

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
 )

OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
AUGUST 25, 2008

The Board of Commissioners of the County of Stokes, State of North Carolina, met for regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building) located in Danbury, North Carolina on Monday, August 25, 2008 at 6:00 pm with the following members present:

Chairman J. Leon Inman  
Vice-Chairman Jimmy Walker  
Commissioner Ron Carroll  
Commissioner Ernest Lankford  
Commissioner Stanley Smith

County Personnel in Attendance:  
County Manager K. Bryan Steen  
Clerk to the Board Darlene Bullins  
Finance Director Julia Edwards

Chairman J. Leon Inman called the meeting to order and delivered the invocation.

**GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE**

Chairman Inman opened the meeting by inviting the citizens in attendance to join the Board with the Pledge of Allegiance.

**GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA**

Chairman Inman entertained a motion to approve or amend the August 25, 2008 Agenda.

Vice Chairman Walker moved to approve the August 25<sup>th</sup> Agenda as submitted. Commissioner Lankford seconded and the motion carried unanimously.

**PUBLIC COMMENTS**

The following spoke during public comments:

**Phil Sutphin**

PO Box 93

Westfield, NC 27053

Re: **Fire Services District Document**

Mr. Sutphin stated that last year there were several volunteers who felt unappreciated due to the Board and volunteers not seeing “eye to eye” on certain issues. This all changed in February after the Board met with fire department representatives and discussed the issues. The Board appointed a committee to recommend revisions to the eight page document. The Committee worked very hard on the revision of the eight-page document making sure to address issues made by the Board and volunteers at the meeting in February. Mr. Sutphin stated it is time for the revised document to be moved from the Discussion Agenda to the Action Agenda. Mr. Sutphin urged the Board to move the revised document to the Action Agenda.

**CONSENT AGENDA**

Chairman Inman entertained a motion to approve or amend the following items on the Consent Agenda:

**Minutes**

- Minutes of August 11, 2008
- Minutes of August 18, 2008

Commissioner Carroll noted the recent title change for Donna Boyles, it should be Assistant Superintendent instead of Executive Director of Curriculum on page one of the August 18<sup>th</sup> minutes.

**Fire Service District Fund – Budget Amendment #6**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #6.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>Fire Service District Fund</b>			
209.4340.008	Pinnacle Vol. Fire Dept	\$133,071.00	\$26,986.00	\$160,057.00

209.4340.006	Francisco Vol. Fire Dept.	\$171,643.00	\$2,000.00	\$173,643.00
209.4340.005	Northeast Stokes Vol. Fire	\$164,331.00	\$1,700.00	\$166,031.00
209.4340.004	Stokes-Rockingham Vol. Fire	\$195,714.00	\$15,000.00	\$210,714.00
209.4340.002	Danbury Vol. Fire Dept.	\$155,952.00	\$5,371.00	\$161,323.00
209.4340.010	Pilot Mtn. Rescue Squad	\$18,000.00	\$6,750.00	\$24,750.00
	Totals	\$838,711.00	\$57,807.00	\$896,518.00

This budget amendment is justified as follows:

To appropriate additional funding for the above fire departments and rescue squad for truck payment, matching grant funds, fuel tank, and escrow account which was approved by the Board of Commissioners at their August 11, 2008 meeting.

This will result in a net increase of \$57,807.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
209.3231.000	1 cent Sales Tax	\$73,000.00	\$19,000.00	\$92,000.00
209.3231.000	½ cent Sales Tax (Art 40)	\$73,000.00	\$19,500.00	\$92,500.00
209.3231.000	½ cent Sales Tax (Art 42)	\$33,000.00	\$19,307.00	\$52,307.00
	Totals	\$179,000.00	\$57,807.00	\$236,807.00

**Sheriff's Department – Budget Amendment #8**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #8.

To amend the General Fund, the expenditures are to be changed as follows:

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	<b>Sheriff's Department</b>			
100.4310.511	Equipment- Non Capitalized	\$19,538.00	\$209.00	\$19,747.00
		\$19,538.00	\$209.00	\$19,747.00

This budget amendment is justified as follows:

To appropriate State Fines and Forfeitures funds to purchase a start stop universal transcription system and headset.

This will result in a net increase of \$209.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified in this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3301.413	State Fines & Forfeitures	\$5,538.00	\$209.00	\$5,747.00
	Totals	\$5,538.00	\$209.00	\$5,747.00

**Tax Administration Report – July 2008**

County Manager Bryan Steen (Tax Administrator Jake Oakley-absent) submitted the following Real and Personal Property Releases (July 2008) which are more than \$100 along with the following proposed Timetable Request for the 2009 Proposed Schedule of Values, with a request for action by the Board of Commissioners at the August 25<sup>th</sup> meeting:

**Real and Personal Property Releases  
More than \$100 - July 2008**

<b>Name</b>	<b>Account Number</b>	<b>Amount</b>	<b>Reason</b>
Nello & Marie Martin	08A698900073476	\$ 765.42	Use Value–Didn't calculate correctly
Tommy Watson Con.	08A598220910403	\$ 227.94	Double billed-land split in 2 parcels
Dalton Developers	08A690202668916	\$ 831.60	Double billed-land split in 2 parcels
George Fowler	05A2005050573	\$ 296.01	Incorrect owner
	04A2004031514	\$ 300.57	Incorrect owner
Lori Brim Parsons	06A155900397-09-2	\$ 114.78	Double Listed
	06A155900397-09-1	\$ 603.18	Double Listed
April Ferrell	07A33173.07	\$ 135.86	SWMH repossessed
David Mittelman	07A155910477.09.1	\$ 371.47	Taxed in Surry County
	04A2004019148	\$ 181.93	Taxed in Surry County
	03A2003019079	\$ 142.60	Taxed in Surry County
Kenneth Pulliam	07A30076.01	\$ 138.65	SWMH repossessed
	<b>Total</b>	<b>\$ 4,110.01</b>	

**Proposed Timetable Request for the 2009 Proposed Schedules of Values:**

- 09-08-08 Schedule of Values submitted to the Board
- 09-09-08 Schedule of Values is available for public inspection
- 09-11-08 Advertise date of a Public Hearing for the proposed 2009 Schedule of Values in the Stokes News
- 09-15-08-10-16-08 Public Hearing is held for the proposed 2009 Schedule of Values (the Board must set a date that is at least seven days prior to the adoption of the Schedule of Values)
- 10-13-08 Adoption of the Schedule of Values by the Board of Commissioners
- 10-16-08 Publication of the first of four weekly public notices stating that the 2009 Schedule of Values has been adopted and that a taxpayer appeal may be filed with the Property Tax Commission "...within 30 days of the date when the

notice of the order adopting the schedules, standards, and rules was first published”

### **Tuition Reimbursement**

Clerk to the Board Darlene Bullins submitted tuition reimbursement for Jail Corporal Steve Lawson in the amount of \$250.00 (maximum reimbursement per fiscal year).

Commissioner Lankford moved to approve the Consent Agenda as amended.

Commissioner Smith seconded and the motion carried unanimously.

### **GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA**

#### **YMCA- Recreation Update**

Executive Director Jude Dooley, Stokes Family YMCA, presented the following Recreation Activities Update: (Mr. Perry Carroll, Board Member and Chairman of the YMCA Advisory Committee, and Amanda Mabe, Danbury Program Center Director were also in attendance for the meeting)

- ◆ Summer Day Camp – Two sites at Lawsonville and Walnut Cove Elementary
  - 772 total children served
  - 48 children on a weekly basis
- ◆ Aerobic Classes which are held at the Program Center in Danbury
  - 1,393 total individual participants
  - 27 average participants on a weekly basis
- ◆ Fitness Equipment – Treadmills, elliptical, and other equipment located at the Program Center in Danbury
  - 1,044 total individual visits
  - 20 average individual visits on a weekly basis
- ◆ Weight Watchers meetings held at the Program Center in Danbury
  - 1,107 total attendees
  - 21 average weekly attendees
- ◆ Basketball and Cheerleading
  - 388 total participants
- ◆ Specialty Events – Events include Easter Egg Hunt, Triathlon, Fall Festival, etc.
  - 465 total attendees
- ◆ Enrollment Statistics June 2007 – July 2007
  - 5,169 participants
- ◆ Current and New Programs
  - Basketball and Cheerleading

- Summer Day Camp
- Operation of Program Center including fitness equipment and aerobics classes with new Drums Alive class in September
- New aerobics class starting in October in Walnut Cove
- Walking group centered in Danbury
- Quarterly teen events
- Monthly class for families – September is a scrap booking class
- Fall festival
- Easter Egg Hunt
- Triathlon
- King of the Hill Race

Vice Chairman Walker noted the need to continue to try to provide recreational activities to all parts of the County.

Chairman Inman, on behalf of the Board, expressed appreciation to Director Dooley for his presentation and the continual dedication to providing recreational activities to Stokes County residents.

**Comments – Manager and Board of Commissioners**

Vice Chairman Walker noted that the recent NCACC Annual Conference he attended in New Bern was very “upbeat” and informational.

Commissioner Lankford stated that the Northwest Piedmont Council of Governments is starting a Job Fair, which may be another source that the County can utilize to advertise job openings.

Commissioner Carroll noted that the Health Department is very close to having a new Health Director.

Vice Chairman Walker who attended the last RTI meeting in Commissioner Smith’s absence noted the following:

- ◆ Very close to hiring a Director which will be funded by a grant
- ◆ RTI has secured approximately \$500,000 in grants
- ◆ Will be requesting each county to identify a contact person to work with the new Director

- ◆ Director hopes be able to use a office in each County in order to spend time and get to know each County
- ◆ RTI will continue to contract with Vintage Marketing

## GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

### Revised Policy for Fire Service District and Fire Commission & Use of Service District Funds

Chairman Inman presented each revised section of the following Revised Policy for Fire Service District Fire Commission & Use of Service District Funds for further discussion:

### County of Stokes

#### Policy for Fire Service District and Fire Commission and Use of Service District Funds

##### I. Purpose and Objectives of Fire Commission

The Stokes County Fire Commission is established for the oversight of revenue generated within the Stokes County Fire Service District and serves as an advisory group for the Stokes County Board of Commissioners on matters pertaining to the fire service district. All decisions made by the Fire Commission shall require final approval by the Stokes County Board of Commissioners. The following shall be the objectives and duties of the Fire Commission:

1. During the annual budget process, the Fire Commission shall review each submitted budget item from each service district agency and make recommendations to the Board of Commissioners as to the final approved amount of each submitted agency budget.
2. During the annual budget process, after meeting with representatives from each service district agency, the Fire Commission shall recommend to the Board of Commissioners any additions or cuts to budget items based on the needs of the specific agencies and the priority of needs. **The Fire Commission shall ensure that the total recommended budget does not exceed available service district revenues and that the recommended service district tax rate does not exceed fifteen cents (\$0.15) per \$100 property valuation as specified by North Carolina statute. The Fire Commission shall always be aware of the tax burden that their budget recommendations could place on the taxpayers of the Stokes County Fire Service District and therefore be fiscally responsible in making their budget recommendations. The Board of Commissioners shall evaluate the recommendations from the Fire Commission and make a final decision on the service district budget and tax rate.**

3. The Fire Commission shall hear and make recommendations on any emergency requests **by a service district agency** for funds from the service district fund balance during the budget year. **Before approving such emergency requests, the Fire Commission shall consult with the Stokes County Fire and Rescue Association and give due consideration to any recommendation received from that organization. After approval from the Fire Commission, the request will be forwarded without delay to the Board of Commissioners for a final decision.**
4. Individual Fire Commissioners shall establish communications with each service district agency and work with the agency representatives to maintain a “needs assessment” for the specific agency.

## **II. Size and Selection of Fire Commission**

The Stokes County Fire Commission shall consist of **eight** members with no more than one member affiliated with a single service district agency:

1. **Three appointed Members Affiliated with a Service District Agency:** The Stokes County Board of Commissioners shall appoint three individuals who are affiliated with a service district agency to serve on the Fire Commission. **In making these appointments, the Board of Commissioners shall give priority consideration to candidates recommended by the Stokes County Fire and Rescue Association.** Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member’s status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and **the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment.** Each member will have one vote on any item of business that comes before the Fire Commission, **except as limited in Part VI of this document.**
2. **Three appointed Civilian Members Not Affiliated with a Service District Agency:** The Stokes County Board of Commissioners shall appoint **three** individuals who have no affiliation with a service district agency to serve on the Fire Commission. **In making these appointments, the Board of Commissioners shall identify possible candidates by using the same recruitment procedures as with other appointed boards, committees, and commissions, but shall specifically invite recommendations from the Stokes County Fire and Rescue Association.** Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member’s status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and **the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment.** Each member will have one vote on any



item of business that comes before the Fire Commission, **except as limited in Part VI of this document.**

3. **Stokes County Fire Marshal: The Fire Marshal** shall serve as an ex-officio, non-voting member of the Fire Commission. This member will advise the Commission as an unbiased member on the needs of the service district agencies and on the constantly changing standards and regulations from the state and federal government. This person will also serve as Secretary of the Fire Commission. **The Fire Marshal may designate another member of his/her department to attend any meeting in his/her absence.**
4. **President of the Stokes County Fire and Rescue Association.** The President of the Stokes County Fire and Rescue Association shall serve as **an ex officio member of the Fire Commission. This member shall provide technical advice to the Fire Commission, serve as a liaison to the Association and its member agencies, and facilitate coordination among the various agencies and the Fire Commission to promote fiscally responsible use of available resources. This member shall not vote except to break a tie among the appointed members.**

**Note 1 — Geographical Representation:** Whenever possible, appointed members shall reside in different geographical locations of the fire service district/county in an effort to give fair representation to each region. **The Stokes County Fire Marshal** shall assist the Board of Commissioners in the appointment process by identifying and reporting the geographical residence of Fire Commission members and prospective members.

**Note 2 — Staggered Terms:** Terms of the six appointed members shall be staggered so that half of the members are appointed every year. During the transition period following approval of this document by the Board of Commissioners, terms of Fire Commissioners shall be structured as follows:

- **The Board of Commissioners shall in a timely manner appoint a third civilian member to the Fire Commission in accordance with Part II.2 above to serve a two year term, expiring October 31, 2010.**
- **The two incumbent Fire Commissioners appointed for two year terms during 2008 shall serve terms expiring October 31, 2010.**
- **The two incumbent Fire Commissioners appointed for two year terms during 2007 and the one incumbent Fire Commissioner appointed during 2008 to fill the remaining one year of an unexpired term shall serve terms expiring October 31, 2009.**
- **Beginning in 2009, the Board of Commissioners shall appoint or reappoint three members as provided in Part II above, representing the same categories as those members whose terms expire October 31, 2009, to serve two year terms, effective November 1, 2009.**

- **In 2010, the Board of Commissioners shall appoint or reappoint three members as provided in Part II above, representing the same categories as those members whose terms expire October 31, 2010, to serve two year terms, effective November 1, 2010.**

### **III. Qualifications of Appointed Fire Commissioners**

#### **A. Commissioners Appointed From Service District Agencies**

The three appointed members affiliated with a service district agency shall possess the following qualifications:

1. The member shall possess a basic understanding of volunteer fire departments, rescue squads, and rural fire protection within the topography of Stokes County.
2. The member shall be an active member or an active Board member of a fire department and/or rescue squad that serves a response district **within the Stokes County Fire Service District.**
3. The member shall have a minimum of ten years of fire and/or rescue service experience.
4. The member shall have a basic knowledge of fire/rescue tools and equipment, North Carolina fire protection laws, NFPA Standards, along with other fire/rescue regulations and standards.
5. The member shall be a resident of Stokes County.
6. The member shall not hold any public office while serving as a Fire Commissioner.

#### **B. Commissioners Not Affiliated with Service District Agencies**

The three appointed members not affiliated with a service district agency shall possess the following qualifications:

1. The member shall have business management skills and experience.
2. The member shall *not* be an active member or an active Board member of a fire department and/or rescue squad that serves a response district **within the Stokes County Fire Service District.**
3. The member shall be a resident of Stokes County **and reside in a location served by a Fire Service District agency.**
4. The member shall not hold any public office while serving as a Fire Commissioner.

### **IV. Duties of the Members of the Fire Commission**

Each member of the Fire Commission shall perform the following duties:

1. The secretary of the Fire Commission shall assign each appointed commissioner a number of specific agencies. A commissioner shall not be assigned to an agency in which the commissioner is an active member. The secretary of the Fire Commission shall have the authority to make any needed changes to the assignments, as he/she thinks necessary.

2. The commissioner shall meet with the representatives of each agency that he/she is assigned at least twice each year, including at least once during the agency's development of its annual budget. The commissioner is responsible for initiating contact with the agency to determine a convenient time for both parties to meet.
3. Each commissioner shall attend the annual service district budget workshop sessions.
4. Each commissioner shall receive a copy of the budget request of each service district agency from the secretary of the Fire Commission prior to the scheduled service district budget workshop sessions.
5. Each commissioner shall attend called emergency sessions of the Fire Commission during the county budget process as needed.
6. After the Fire Commission completes its annual budget duties, the chairperson of the Fire Commission shall present the recommended combined service district budget and recommended service district tax rate to the Board of Commissioners.

Members not performing their duties as described above will be terminated from the Fire Commission **by the Stokes County Board of Commissioners. A recommendation for termination may come from a majority vote of a quorum of the Stokes County Fire and Rescue Association or be initiated by the Board of Commissioners following consultation with the Association.** Members may be excused from their duties because of a *temporary* incapacitation such as a short-term illness, family problem, or occupational priority. Members not performing their duties because of a *long-term* incapacitation shall submit their resignation. Any member who is terminated or submits his/her resignation **will be replaced by another member appointed by the Board of Commissioners, following the same process used in making the initial appointment, to serve the remainder of the term.**

**V. Meetings of the Fire Commission**

Meetings of the Fire Commission shall be conducted as follows:

1. **The Fire Commission shall observe all requirements of the North Carolina Open Meetings law. The secretary of the Fire Commission shall be responsible for providing to the Clerk of the Board of Commissioners a schedule of the regular meeting dates of the Commission and any changes or additions to the schedule.**
2. **The appointed members of the Fire Commission shall elect a chairperson and a vice-chairperson from its membership. The chairperson of the Fire Commission shall be responsible for notifying each commissioner of all regularly scheduled meetings and emergency sessions and shall preside over all meetings of the Commission unless excused under the provisions of Section VI below. The vice-chairperson shall assume the duties of the chairperson in the chairperson's absence from the meeting.**
3. The chairperson shall maintain an atmosphere conducive for the free exchange of ideas and an orderly and timely flow of business in all meetings.

4. During the annual service district budget workshop process (**including appeal hearings**) with agency representatives, the only **active participants** shall be members of the Fire Commission and the service district agency representative(s) for the budget request being considered. **This requirement may be waived if both the Fire Commission and the agency agree to hear from or consult with another party. All budget sessions will be open to the public for observation.**
5. During Fire Commission meetings in which the proposed service district budget is revised or finalized, the only **active participants in the deliberations** shall be members of the Fire Commission. **This requirement shall not limit the ability of the Commission to seek information from other parties as necessary to make informed decisions. These meetings will be open to the public for observation.**
6. The process of developing the final proposed budget and **proposed** tax rate shall follow these general steps.
  - a) The service district agency will receive its budget package from the Fire Commission secretary. The package will contain instructions on how to prepare its budget. The agency's Fire Commissioner will ensure that the agency has the needed resources for budget preparation. Any agency that does not follow the instructions contained in the package will lose its right to appeal any budgetary disagreements before the Fire Commission and a chance to review their final line-item budget before it is presented to the **Board of Commissioners.**
  - b) After the agency completes its budget, it will send the budget to the secretary of the Fire Commission. The secretary will distribute copies of each individual agency's budget documents to all members of the Fire Commission.
  - c) After each Fire Commissioner has reviewed each agency's budget, a notice will be sent to each agency containing the date and time in which its representatives are to meet with the Fire Commission for the budget workshop process.
  - d) After meeting with all agencies during the budget workshop process, the Fire Commission will develop a revised budget (if necessary) for each agency showing the line-by-line amount approved by the Fire Commission. **The secretary will then send each agency its revised budget for review, provided that the agency followed the instructions in the budget package. The secretary will at the same time notify each eligible agency of the time and date that it may appeal its revised budget.**
  - e) If an agency is satisfied with the results of the revised budget, no further meeting will be necessary. If an agency wishes to appeal its budget, it will meet with the Fire Commission at the appropriate time to give its reasons. The Fire Commission shall respond to each appealed item and will either approve or deny the item in the presence of the agency's representatives.

- f) After considering appeals made by the agencies, the Fire Commission will approve a final recommended budget for each agency, a recommended combined budget for the service district, and a recommended service district tax rate. These recommendations will then be submitted to the Board of Commissioners. Each agency that followed the instructions in the budget package shall receive from the secretary of the Fire Commission a copy of the Fire Commission's recommendations to the Board of Commissioners at least one week prior to their submission to the Board.
- g) **As part of the total county budget process, the County Budget Officer shall review the recommendations from the Fire Commission and suggest any modifications to the proposed service district budget and service district tax rate. If the Budget Officer proposes any changes to the Fire Commission's recommendations, then the Board of Commissioners shall schedule a meeting with the Fire Commission or its chairman to discuss their recommendations.**
- h) If the Board of Commissioners approves a service district tax rate different from that recommended by the Fire Commission, then the Fire Commission will develop a revised budget for each agency as described in Part V.6.d of this document. The process will continue with Parts V.6.e and V.6.f until the Board of Commissioners approves a final service district budget package.
- i) After approval by the Board of Commissioners, the secretary will provide each agency with its line-by-line approved budget.
- j) **The Fire Commission's review and approval of agency budgets and allocation of funds on a line-item basis shall not be construed to restrict the authority of an agency's board of directors to modify, adjust, or amend the agency's budget, including transferring funds among line items, during the fiscal year as necessary to best meet the needs of the agency.**

## VI. Elimination of Potential Conflicts of Interest

The following step shall be taken to eliminate the possibility of conflicts of interest and to maintain the credibility of the Fire Commission:

- During the meetings in which the service district budget is developed, revised, or finalized, any Fire Commissioner who is an active member or board member of the agency being examined shall be excused **from consideration and action on that particular budget**. Control of the meeting shall be passed to the vice-chairperson should the chairperson need to be excused for this purpose. **This action does not prohibit this person from being physically present during the meetings.**

## VII. Compensation

Fire Commission members, except the Fire Marshal, shall receive monetary compensation for each regularly scheduled or called meeting of an amount determined by the Board of Commissioners; however, this amount will not be less than \$30 per meeting.

Each Fire Commissioner will receive travel compensation from the county for each meeting that he/she attends with their assigned service district agency. Compensation will be at the “per mile” rate that is paid to Stokes County employees for use of their personal vehicles.

Fire Commissioners who receive monetary compensation shall keep an expense report detailing any Fire Commission meetings along with the date attended and a mileage report along with the date while attending meetings with assigned agencies. **The Fire Commissioners shall submit annually their expense reports, on the supplied forms, to the secretary of the Fire Commission to be forwarded to the Stokes County Finance Office.** These reports shall be submitted at least 30 days prior to the new budget year. **These funds shall be budgeted and paid from the appropriate line item of the Stokes County Governing Body budget.**

## VIII. Use of Service District Funds

### A. Valid Use of Service District Funds

Service district funds are collected from the citizens of Stokes County to provide fire suppression and rescue services by service district agencies that operate within the boundaries of Stokes County. *Service District Agency* is defined as a *volunteer* fire or rescue agency that has been approved to receive service district funds by the Stokes County Board of Commissioners. These funds should be limited to costs directly related to operating expenses incurred by these agencies in their provision of contracted services. Examples of these expenses include — but are not limited to — the following:

1. Purchase of apparatus and equipment as determined by the agency using good business practices to assure that the apparatus and equipment will be usable within the vast majority of its response district.
2. Purchase of supplies, equipment, and services necessary for support of fire/rescue/EMS operations such as fire suppression supplies, EMS and rescue supplies, insurance and bonds, fuel, pension fund payments in accordance with the agency’s policies, and other items determined by the agency’s representatives necessary to support the services available to taxpayers of the service district.
3. Operation and maintenance of apparatus and equipment needed for fire suppression and rescue operations including installation, maintenance, and upkeep of rural water supply sites.
4. Building and grounds expenses (including construction, maintenance, and utilities) to house apparatus and equipment along with providing space for training, department business, and community activities.
5. **Debt service payments for buildings and/or equipment that have been financed, provided such debt incurred after July 1, 2007 received prior consent and approval from the Board of Commissioners, following a review by and recommendation from the Fire Commission, if the agency receives more than 50% of its budget from Stokes County tax revenues; prior**

**consent and approval is not required if the agency receives less than 50% of its budget from Stokes County tax revenues.**

6. Limited professional services such as nominal fees to contract the services of time consuming **administrative** activities such as secretary and treasurer, **and including fees and other expenses for preparation of the agency's annual audit report.**

7. Expenses incurred by the Stokes County Fire and Rescue Association, if budgeted in accordance with the Association's constitution and by-laws, that directly support activities of service district agencies, **provided that other fire districts within the county contribute on a pro rata basis if they benefit from such expenditures.** Examples include — but not limited to — training expenses, child-safety trailer expenses, insurance payments, etc.

8. Other equipment that *directly* benefits the service district agencies upon approval of the **Stokes County Fire Commission.** Examples include — but not limited to — hose testers, air bottles, foam, pump test equipment, spill absorbent products, etc.

**9. Equipment purchased and/or personnel employed by the Stokes County Fire Marshal's office that directly support fire suppression activities of service district agencies, provided that other fire districts within the county contribute on a pro rata basis if they benefit from such expenditures.**

10. Contingency fund for emergency use by service district agencies to repair or replace equipment that was damaged or destroyed or **funds expended** through unforeseen circumstances that were not otherwise included in the agency's annual budget.

**11. Support of full-time and/or part-time compensated firefighters upon approval from the Stokes County Fire Commission following consultation with the Chiefs Council of the Stokes County Fire and Rescue Association.**

**12. Expenses of the Fire Commission, including stipends and travel for fire commissioners,** and supplies and postage needed by the secretary of the Fire Commission to ensure that the agencies receive their budget packages as described in Part V.6 of this document.

#### **B. Improper Use of Service District Funds**

Service district tax funds shall be used only to support the volunteer service district agencies serving the Stokes County Fire Service District. Such funds shall *not* be used for expenses incurred by other Stokes County agencies unless specifically allowed under North Carolina law; these other agencies include, but are not limited to, the following:

1. Emergency Medical Services
2. Communications
3. Law Enforcement

4. Tax Administration

**(Note 1: Under the Local Government Budget and Fiscal Control Act, costs associated with levying and collecting the service district tax can legally be charged against revenues collected, but it is the policy of the Board of Commissioners not to use service district funds for this purpose)**

5. Mapping Office.

6. Fire Marshal – **except as provided in Part VIII.A.9**

**(Note 2 – County Employee Salaries: Service district tax funds shall not be used to directly pay salaries of employees in any Stokes County government agency except as provided in Part VIII.A.9)**

**IX. Amending This Document**

**In accordance with state law, the Stokes County Board of Commissioners may modify or amend this document as it deems necessary to properly provide services for the citizens of Stokes County.**

**1. The Board of Commissioners shall promptly consider requests for changes to this document that are submitted by the Stokes County Fire and Rescue Association and which have been developed in accordance with the by-laws of the Association.**

**2. The Board of Commissioners may on its own initiative propose amendments to this document. Before adopting any changes to this document, the Board shall seek input from the Stokes County Fire and Rescue Association and provide a review and comments period of at least 30 days before enacting such changes.**

**3. This document is an official policy of the Stokes County Board of Commissioners, and the Board retains final authority to enact any changes or amendments thereto.**

**X. Renewal of This Document**

**This document, along with any modifications or amendments made in accordance with Part IX, shall be the policy of the Stokes County Board of Commissioners during the term of the Board that adopted it. To remain in effect, this policy must be renewed by each newly constituted Board within 90 days following the seating of new members on the first Monday in December of every even-numbered year.**

Commissioner Carroll noted the Committee worked diligently to present a good workable document, tried to make sure it is in compliance with the law, and at the same time show due respect to the Fire Association and various Fire Departments.

Chairman Steven Roberson, Fire Commission, noted that all Fire Departments involved have met and have no issues except Danbury Vol. Fire Department. Danbury Vol. Fire Department was meeting tonight and the revised document was to be discussed.

Chairman Inman noted that Phil Sutphin would be discussing the revised document with the



Board. (Mr. Sutphin was a member of the Committee)

The Board reviewed each revised section with thorough discussion with the following sections:

- ◆ Fire and Rescue Association having no authority - only advisory capability
- ◆ Fire Commission only has to consult with the Fire & Rescue Association when an emergency request is received, consultation could be done electronically – not having to wait until a meeting
- ◆ Determination of “what is an emergency”
- ◆ Additional civilian member not affiliated with a Service District Agency
- ◆ Board of Commissioners shall give priority consideration to candidates recommended by the Stokes County Fire and Rescue Association relating to the three appointed members affiliated with a Service District Agency
- ◆ President of the Stokes County Fire and Rescue Association shall serve as an ex officio member of the Fire Commission who will only vote if there is a tie among the appointed members
- ◆ Fire Marshal is a member who may designate another member of his/her department to attend any meeting in his/her absence
- ◆ Staggered Terms- Terms of the six appointed members shall be staggered so that half of the members are appointed every year
- ◆ If the revised document is approved, there will be two vacancies
- ◆ Members of the Fire Commission not performing their duties as outlined in the revised document will be terminated from the Fire Commission
- ◆ Members of the Fire Commission are not employees of the County and serve at the pleasure of the Board of Commissioners
- ◆ Open Meetings Law – holdings closed sessions, budget work sessions, etc.
- ◆ Fire Commission shall elect a chairperson and a vice chairperson from its membership
- ◆ County Budget Officer shall review the recommendations from the Fire Commission and suggest any modifications to the proposed service district budget
- ◆ If Budget Officer changes the recommendation budget from the Fire Commission, the Board of Commissioners shall schedule a meeting with the Fire Commission to discuss their recommendations
- ◆ Debt service payments for buildings and/or equipment - inserting language in the revised document that is already in the individual rescue squad and fire departments’ contract
- ◆ Use of Service District Funds is to provide fire suppression and rescue services by service district agencies that operate within the boundaries of Stokes County
- ◆ Revised document includes the view of the Board of Commissioners not just the views of various fire departments and Fire Commission

- ◆ Amending the revised document – section states that the Board of Commissioners may modify or amend the revised document as it deems necessary to properly provide services for the citizens of Stokes County
- ◆ Board of Commissioners shall promptly consider amendments/changes to the revised document recommended by the Fire and Rescue Association
- ◆ Board will seek input from the Fire and Rescue Association and provide a review and comments period of at least 30 days before enacting such changes
- ◆ Policy must be renewed by each newly constituted Board within 90 days following the seating of new members on the first Monday in December of every even-number year
- ◆ Revised document is the responsibility of the Board of Commissioners

The Board discussed moving the item to the Action Agenda.

Chairman Inman entertained a motion.

Commissioner Smith moved to add the item to the Action Agenda. Commissioner Carroll seconded the motion. Chairman Roberson, Fire Commission, received information that the Danbury Vol. Fire Dept. Board of Directors who met tonight had no issues with the revised document.

The motion was unanimous.

### **County Policy and Procedures Relating to Travel and Training Opportunities**

County Manager Bryan Steen noted the following regarding restricted travel:

- ◆ Recent email to Department Heads in May requested travel/training be restricted to either mandatory for the employee's position or such a nature of importance to employees' position, and that there should be no issues with these requests
- ◆ Personnel policy requires the County Manager to approve out of county travel along with overnight travel
- ◆ As Budget Officer for the County, very concerned with the continuous rising cost of fuel
- ◆ Had a recent staff meeting to make sure all department heads understood the restricted travel/training request

Vice Chairman Walker reiterated the need for all employees to have the needed training in order to provide the best possible service to the citizens of Stokes County.

Commissioner Carroll stated that it was never the intent of the topic to focus on travel and training, but to use those as examples to explore other policies and organizational procedures aiming toward maximum efficiency and better service to the citizens.

Commissioner Carroll also noted the need for Department Heads to look at their current operations to make sure there is not a better more efficient way to provide services to the citizens of Stokes County.

Chairman Inman noted the need to explore other policies and procedures at a later date.

**NCDOT – Request to Abandon a Portion of SR 1700 – Otis Woods Road from the Secondary Road System**

Clerk to the Board Darlene Bullins presented the following information received from NCDOT:

- ◆ Request to abandon a portion of SR 1700, Otis Woods Road from the state’s Secondary Road System
- ◆ Request to abandon approximately 1637’
- ◆ Property owners have signed the abandonment petition
- ◆ Information reviewed by Administrator/GIS Administrator Jake Oakley verifies the portion that is to be abandoned/closed all lies within the boundaries of Joel B New, Thomas F. New and Lucille C New
- ◆ Information received from NCDOT does not indicate whether property owners request the abandonment of the right of way
- ◆ NCDOT Assistant District Engineer Jeff Turner has been contacted and requested verification that the property owners understood the difference between the abandonment from the Secondary Road System and abandonment of the Right of Way

The Board discussed the request.

Chairman Inman requested the Clerk to verify the right of way issue with NCDOT and place the item on the September 8<sup>th</sup> Action Agenda.

**Appointments**

**Work First Planning Committee**

Chairman Inman presented the following information regarding appointments to

the Work First Planning Committee:

- The following have already been appointed to the Planning Committee to represent certain requirements:
  - County Board of Social Services – **Jan Culler**
  - Board of Area Mental Health Authority – **Angie Culler**
  - Local Public Health Board – **Jerry Mitchell**
  - Local School Systems – **Roger Tucker**
  - Business Community
  - Board of County Commissioners – **Ernest Lankford**
  - Community-based organizations representative of the population to be served
  - The Department encourages counties to include other interested parties on the planning committee, such as current and former Work First recipients, business leaders, employers, providers of child care, and transportation services, child support enforcement staff, and office of private charitable organizations such as Salvation Army, Goodwill, etc.

DSS Director Jan Spencer recommended the following for categories that must have representation:

- ◆ Business community – Kim Christie – Job Link
- ◆ Community based organization representative of the population to be served – Ann Vance – Goodwill

DSS Director Jan Spencer also recommended the following for categories that are encouraged by the State to have representation (optional):

- ◆ Local community transportation system – Lynn Martens
- ◆ Child Welfare Staff – Kristy Preston

Clerk to the Board Darlene Bullins presented the name of Jon Lagergren who had submitted an appointment application.

Vice Chairman Walker nominated the following recommendations from DSS Director Spencer.

- ◆ Business community – Kim Christie – Job Link
- ◆ Community based organization representative of the population to be served – Ann Vance – Goodwill
- ◆ Local community transportation system – Lynn Martens

- ◆ Child Welfare Staff – Kristy Preston

Commissioner Lankford nominated Jon Lagergren for the business community representation.

Chairman Inman directed the Clerk to place the item on the September 8<sup>th</sup> Agenda.

### **Animal Control Advisory Council**

Chairman Inman presented the following that were nominated at the August 11<sup>th</sup> meeting:

- ◆ Sarah Shumate – Chief Animal Control Officer
- ◆ Jeenie Shelton – Health Department representative

Vice Chairman Walker moved to appoint the following:

- ◆ Sarah Shumate – Chief Animal Control Officer
- ◆ Jeenie Shelton – Health Department representative

Commissioner Smith seconded and the motion carried unanimously.

## **GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA**

### **Revised Policy for Fire Service District and Fire Commission & Use of Service District Funds**

Chairman Inman entertained a motion.

Commissioner Carroll moved to approve the Revised Policy for Fire Service District and Fire Commission and Use of Service District Funds as recommended by the Committee.

Commissioner Smith seconded and the motion carried unanimously.

Chairman Inman, on behalf of the Board, expressed appreciation to Committee members for their dedication and hard work revising the document.

Chairman Inman directed the Clerk to advertise the vacant Fire Commissioner appointments according to the Board's procedures.

## **Closed Session**

Chairman Inman entertained a motion to enter into closed session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(6).

Commissioner Lankford moved to enter into closed session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(6).

Commissioner Smith seconded and the motion carried unanimously.

The Board returned to open session of the August 25<sup>th</sup> meeting.

## **Health Department**

Chairman Inman entertained a motion.

Commissioner Carroll moved to approve the following requests submitted by Interim

Health Director Jen Braswell:

- ◆ Increase annual salary for Environmental Health Specialist Brandon Joyce to \$38,582.00
- ◆ Annual Salary for incoming Health Director = \$61,880
- ◆ Establishment of a permanent designation of the Associate Health Director with an incentive bonus of \$250 per pay period

Commissioner Smith seconded the motion. The Board discussed the requests submitted by Interim Health Director Braswell. Vice Chairman Walker noted the information from Interim Health Director Braswell that additional funding to be received from the State will cover the additional amount not funded in this year's Health Department Budget.

The motion carried (4-1) with Commissioner Lankford voting against the motion.

**Adjournment**

There being no further business to come before the Board, Chairman Inman entertained a motion to adjourn the meeting.

Vice Chairman Walker moved to adjourn the meeting. Commissioner Smith seconded and the motion carried unanimously.

---

**Darlene M. Bullins**  
**Clerk to the Board**

---

**J. Leon Inman**  
**Chairman**