response times is based upon research conducted by various national associations and agencies that study the critical nature of fire fighting and fire service response and have developed standards accordingly. Among them:

- ***The National Fire Protection Association (NFPA) states that "if a fire is not suppressed in 8 to 10 minutes from the time of ignition, it will flashover, spreading outside the initial area or room of origin".***
- ***"As a rule of thumb, first responders should arrive on the scene in less than five minutes, 90% of the time." (National Institutes of Health)***
- ***"The fire department shall establish a response time objective of four minutes or less for the arrival of the first arriving engine company at a fire suppression incident, for not less than 90% of all incidents"; [NFPA Standard 1710 for the Organization and Deployment of Fire Suppression Operations; Section 4.1.3].***

The diagram that follows illustrates graphically the basis for the NFPA 1710 standard regarding fire suppression response times. It should be noted that NFPA 1710 is the standard for personnel and apparatus response in paid fire departments.

At approximately eight (8) minutes from initial ignition (flame), a fire will move from the room of origin into the remaining area or rooms of the structure. As this occurs the likelihood of substantial damage and structural loss increases dramatically. At 16 minutes it is conceivable that property damage could be total.

For example, were this graphic applied to a house fire, and the fire were to start (combust) in the kitchen of the house at 4:00 am; by 4:08 am the fire would begin to spread beyond the kitchen and shortly thereafter "flashover" into the next adjoining room; i.e. dining room, living room, etc.



Then, were the fire to go unabated for *another* eight (8) minutes, the likelihood that the home would be destroyed increases dramatically.

With regards to **medical first response** to non-breathing or "downed" individuals, as well as motor vehicle accidents, wherein individuals may be seriously injured or trapped; time is equally critical. In these incidents the issue of time has to do with the fact that the human body needs a constant supply of oxygen to survive.

As with the previously cited Fire standards, the concern with regards to emergency medical response time is based on a number of significant findings of numerous professional medical organizations. These include:

- ***NFPA, which states in 1710, that "deployment for the first responder/AED level to arrive within four minutes for 90 % of all calls."***
- ***"For cardiac arrest, the highest hospital discharge rate has been achieved in patients for whom CPR was initiated within 4 minutes of arrest and advanced cardiac life support within 8 minutes". (American Heart Association)***
- ***"In an incident involving lack of oxygen, brain damage is very likely at 6 to 10 minutes; irreversible after 10 minutes". (American Association of Orthopedic Surgeons)***

It should be noted at this time that the NFPA 1710 standard that has been quoted for fire suppression and medical first response is the standard applied to paid fire departments. The NFPA standard that applies to volunteer departments is 1720. The main emphasis of NFPA 1720 is the number of personnel on scene prior to beginning fire operations.

Time Standards

The obvious factors impacting response time of emergency vehicles from their location of deployment are **distance** and vehicle **speed**. Distance of course refers to that from the fire station or agency point of deployment to the location to which the department is dispatched. Vehicle speed will be affected by numerous factors including availability and accessibility of roadways, weather conditions, traffic volume, and man-made and natural barriers or impediments to "speedy" travel.

The National Fire Protection Association's standards (NFPA 1710), address *performance* requirements in terms of *time* and, as already stated in part, requires that:

"The fire department's fire suppression resources shall be deployed to provide for the arrival of an engine company within a 4-minute response time and/or the initial full alarm assignment within an 8-minute response time to 90 percent of the incidents".

In addition, for a Fire, Rescue, or Medical Responder agency that responds to critical incidents involving medical emergencies, NFPA 1710 further states that:

"AED/Basic Life Support capabilities arrive within a 4-minute response time to 90 percent of the incidents. . . "

Of course too, this **does not preclude** the Volunteer Fire Departments ability to respond the first unit for arrival on either an accident/medical emergency or reported fire scene.

Of note, is that while the standards are held to steadfastly with regards to Career Fire Departments located in "built-upon" areas, ambiguity exists with regards to jurisdictions classified as either "rural" or "remote" of which Person County would be "rural".

Regardless of classification, it does not change the fact that the characteristics of lack of oxygen for an accident or stroke victim, or a fire in a structure will act or respond differently than the parameters cited.

For reference, the following formula can be used to calculate average travel time between two points; (NFPA 1720-A.4.3.2): $1.7 \times \text{Distance} + 0.65 = \text{Travel Time}$

This travel time will equate to an average speed of a little more than 40 miles per hour, which is **not** unusual for Fire, Rescue, or Medical Responder vehicles for any distance considering acceleration, deceleration, road conditions, other traffic, etc.

The table that follows identifies the average response time of the County's VFD's during the first half of 2008.

Figure 4
Emergency Call Average Response Times

Emergency Call-Watch Response Times

JANUARY – JUNE 2008 AVERAGE RESPONSE TIMES FIRE and MEDICAL RESPONDER													
Department	January		February		March		April		May		June		
	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	
Allensville	6	7.75	8.05	9	11.8	6.66	6.57	7.7	8.35	8.1	6	6.75	
Ceffo	7.83	7.5	7	10.93	7.66	8.12	9.6	11.07	7.54	10	6.44	7	
Hurdle Mills	7.7	7.86	6.65	8.33	7.42	6.73	9.46	9.35	6.4	7.87	8.4	8.37	
Moriah	no data	no data	5.82	8.25	8.3	13.7	7.37	9.6	12	7.66	9	7.75	
Semora	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	
Timberlake	7.58	9.75	7.7	7.95	8.58	7.84	10.88	8.68	8.94	9	10.18	8.9	
Triple Springs	6.66	6.16	5.87	7	8.66	8.14	6.57	6.83	7	8.33	10.4	no data	
Woodsdale	10	no data	8.6	4.75	10.16	8	9.16	6	6	10	9.33	6.5	
Roxboro City	(Average County District Response)					4.51	Countywide Mutual Aid					6.70	

Note: Response time information was extracted from the Person County Fire Marshal's Office from Departmental Incident Reporting Forms.

Current Funding

The nine (9) Person County Rural Fire Districts receive funding support from the County on an annual basis. As with any operational expense the difference in the annual district budgets and that contributed by the County must be made up through fund raising events conducted by the individual departments serving that district or from other sources such as contributions received from citizens or area organizations and businesses that are able to help. This is an additional draw on the time that personnel must contribute to helping have a viable department.

As with any service driven agency and its equipment, the cost of maintaining this service is going to continue to rise. This can only be addressed by an increase in funding by the county.

The table that follows identifies the amounts allocated by the County for each fire district.

Figure 5
County Funded Fire Districts
FY 2007-2008

Agency/Department	FY 07-08 Operating Budget	County Contribution	Difference
Allensville VFD	\$ 61,117	\$ 42,009	\$ 19,108
Ceffo VFD	\$ 131,776	\$ 84,018	\$ 47,758
Hurdle Mills VFD	\$ 107,713	\$ 84,018	\$ 23,705
Moriah VFD	\$ 116,308	\$ 84,018	\$ 32,290
Semora VFD	\$ 61,868	\$ 13,414	\$ 48,454
Timberlake VFD	\$ 139,447	\$ 51,259	\$ 88,188
Triple Springs VFD	\$ 69,508	\$ 42,009	\$ 27,499
Woodsdale VFD	\$ 43,248	\$ 42,009	\$ 1,239
* Roxboro City FD		\$ 338,659	
Sub-Total Fire Agencies:	\$ 730,985	\$ 781,413	\$ 248,041

Subsequently, for the current fiscal year (2007-2008):

- The sub-total of funding provided by the County to the fire districts is \$781,413.00
- The City of Roxboro's allocation is approximately 1/3 of their estimated budget.

Recommendations:

The implementation of a fire tax for the purpose of funding the nine (9) fire districts in Person County.

- a. Accomplished by tax base per individual district or on a county-wide basis by 2009-2010 budget year.
- b. Distribution of funds per content of individual district contracts.
- c. Consolidation of purchasing efforts through the county.

Personnel

According the Bureau of Census, Person County is classified as a "rural" county; i.e. having less than 500 people per square mile, (according to the State of NC Person County in 2007 had an average of 46 people per square mile).

NFPA (1720-4.3.2) suggests that a "remote" area is 8 miles or more from a Fire, Rescue, or EMS base or point of deployment.

While firefighting capabilities can be deployed from eight (8) separate locations now; they are still dependent upon the time for personnel to respond from home or work to the station and then to the scene.

Throughout North Carolina as well as throughout the country volunteers, particularly in the Fire and Rescue services are decreasing, in some instances, dramatically. In fact, in North Carolina, it is unusual to find a County without some paid firefighters; albeit part-time perhaps, but paid none the less; and hired to be available to offer an immediate response to any emergency call for help.

Based on the continuing availability of volunteers; there will be a need for the county to assess the staffing requirements for the rural fire districts within Person County over the next five years.

Recommendations

In following NFPA criteria, the following staffing needs have been identified:

Figure 6
Proposed Staffing Plan

5 Year Fire Department Staffing Plan				
Budget Year	Fire Department	# Part-time FF's	Hrs per year	Cost per year
2009 - 2010	Timberlake	2	5400	62,400
2009 - 2010	Moriah	1	2600	31,200
2009 - 2010	Hurdle Mills	1	2600	31,200
2009 - 2010	Ceffo	1	2600	31,200
Total 1st year		5	13200	156,000
2011 - 2012	Triple Springs	1	2600	31,200
2012 - 2013	Allensville	1	2600	31,200
2012 - 2013	Timberlake	1	2600	31,200
2013 - 2014	Woodsdale	1	2600	31,200
After 5 budget years each Fire Department would have a minimum of 1 daytime firefighter position in each station. Timberlake would have 3 personnel after the 2013-2014 budget year.				

Staffing requirements for these positions should be compliant with NFPA 1001 and NFPA 1403. Personnel meeting these requirements and serving in these positions should be considered county employees subject to Person County Personnel policies and under the supervision of the Person County Fire Marshal's Office. It is recommended that the day to day operations would be under the direct supervision of the individual departments.

It should be noted at this time that a reduction in the NCRRS ratings for Person County and its residents will be dependent upon a timely response by each of the fire districts in the county.

The staffing of personnel at each department per the staffing plan would be covered by the aforementioned proposed fire tax.

Implementation

A government jurisdiction's approach to capital spending is like anything else; if the jurisdiction waits until the need presents itself, it is already too late. If it plans for those needs and associated expenditures, it can budget accordingly and utilize a common and consistent approach to spending.

The capital expenditures addressed in this study have to do with the identified needs of the rural fire districts operating within the County that provide fire related emergency services to the residents of and visitors to the County; i.e. Fire, Rescue and Medical Responder.

In the public safety/emergency services context, the determination of need *should* be based on the **performance objectives and service delivery criteria established by the funding body; in this instance the County**; in conjunction with the required personnel capabilities and equipment requirements called for at the department level to achieve those objectives. In turn if these goals are supported, the expected results should be achieved. It is imperative that these performance objectives and service delivery criteria be documented in the contracts between the county and the agencies involved.

Recommendations:

- a. County Attorney and Fire Marshal to design a contract for approval by county board to implement the necessary performance objectives and service delivery criteria.
- b. The contracts should define the following requirements for compliance with the North Carolina Response Rating System:
 1. Required Training (Per table B)
 2. Minimum Response (Personnel and Equipment) per contractual agreement
 3. Incident Reporting
 4. County management discretionary audits

Equipment

With limited resources (funds) it is important that one Department, as an example, not spend \$5,000 on a set of personal protection gear and another spend \$2,000 dollars on a set of personal protection gear, when a set of gear costing \$3,200 will meet all necessary requirements and adequately assure the protection of the firefighter. Each is life safety, albeit, "life-saving" equipment that is worn and utilized by individuals who put themselves in peril to combat a fire or other serious hazard.

By the same token, certain conditions with regards to firefighting equipment should be given priority consideration across the board. For example, each Department should have on hand a thermal imaging camera for use at the scene of any structure fire as well as possible search and rescue situations. If in fact the need is justified and available funds are limited, priorities can be addressed by an "objective body" responsible for decision making and the purchase recommendation.

This would be accomplished by utilizing an objective "body" to establish priorities for purchase of significant personal life-safety items and general equipment vital to the services to be rendered; fire suppression, extrication, rescue, etc.

Recommendation:

- a. Establish a "Fire Commission" to be composed of a representative appointed to serve by each fire district, two (2) "Ad Hoc" members appointed by the Person County Board of Commissioners and a representative of the Person County Fire Marshal's Office to serve in a n advisory capacity. This commission's purpose will be to establish needs, review specifications and recommend purchases for apparatus and equipment.

Establish Consistent Equipment & Vehicle Standards

Additional factors that will impact the assessment of funding will include for example, the *lack* of equipment *now*, the age and functionality of existing equipment, technical or mechanical capabilities of existing equipment, and equipment that is more modern and/or technologically advanced that will improve user safety, provide more adequate response, and enhance the capabilities of the responder.

Efficiency of effort and potential savings could be achieved if the all the Volunteer Fire Departments were to reach a consensus on the standards and specifications for vehicles and equipment. For example, rather than five or six departments each going through the process of specifying the requirements for a new Brush Truck or Mini-Pumper for example, come to an agreement as to what is and will be required of that vehicle, establish a consensus set of specifications and using a preferred (assumedly State contract approved) vendor, and when the need is identified and the funds approved buy it!

This could prove especially important in the future in the event a major incident; for example a structure fire; wherein multiple volunteer departments are on the scene. Today that could mean as many different types of vehicles as departments present, certainly limiting opportunities for cooperation, assistance and ultimately effectiveness on the scene of the fire.

Recommendation:

Once again the utilization of the "Fire Commission" to establish specifications for apparatus that not only will meet the standardization needs for the County for rating purposes but also meet the needs of the individual departments.

Summary

The following issues are considered to be the most significant to Person County possibly achieving their goal of lowering their NCRRS rating to a seven (7) over the next five (5) years.

- a. Reduced Response Time
- b. Sufficiently trained personnel
- c. Adequate water supply
- d. Age and Replacement of Apparatus
- e. Establishment of a county-wide training facility

Reduced Response Time

The use of part-time personnel, at least one (1) to initiate a response to either a fire or medical call from each district could reduce the response time per incident. This may be initially a ten (10) hour daytime shift as these are usually the hardest to get responses to with volunteers.

Sufficiently Trained Personnel

As with any job, training requirements are dependent upon job descriptions. The option of looking at full-time personnel for each of the departments will necessitate additional training above the basic Firefighter I and II levels. Examples of some types include Officer Training, Driver Operator to mention a few. A complete breakdown of required training to achieve a NCRRS rating of less than a nine (9) can be seen in Table B.

Adequate Water Supply

In order to achieve a lower than 9S or 9E NCRRS rating per a Method 3 Evaluation (Mobile Water Supply), all mobile water supply apparatus must be of sufficient capacity to meet this guideline. This may be accomplished by the use of a county-wide dry hydrant system capability along with upgrading departmental capability for mobile water supply.

Compliance with a Method 3 Evaluation may be attained by individual departments being equipped and manned to meet the water supply requirements or by the use of an Automatic Mutual Aid Dispatch of departments capable of meeting the sufficient water supply needs.

Apparatus

With regards to Fire apparatus (vehicles), NFPA states the following (NFPA 1901, 2007 Edition)

To maximize firefighter capabilities and minimize risk of injuries, it is important that fire apparatus be equipped with the latest features and operating capabilities. In the last 10 to 15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus. Apparatus manufactured prior to 1991 usually included only a few of the safety upgrades required by the 1991 and subsequent editions of fire department apparatus standards or the equivalent Underwriters Laboratories (UL) standards. Because the changes, upgrades, and fine tuning to NFPA 1901, Standards for Automotive Fire Apparatus, since 1991 have been truly significant, especially in the area of safety, fire departments should seriously consider the value (or risk) to firefighters of keeping pre-1991 apparatus in first-line service.

It is recommended that apparatus manufactured prior to 1991, that is less than 25 years old, that has been properly maintained, and that is still in serviceable condition should be placed in reserve status and upgraded to incorporate as many features as possible of the post-1991 fire apparatus. Apparatus that is not manufactured to the applicable NFPA fire apparatus standards or that is over 25 years old should be replaced.

Experience has shown that refurbishing a fire apparatus that is over 20 years old, other than to paint or repair the apparatus, is a very poor investment.

A fire apparatus is an emergency vehicle that must be relied on to transport firefighters safely to and from an incident and to operate reliably and properly to support the mission of the fire department. A piece of fire apparatus that breaks down at any time during an emergency operation not only compromises the success of the operation but might jeopardize the safety of the firefighters relying on that apparatus to support their role in the operation. An old, worn out, or poorly maintained fire apparatus has no role in providing emergency services to a community.

In summary then, for major pieces of Fire Apparatus (Pumper/Tankers and Aerial/Ladder trucks):

- Vehicles 20 years old or older and manufactured before 1991 should be reduced to reserve status or replaced
- Vehicles 25 years old or older, regardless of manufacture date, should be replaced

With regards to these types of vehicles; there are currently eleven (11) major pieces of apparatus (Pumpers, Tankers and Brush Trucks) that are 20 years or older and manufactured before 1991 and eight (8) apparatus that are 30 years or older in the active inventories of the eight county volunteer districts. (See Table A).

For example, while specific replacement standards are often developed at the local level, a review of industry literature that discusses the various criteria for replacement of emergency vehicles, suggests the following schedule be adhered to IF the vehicle has been regularly serviced, annually inspected, and routinely cared for with regards to its on-board systems, to assure safety of operators and mechanical reliability.

Figure 7
Recommended Replacement Schedule

Useful Life/Replacement Schedule for Volunteer Organizations	
Response/Utility Vehicle	8 years
Ambulance (Transport)	8 years
Fire Truck-Pumper/Tanker >1991	25 years
Fire Truck-Pumper/Tanker <1991	20 years
Rescue/Equipment Truck	25 years
Brush Truck	10 years
Command Vehicle/Medical QRV	10 years

Recommendations

- The implementation of a standardized system for the county-wide purchase of new fire apparatus
- Maintain NFPA 1002 standards and North Carolina Fire and Rescue Commission Emergency Vehicle Driver training requirements; for all personnel that will drive or operate any fire apparatus
- Complete maintenance records to be maintained by each fire district for all apparatus, service tests, hose tests and PPE.

Training Facility

The concept of a "Person County" Emergency Services Training Center was discussed with the departments during our interviews and seemed to meet with everyone's approval. In counties such as Person, where a great deal of responsibility is placed on volunteers, the investment in a multi-disciplinary training venue can prove to be very beneficial.

For one it makes it much easier for volunteers who are not being paid to do what they do to get the training that they need and are required to have within their home County/Town without having to travel; usually at their own expense to locations well outside the County.

Secondly, if adequately developed, the facility can offer numerous opportunities for the various public safety agencies in the County to stage joint training scenarios which certainly make more sense than training with "strangers" from other County's that they may never see again.

If the land is available, a paved driving course, a permanent "burn building" and several designated areas to stage accident scenes, vehicle extrication and joint agency exercises are all that would be required to meet minimum continuing education opportunities of the "outdoor" variety.

Numerous counties across the state of North Carolina have worked through their local Community Colleges to establish and maintain such facilities with success.

An important point to remember when looking at reducing the NCRRS rating for Person County's Volunteer Fire Departments, are the increased training requirements that will be an

integral part of attaining and maintaining that rating and the savings that it can bring to the citizens of Person County.

Recommendation:

To form a coalition between Person County and Piedmont Community College for the purpose of planning and constructing a county-wide emergency services training facility by the year 2014.

Service Objectives

Perhaps a more contemporary term would be "performance objectives". With regards to the Fire Service the County must consider the typical citizen expectation (when they call 911) that they want the "right people", with the "right equipment", on the scene of *their* emergency, FAST! Okay. What does "right people", "right equipment", and "Fast" mean?

The state has established the credential requirements of firefighters, be they volunteer or paid. Professional organizations and insurance rating agencies have established vehicle and equipment standards which are used as benchmarks in purchasing or construction. And, while time standards have been established, they are simply that; i.e. "standards".

Again the question; is the County willing to commit to a time standard-performance goal-and hold "volunteer" departments accountable for meeting that goal? If not now, when? And if now, perhaps establishing the objective and tracking the results will begin to frame a longer term planning process that can be implemented incrementally over time.

Where do you go from here?

Upon completion and review of a report such as this County officials will often ask, "What's next" or, "Where do we go from here"?

Without question, the governmental jurisdictions that have had the most success in their efforts to move forward following studies such as this have consistently followed a very basic format of action and decision making. That format has included the following basic five (5) steps:

Step 1. Assess *your* citizen service objectives and goals. What is it you hope to accomplish and ultimately, what level of service do you wish to provide to your citizens? Clarify it. Document it. And, mean it.

Step 2. Assess the needs and recommendations identified in the Study and establish *your* priorities of what is most important and most needed; *without* regard to cost. Base those priorities on your stated service goals and objectives.

Step 3. Align the priorities identified with your funding capabilities and continue to check that your priorities are consistent with your service goals vs. influenced simply by cost.

Step 4. Map out a minimum 5- 10 year capital expenditure plan, which identifies annual costs to be funded and the basis for doing so.

Step 5. Commit to and implement the Plan.

TABLE A

Person County Volunteer Fire Districts
Vehicle Inventory

Legend: Pumper (P); Tanker (T); Rescue ; Brush Truck (BT); First responder (FR); Utility (U); Gallons Per Minute (GPM); Gallon Capacity (GC); Utility Trailer (UT)

District	Type Vehicle	Pump /Cap.	Year/Make	Mileage
Allensville VFD	P	1000 GPM/ 750 GC	* 1985 PPirsch	36,000
	P	1250 GPM/1000 GC	1999 International	8,900
	T	750 GPM/1000 GC	2000 International	30,000
	BT	250 GPM/ 300 GC	2001 Ford	3,400
Ceffo F & R	BT	250 GPM / 250 GC	** 1977 GMC	27,220
	BT	250 GPM/ 250 GC	2007 Ford	2,887
	P	1200 GPM/ 1000 GC	1995 International	9,599
	P	1200 GPM/ 1100 GC	** 1979 Sutphen	78,362
	P	1200 GPM/ 1000 GC	2005 International	3,481
	T	750 GPM/ 3000 GC	2000 International	7,101
	T	750 GPM/ 3000 GC	2005 International	3,333
	UT	Air Supply, Generator, Radio Base Relay Unit	2001	
Hurdle Mills	P	1250 GPM/ 1000 GC	2006 International	5,000
	T	750 GPM/ 1800 GC	2007 International	2,000
	P	1250 GPM/ 1000 GC	2001 International	12,000
	T	1000 GPM/ 1000 GC	1997 Ford	18,000
	BT	250 GPM/ 250 GC	2004 GMC	7,000
	BT	250 GPM/ 250 GC	1996 Ford	12,000
	FR/U		1996 GMC Yukon	105,000
Moriah VFD	P	1000 GPM/ 1000 GC	* 1989 GMC	12,100
	T	1250 GPM/ 3100 GC	2006 Kenworth	4,000
	P	1250 GPM/ 1000 GC	1999 GMC	11,000
	T	250 GPM/ 1500 GC	** 1976 Ford	30,000+
	BT	250 GPM/ 250 GC	1999 Dodge	8,400
Semora F & R	P	750 GPM/ 1000 GC	* 1973 Ford	2,306
	R	750 GPM/ 300 GC	2007 Ford	88
	T	1250 GPM/ 1250 GC	2006 International	3,646
	P	1250 GPM/ 1000 GC	2000 International	5,470
	BT	250 GPM/ 300 GC	1996 Dodge	7,490
Timberlake VFD	P	1250 GPM/ 1250 GC	1994 International	15,000
	P	1250 GPM/ 1000 GC	1998 International	15,000
	BT	250 GPM/ 250 GC	1997 Ford	23,000
Triple Springs VFD	P	750 GPM/ 750 GC	** 1973 Ford	17,698
	T	1250 GPM/ 1250 GC	2004 International	6,981
	T	250 GPM/ 1000 GC	** 1970 Ford	54,222
	BT	250 GPM/ 250 GC	1996 Dodge	8,622
	FR/U		1997 Chev.Suburban	67,792
Woodsdale VFD	P	1250 GPM/ 1000 GC	2000 GMC	8,000
	P	750 GPM/ 500 GC	** 1971 Ford	35,000
	T	1250 GPM/ 2500 GC	* 1985 Grumman	30,000
	T	250 GPM/ 1250 GC	** 1974 Ford	20,000
	BT	250 GPM/ 250 GC	2002 Ford	83,000

* Denotes 20 + years old vehicles

** Denotes 30 + years old vehicles

TABLE B
Training SOP's

PERSON COUNTY FIRE SERVICES STANDARD OPERATING PROCEDURES	TITLE: TRAINING POLICY	
	APPROVED BY:	DATE:

PURPOSE

- A. To provide a continuous and progressive training program which will enable personnel to provide the highest level of service to the community?
- B. To facilitate the acquisition and development of knowledge and skills necessary for personnel to professionally fulfill their duty to the public.
- C. To provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of personnel.

POLICY

- A. The department shall provide a regular and continuous standardized training program to its members.
- B. The department shall provide standardized training references and materials made available for the use of its members in conjunction with the departmental training program.
- C. All department members shall participate in the training program relative to their position and classification within the department.

OBJECTIVE

- A. To provide policy relative to the department training program.
- B. To list the responsibilities of the various levels of the department relative to training.
- C. To list the minimum training program requirements in terms of required training hours per month.

AUTHORITY AND RESPONSIBILITY

- A. The authority and responsibility for the adoption and approval of various training requirements shall be vested in the fire chief.
- B. The Training Officer shall be responsible for:
 - 1. Evaluate the training program content.
 - 2. Evaluate continuity of training.
 - 3. Development of training schedule.
 - 4. Continuity of training between the department and other agencies.
- C. All department members are responsible for participating in departmental training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective classification and position within the department.

AREAS OF TRAINING AND REQUIREMENTS

A minimum of thirty-six (36) hours of training are required per person per year to maintain benefits.

The training program consists of the following areas:

A. Departmental Training

1. Eight (8) 3 hour drills per year, two (2) of which shall be night drills.
2. Four (4) 3 hour multiple company drills per year.
3. A minimum of twelve (3) hours of company training per month.

B. Recruit Training

New recruits that join the department shall complete a minimum of thirty-two (32) hours of training in accordance with NFPA 1403 before being allowed to operate in live fire incidents.

C. Officer Training

All officers shall be provided with a minimum of sixteen (16) hours of approved training per year.

D. Driver/Operator Training

1. Personnel assigned responsibility for driving fire apparatus shall maintain a minimum of sixteen (16) hours of driving or pump related training per year.
2. Prior to being qualified by the department as a Driver/Operator a candidate must attend a minimum of twenty-four (24) hours of driver and pump related training, and meet the objectives of the qualifications program.

E. Hazardous Materials Training

1. Each member of the department shall attend a minimum of thirty-two (32) hours of training and be qualified at the Operations Level.
2. Each member, after initial qualification, shall maintain a minimum of three (3) hours per year of haz-mat training.

F. Mutual Aid Training

As often as practical, training shall be held in conjunction with mutual aid departments in order to develop common working practices and methods.

G. NIMS Training

1. All personnel shall complete the necessary NIMS training as it applies to their assigned job duties. This would be at a minimum of NIMS 100, 200 and 700 for all personnel within one (1) year of joining a department. All officers would need to complete the NIMS 300, 400 and 800 within one (1) year of being assigned to that position.

**FUNDING RELATED TO THE CONTRACT BETWEEN PERSON COUNTY
AND THE CITY OF ROXBORO FOR COUNTY FIRE PROTECTION
SERVICES:**

Heidi York told the Board that in September 1999, Person County entered into a contract with the City of Roxboro for the provision of fire protection services outside the city limits in the area known as the Roxboro Township, as well as defined services within the County but outside of the City of Roxboro Fire Department's service area. The term of the Agreement was for a period of five years, which ended August 31, 2004. According to the contract, either party may terminate the agreement with a two year notice and adopted resolution. In the absence of such notice of termination, the agreement automatically renews on an annual basis. The agreement was set to renew for an additional one year on September 1, 2009; however the Managers agreed to renegotiate the contract. Ms. York stated the need for renegotiation was based on the 5% reduction in funding the County made this fiscal year to the City of Roxboro. The County reduced funding for this service by 5% to be consistent with all other budgetary decisions. This reduction resulted in a decrease of revenue for the City of Roxboro by \$17,678; the current amount funded by the County is \$335,882 (including the 5% reduction; \$353,560 without the reduction). The City Manager informed the County Manager that until the County restores the full funding amount to be compliant with the contract, the City of Roxboro will not renegotiate the contract. Ms. York stated once this action takes place, both managers will proceed with the renegotiation of the contract noting both managers agree a ten-year contract that has not been reviewed certainly needs to be reviewed. Ms. York requested Board consideration to restore the 5% funding to the City of Roxboro.

The County Manager told the Board the City of Roxboro has not proposed alternative dates to reschedule the joint session that was cancelled by the City.

Commissioner Clayton suggested deferring action related to funding associated with the contract until after the joint session meeting takes place.

Commissioner Kennington requested the County Attorney's interpretation on this issue. The County Attorney stated, in his opinion, the action by the County by reducing the City of Roxboro's allocation by 5% was probably not an amendment to the contract; however, the County Attorney stated there was in effect an agreement to modify by the manager's action on behalf of each board. The contract is written that by amending or modifying is by the consent of both City and County managers suggesting a mutual agreement to which must be evidenced by a resolution by City Council and the Board of Commissioners. The County Attorney stated the two- year notice had not been given to terminate the contract by either party.

It was the consensus of the Board to direct the County Manager to talk with the City Manager to schedule a joint meeting with the City and County.

LOCATION OF A PERSON AREA TRANSPORTATION SYSTEM VEHICLE PARKING LOT FUNDED WITH THE AMERICAN RECOVERY & REINVESTMENT ACT STIMULUS FUNDS

Gerald Lunsford, Director of the Person Area Transportation System (PATs), reminded the Board of the funding award of American Recovery and Reinvestment Act of 2009 funds for a project that includes a parking lot, preventive maintenance for the entire fleet and a new replacement vehicle. The proposed site for this project was the county-owned house next to the Administration Building however, at the request of Commissioners, alternative sites have been explored and the old Person Counseling Building located at 204 W. Barden Street is the new recommended site. The stimulus funds will be used to demolish the old Person Counseling building, remove debris, pavement and trees as needed. The new parking lot for PATs vehicles will include fencing, cameras, lighting and an electric gate. Mr. Lunsford requested Board approval of the new site as well as authorization to move forward with the project.

Mr. Lunsford stated approximately an acre would be needed for this project. Chairman Lunsford inquired about the old bus garage site located on Winhaven Street. The County Manager informed the Board that Person County Schools owns the property at the old bus garage. The Board discussed the possibility of requesting Person County Schools to declare one acre at the old bus garage site surplus for the county to have first right to purchase for this project. Commissioner Jeffers stated his support of using the county-owned house next to the Administrative Building for this project. Chairman Lunsford stated his preference for the new parking lot be located at the old bus garage site and recommended to pursue this option first.

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Kennington, and **carried** to direct the County Manager to issue a request to the Board of Education to declare one acre of the site known as the old school bus garage located on Winhaven Street surplus to allow the county the right to purchase for the new parking lot for the PATs vehicles that will be funded with the American Recovery & Reinvestment Act Stimulus funds.

REQUEST TO INCREASE THE SIZE OF THE TRANSPORTATION ADVISORY BOARD GOVERNING PATS FOR UP TO 17 MEMBERS PER FTA REGULATIONS TO BE IN COMPLIANCE FOR FUNDING:

Gerald Lunsford, Director of the Person Area Transportation System (PATs) stated the Department of Transportation (DOT) was audited by the FTA for compliance of all transit providers in the state. The DOT has looked at the transit systems in the state and their number of board members; PATs in accordance to the board requirement number is non-compliant at this time. In order to be compliant the Person Area Transportation Advisory Board needs additional membership slots according to the categories on the below excerpt from the FY2010 application overview.

ELIGIBILITY

Designated Applicant

North Carolina's coordinated approach to service delivery currently allows only a single applicant (sub-recipient) for CTP funding within a county or group of counties. Applicants must maintain a minimum level of coordinated transportation services to be eligible to receive public transportation assistance through the CTP program. The minimum level must be illustrated beyond vehicle sharing unless documented local conditions clearly prohibit greater coordinating opportunities. Each transportation system will have a Transportation Advisory Board (TAB) approved by the applicant's governing body.

Transportation Advisory Board Each applicant is required to have a Transportation Advisory Board (TAB). A TAB is typically made up of stakeholders from the service area which cares about the services provided by the transit system. The make-up of the TAB is representative of the various target audiences in the service area and typically includes one or more actual passengers of the transit system. An "actively engaged" Transportation Advisory Board is expected to discuss unmet needs in the services area, service design and scheduling, billing rates and fares and to resolve complaints. They also monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report. The Transportation Advisory Board is a locally formed advisory group based on the following guidelines and requirements:

<i>Categories</i>	Public Human Service Agency	Transportation Providers	Public and Business Sectors	Government and Governmental Affiliates
<i>Suggested number of representatives from each category</i>	3-5	1-2	4-5	3-5
<i>TAB members should be individuals that know about the transit needs of the general public including the elderly, minorities, disabled, LEP, or low income populations living in the service area.</i>	Senior Services DSS Vocational Rehabilitation Head Start Shelter Workshop Health Department Veterans Admin Smart Start Mental Health Housing Authority HS Transit Users	Private transportation providers Intercity bus providers Ambulance Service Regional Authority Urban System Faith based services Volunteers	Chamber of Commerce Major employers DBE Businesses Hospital/Dialysis Ctr. Staff Non-profit organizations Employment Transit Users General Public Transit Users Public Citizens	MPO RPO Economic Development Employment Security Commission Job Link and/or Career Centers Elected Officials County Government staff Community College
The Transportation Advisory Board must include representatives from the elderly, minority, LEP, disabled and/or low income populations in the service area or include individuals that represent these consumer groups that will challenge the transit system to be more sensitive to their needs or to discuss unmet needs of their consumer group. Census data should be consulted to determine which groups should be represented and the size of the representation needed.				
A good faith effort must be made to create a TAB that represents the diverse population of the service area. If a TAB is not representative, the applicant must document the good faith effort executed to meet this requirement as a condition of eligibility for funding.				
PTD expects, at a minimum, quarterly TAB meetings for the community transportation system to maintain ongoing communications as one means of seeking public involvement, and ongoing administrative oversight.				
If the applicant serves as an "umbrella" agency for programs in addition to transportation services, then the Executive or Governing Board may not serve as the Transportation Advisory Board. There may be overlapping of members from the Executive or Governing Board, but there must be a separate Transportation Advisory Board that meets the requirements.				
If the applicant is a transportation authority or a non-profit organization that <u>only</u> provides transportation, the Executive or Governing Board can serve as the Transportation Advisory Board. In this case, the composition of the Executive or Governing Board will have to meet the 5311 Program requirements to serve as the TAB or consider creating a separate TAB that does meet the requirements.				

	Min	Max	THE NUMBER QUESTION A 5 member TAB is less <u>than ½</u> of the minimum recommended to ensure adequate representation of transportation needs in a service area.
Public Human Service Agency	3	5	
Transportation Providers	1	2	
Public and Business Sectors	4	5	
Government and Governmental Affiliates	3	5	
TOTAL	11	17	

Mr. Lunsford confirmed to the Board of the requirement to have, at minimum, quarterly meetings.

October 5, 2009

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Jeffers, and **carried** to approve the request to increase the size of the Transportation Advisory Board governing PATS for up to 17 members per FTA regulations.

BUDGET AMENDMENT:

Finance Director, Amy Wehrenberg presented and explained the following Budget Amendment.

Upon a motion by Commissioner Jeffers, and a second by Commissioner Clayton and majority vote, the Board of Commissioners of Person County does hereby amend the Budget of the General Fund(s) on this, the 5th day of October 2009, as follows:

<u>Dept./Acct No.</u>	<u>Department Name</u>	<u>Amount</u> Incr / (Decr)
<u>EXPENDITURES</u>	<u>General Fund</u>	
	General Government	150,199
	Public Buildings & Grounds	8,071
	Public Safety	40,725
	Transportation	17,049
	Human Services	15,464
	Environmental Protection	1,486
	Economic & Physical Development	4,689
	Cultural & Recreational	6,408
	Debt Service	(98,676)
	Contingency-Insurance	(247,302)
	Transfers	993,149
	<u>Person Industries & MRF Special Revenue Fund</u>	104,015
	<u>Reappraisal Special Revenue Fund</u>	1,181
<u>REVENUES</u>	<u>General Fund</u>	
	Intergovernmental Revenues	(10,593)
	Fund Balance Appropriated	981,117
	Other Revenues	902
	Transfers	(80,164)
	<u>Person Industries & MRF Special Revenue Fund</u>	
	Intergovernmental Revenues	15,000
	Transfer from General Fund	91,015
	Charge for Services	(2,000)
	<u>Reappraisal Special Revenue Fund</u>	
	Transfer from General Fund	1181

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Airport Capital Project Fund

Local Match-47.9.1 2008 Vision 100	(13,285)
Interest Earnings-Local-47.9.1 2008 Vision 100	13,285

PCC Tech Ed Building/Courthouse Renovation Capital Project Fund

Debt Financing Proceeds	(981,117)
Transfer from General Fund	981,117

Appropriate: Contingency-Insurance to various departments in the General Fund, Person Industries/MRF Fund, and Reappraisal Fund for insurance charges (\$-247,302); moving the White Goods Disposal Tax from the General Fund to the Person Industries/MRF Department (-\$13,000); re-allocation of revenues in PI/MRF Fund to match the appropriation for the White Goods Disposal Tax (\$2,000); moving debt payment from General Fund to PI/MRF Fund for payment of Equipment Lease Loan (\$-98,676); transferring personnel costs from Veterans Services to EDC for filled position (\$2,458); restating local funds from 2008 Vision 100 airport grant from FY 08 to interest earnings (\$13,285); fund balance appropriation for PCC Technical Education Building and Courthouse Renovation Capital Project to fund expenditures until a borrowing takes place (\$981,117); insurance claim received for equipment damage at the Airport (\$902); and a State grant adjustment for the Public Library (\$2,407).

CHAIRMAN'S REPORT:

Commissioner Lunsford stated regret of the recent announcement of the Roxboro Loxcreen plant closing thereby adding to the unemployment rate.

Commissioner Lunsford thanked the Board members for attending the joint meeting with the Board of Education and for working in the direction that the budget information will be submitted to the School Board earlier to aid in the budget preparation by both boards.

Commissioner Lunsford thanked those who attended the recent Kerr Tar Council of Government (COG) Banquet. Commissioners Lunsford, Jeffers and Kennington congratulated Commissioner Clayton for receiving the award for the Outstanding County Commissioner of the Year and also for his service to the COG Board serving as its Chairman for the past year.

MANAGER'S REPORT:

County Manager, Heidi York told the Board that Mr. Jim Stovall requested the meeting scheduled for October 20, 2009 at 6:30 p.m. for the purposes of discussing economic development updates be rescheduled. The Board agreed to reschedule the meeting for October 26, 2009 at 6:30 p.m. The meeting will be held in the Commissioner's meeting room 215.

October 5, 2009

COMMISSIONER REPORT/COMMENTS:

Commissioner Clayton thanked the Board for their comments and stated he enjoyed his service as Chairman of the COG Board noting the benefit Person County receives from the Kerr Tar grant funds.

Commissioner Jeffers thanked Chairman Lunsford for attending the lunch the Senior Center sponsored with him.

Commissioner Jeffers stated he visited North End Elementary recently during their study of local government.

Commissioner Kennington updated the Board on the Strategic Planning process noting Paul Murray will begin working on moving this project forward. Commissioner Kennington stated the formulation of the committees is progressing well.

Commissioner Kennington thanked the County Manager and the School Superintendent for their efforts to facilitate both boards meeting jointly and recommended meeting again prior to the April 1, 2010 date scheduled.

ADJOURNMENT:

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton, and **carried** to adjourn the meeting at 8:35p.m.

Brenda B. Reaves
Clerk to the Board

Johnny Myrl Lunsford
Chairman

October 5, 2009