

# AGENDA



Andy Nickelston, Chairman  
Ronnie Mendenhall, Vice Chairman  
Rick Morris, Commissioner  
Jimmy Walker, Commissioner  
Jamie Yontz, Commissioner

## REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS

Monday, February 24, 2020

1014 MAIN STREET

DANBURY, NC 27016

6:00 PM

Call to Order

Invocation

Pledge of Allegiance

I. Approval of the Agenda

II. Comments - Managers/Commissioners

III. Public Comments

IV. Consent Agenda

- a. Minutes
- b. Budget Amendments
- c. Tax Administration Monthly Report

V. Information Agenda

- a. Friends of Stokes Shelter- Update

VI. Discussion Agenda

- a. Proposal for MOE Funds 2020-2021
- b. Proposed Solar Farm Resolution and Presentation
- c. Policy for Fire Service District and Fire Commission and Use of Service District Funds
- d. Feasability Study for Wellness Center

VII. Action Agenda

- a. Farmers Appreciation Resolution

**b. Cardinal Community Advisory Council Appointment Request**

**c. Cardinal Regional Health Council Appointment Request**

## **VIII. Adjournment**

\*Anyone with a disability(is) who needs an accommodation to participate in this meeting is requested to inform us 48 hours prior to the scheduled time of the affected group meeting

\*Attachments may be delivered before or at the time of the meeting

\*Times may vary due to times preset for agenda items



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: IV.a.**

**Minutes**

Contact: Shannon Shaver

Summary:  
Consent for Approval:

February 10,2020 - Regular Meeting Minutes

**ATTACHMENTS:**

Description	Upload Date	Type
February 10, 2020 Regular Meeting Minutes	2/13/2020	Cover Memo

**STATE OF NORTH  
CAROLINA  
  
COUNTY OF STOKES**

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)  
)  
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**OFFICE OF THE  
COMMISSIONERS  
STOKES COUNTY  
GOVERNMENT  
DANBURY, NORTH  
CAROLINA  
MONDAY FEBRUARY 10, 2020**

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Stokes County Administration Building in the Commissioners Chamber located in Danbury, North Carolina on Monday February 10, 2020 at 6:00 pm with the following members present:

Board of Commissioners Present: Chairman Andy Nickelston, Vice Chairman Ronnie Mendenhall, Commissioner Rick Morris, and Commissioner Jamie Yontz

County Administration Present: County Manager Jake Oakley, Assistant County Manager/Clerk to the Board Shannon Shaver, Finance Director Julia Edwards, and County Attorney Ty Browder

Absent: Walker

### **CALL TO ORDER**

Chairman Nickelston called the Regular Meeting of the Board of Commissioners to order.

### **INVOCATION**

Chairman Nickelston delivered the Invocation.

### **PLEDGE OF ALLEGIANCE**

Chairman Nickelston lead the Board in the Pledge of Allegiance and invited those in attendance to join.

### **APPROVAL OF AGENDA**

Vice-Chairman Mendenhall moved to to approve the agenda as presented.

Commissioner Morris seconded the motion. The motion Passed.

Absent: Walker

### **COMMENTS - Managers/Commissioners**

Commissioner Morris welcomed those in attendance and those watching at home through YouTube and noted that he would hold his office hours by phone tomorrow from 4-7 due to being under the weather. He also noted that he was able to hear President Trump speak in Charlotte and it was an unbelievable experience and he would recommend going if you ever get the chance.



Commissioner Yontz welcomed those in attendance and watching at home and thanked everyone for braving the weather to be here. He noted that he hoped everyone in attendance found there time well spent as Commissioner Walker always says.

Commissioner Mendenhall welcomed those in attendance and those watching at home. He noted that he also appreciated everyone coming out in the bad weather.

Chairman Nickelston welcomed those in attendance and those watching at home

County Manager Oakley welcomed those in attendance and those watching at home and presented the Board with some information related to the Duke Energy settlement with the EPA.

## **PUBLIC COMMENTS**

Chairman Nickelston opened the floor for public comments at 6:09 pm.

The following spoke during Public Comments:

Ellen Peric  
1095 Wheeler Smith Road  
Lawsonville, NC 27022

RE: Arts Update

- **In the Apple Gallery - February 2020**

Kerry Leon Sturdivant is featuring works in oil and they, will be on display throughout the month of February. After graduating from Phillips Jr. College, Sturdivant started his own sign and graphics business under the name of Leon's Custom Signs & Designs, located in Winston Salem. A sample of clients include Bethania Mill and Village Shoppes, City of Winston-Salem, WSSU, Delta Arts Center, Nationwide Insurance, Smitty's Apples, Stokesdale Church of God Family Outreach, and Woodchucks Custom Designs and Crafts.

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- **Trivia Night – Feb 13<sup>th</sup> 6:30 pm**

Join Stokes Arts for our monthly Trivia Night, happening the 2nd Thursday of each month at 6:30pm. Bring your family, bring your friends or make new friends at the Arts Place. Teams of 4-6 players will compete each month for monthly, yearly and quarterly prizes. Homemade Lasagna (also Vegetarian Option), salad and dessert available for a donation to our Student Scholarship Fund.

- **Winter Dessert Theatre – “Where there’s a Will, There’s a Murder - Feb 14<sup>th</sup> 7pm and Feb 15<sup>th</sup> 3pm**

On Valentine's Day weekend couples are invited to enjoy a Murder Mystery at the Arts Place. The show focuses on a group of family members who are invited by a famous author to a remote island where they become stranded, trying to find out exactly why they are there and which items in the Will are theirs as they wait for the exact time and date of the reading. Newlyweds, family, friends, the maid and butler work to find out who has turned their back on whom.

\*\*\*Dessert service starts 1 hour before the show.

\$15 General Admission, \$10 SCAC Members & Seniors, \$5 Eighteen and Under.

- Feb 29<sup>th</sup> 7 pm and March 1<sup>st</sup> 3pm “Hello, I’m Johnny Cash”
  - March 21<sup>st</sup> 7 pm and March 22<sup>nd</sup> 3pm “The Distance Between Us”
  - **Mud to Art Three Day Pottery Workshop – Feb 15<sup>th</sup> Feb 22<sup>nd</sup> and March 7<sup>th</sup>**  
Spend a few Saturdays at the wheel this winter! Our 3 day Pottery Workshop begins Saturday, February 15th and continues on Feb. 22 with glazing and firing on the third Saturday, March 7th.
- Registration is limited. \$85 covers all supplies.
- **Barn Quilt Classes**  
Instructor Sarah Maddox will guide you through the painting process, no prior painting experience is necessary. Registration includes all materials – Birchwood Quilt Square and paints. Design selections will be provided upon registration.

2 x 2 barn quilt square \$65

3 x 3 barn quilt square \$95

Dates: Sunday February 16, 12:30-5pm (CLASS FULL)  
4:30pm

Sunday, March 15, 12-

#### **School Happenings:**

Last week the Winston Salem Symphony presented “Petting Zoo” to all middle school students. The students were able to hold and play an instrument with guidance from musicians. They also enjoyed a concert from the Brass Ensemble.

Next week, elementary school students will enjoy UNCG’s drama presentation of “Tales of the Arabian Nights”.

In two weeks, middle school students will have a performance “Flamenco Vivo” with some dance instruction.

With no other individuals signed up to speak, Chairman Nickelston closed the floor for public comments at 6:12 pm.

#### **CONSENT AGENDA**

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Minutes

Budget Amendments

Vice-Chairman Mendenhall moved to to approve the Consent Agenda as presented.

Commissioner Yontz seconded the motion. The motion Passed.

Absent: Walker

## **INFORMATION AGENDA**

Chairman Nickelston noted that there were no items on the Information Agenda at tonight's meeting.

## **DISCUSSION AGENDA**

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

### **Tax Administration Monthly Report**

Tax Administrator Richard Brim presented the Board with the Tax Administrations monthly report with a request for the following items to be placed on the Consent Agenda at the next meeting on February 24th:

1. Real and Personal Refunds more than \$100.00.
2. Advertisement of 2019 Tax Liens.

Chairman Nickelston opened the floor for any discussion/questions/comments.

There was favorable discussion among the Board and with full consensus of the Board the items requested were moved to the Consent Agenda at the next meeting.

### **LifeBrite Hospital - Resolution**

County Manager Oakley noted that this item was presented at the meeting on January 27th and was placed back on the Discussion Agenda at this meeting due to the Board deciding to wait until Chairman Nickelston could be present for discussion.

Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion and full consensus of the Board this item was moved to the Action Agenda at tonight's meeting.

### **Cardinal Community Advisory Council Appointment Request**

Assistant County Manager/Clerk to the Board Shannon Shaver presented the Board with information related to a request from Cardinal on appointments for the Cardinal Community Advisory Council. She noted that Cardinal had requested to delete one applicant due to they did not have enough information to make a recommendation on Cameron Rogatsios. She noted that Cardinal had requested to inquire if anyone on the Board had personal knowledge of Cameron Rogatsios.

Vice Chairman Mendenhall and Commissioner Yontz both recommended Cameron Rogatosis.

Chairman Nickelston opened the floor for nominations.

Vice Chairman Mendenhall moved to close the floor for nominations.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any comments/questions/discussion.

With no further discussion this item was placed on the Action Agenda at the next meeting.

### **Cardinal Regional Health Council Appointment Request**

Assistant County Manager/Clerk to the Board Shannon Shaver presented the Board with information related to a request from Cardinal on a Commissioner appointment for the Cardinal Regional Health Council.

Chairman Nickelston opened the floor for nominations.

Commissioner Morris noted that he would be willing to serve but would also be fine if someone else wanted to serve.

Commissioner Yontz nominated Commissioner Morris to serve on the Cardinal Regional Health Council.

Vice Chairman Mendenhall moved to close the floor for nominations.

Commissioner Yontz seconded.

Chairman Nickelston opened the floor for any comments/questions/discussion.

With no further discussion and full consensus of the Board this item was placed on the Action Agenda at the next meeting.

### **ACTION AGENDA**

#### **Arts Place Lease**

Chairman Nickelston entertained a motion on the item presented.

Chairman Nickelston opened the floor for any comments/questions/discussion.

Commissioner Yontz moved to to approve the Arts Place lease with the amendment.

Commissioner Morris seconded the motion. The motion Passed.

Absent: Walker

#### **LifeBrite Hospital - Resolution**

Chairman Nickelston entertained a motion on the LifeBrite Resolution presented at the last meeting and tonight's meeting.

Vice-Chairman Mendenhall moved to to approve the LifeBrite Hospital Resolution.

Commissioner Morris seconded the motion. The motion Passed.

Absent: Walker

### **CLOSED SESSION**

#### **Closed Session**

Chairman Nickelston requested that Assistant County Manager/Clerk to the Board Shannon Shaver read the rationale for entering into Closed Session.

Assistant County Manager/Clerk to the Board Shannon Shaver read the rationale for Closed Session:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)
- To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5)

Commissioner Yontz moved to to enter Closed Session.

Vice-Chairman Mendenhall seconded the motion. The motion Passed.  
Absent: Walker

### **Adjournment**

Vice-Chairman Mendenhall moved to to adjourn the meeting at 7:13 pm with no further business to come before the Board.

Commissioner Yontz seconded the motion. The motion .  
Absent: Walker

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**Shannon Shaver**  
**Clerk to the Board**

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**Andy Nickelston**  
**Chairman**



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: IV.b.**

**Budget Amendments**

Contact: Julia E. Edwards

Summary:  
Consent for Approval:

Budget Amendments #'s 76, 77, 78, & 79

**ATTACHMENTS:**

Description	Upload Date	Type
Budgt Amendment #76, #77, #78, #79	2/18/2020	Cover Memo

## STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.4320.390	Misc Board Expense of Prisoners	\$ 30,000.00	\$ (4,000.00)	\$ 26,000.00
100.4320.440	Misc Contractual Services	\$ 35,000.00	\$ (2,550.00)	\$ 32,450.00
100.4320.510	Equipment Capital	\$ -	\$ 6,550.00	\$ 6,550.00
	<b>TOTALS</b>	<b>\$ 65,000.00</b>	<b>\$ -</b>	<b>\$ 65,000.00</b>

This budget amendment is justified as follows:

To purchase a radio system that would transmit throughout the jail for the safety of the officers.


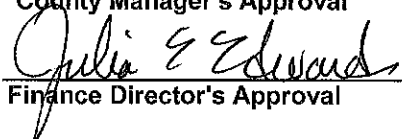
This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 24th day of February, 2020.

Verified by the Clerk of the Board

Major Eric Cone	2/10/2020
Department Head's Approval	Date
	2-17-2020
County Manager's Approval	Date
	2/17/20
Finance Director's Approval	Date

## STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Emergency Medical Services			
100.4370.510	Equipment	\$ 470,000.00	\$ (8,209.00)	\$ 461,791.00
	Solid Waste			
100.4720.510	Equipment	\$ 170,000.00	\$ 8,209.00	\$ 178,209.00
	Total	<u>\$ 640,000.00</u>	<u>\$ -</u>	<u>\$ 640,000.00</u>

This budget amendment is justified as follows:

To transfer funds for the purchase of the roll-off truck.

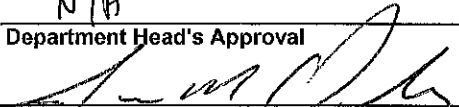
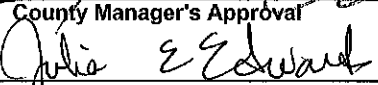
This will result in a net increase of \$0.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
	Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 24th day of February, 2020

Verified by the Clerk of the Board

N/A	
Department Head's Approval	Date
	2/17/20
County Manager's Approval	Date
	2/17/20
Finance Director's Approval	Date



## STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.4720.020	Salaries & Wage-Part Time	\$ 215,982.00	\$ 7,100.00	\$ 223,082.00
	Contingency			
100.9910.000	Contingency	\$ 145,175.00	\$ (7,100.00)	\$ 138,075.00
		<u>\$ 361,157.00</u>	<u>\$ -</u>	<u>\$ 361,157.00</u>

This budget amendment is justified as follows:

To transfer funds for part time employee to move dirt from Government Center to the Landfill.

This will result in a net increase of \$0.00 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 they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			\$ -
				\$ -
	TOTALS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 24th day of February, 2020.

Verified by the Clerk of the Board

*N/A*  
Department Head's Approval

Date

*[Signature]*  
County Manager's Approval

*2-17-2020*

Date

*[Signature]*  
Finance Director's Approval

*2/17/20*

Date

## STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Senior Services			
100.5860.220	Food & Provisions	\$ 182,000.00	\$ 6,586.00	\$ 188,586.00
100.5860.312	Transportation	\$ 60,801.00	\$ 55.00	\$ 60,856.00
		<u>\$ 242,801.00</u>	<u>\$ 6,641.00</u>	<u>\$ 249,442.00</u>

This budget amendment is justified as follows:

To appropriation addition funding from Home Community Block grant.

This will result in a net increase of \$6,641.00 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 they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.371	PTRC-Home Delivered Meals	\$ 166,902.00	\$ 6,586.00	\$ 173,488.00
100.3301.369	PTRC-Transportation	\$ 69,934.00	\$ 55.00	\$ 69,989.00
				\$ -
	TOTALS	<u>\$ 236,836.00</u>	<u>\$ 6,641.00</u>	<u>\$ 243,477.00</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 24th day of February, 2020.

Verified by the Clerk of the Board

<i>n/a</i>	_____	_____
Department Head's Approval	_____	Date
<i>[Signature]</i>	_____	<i>2/17/20</i>
County Manager's Approval	_____	Date
<i>[Signature]</i>	_____	<i>2/17/20</i>
Finance Director's Approval	_____	Date



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: IV.c.**

**Tax Administration Monthly Report**

Contact: Richard Brim, Tax Administrator

Summary:

**Items for Approval on February 24, 2020 Consent Agenda**

1. Real and Personal Refunds more than \$100.00.
2. Advertisement of 2019 Tax Liens.

**ATTACHMENTS:**

Description	Upload Date	Type
Tax Administration Items for Consent	2/19/2020	Cover Memo

## STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR JANUARY, 2020

REAL AND PERSONAL PROPERTY REFUNDS MORE THAN \$100 PER NCGS 105-381(b)

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
FLYNN, WAYNE AUTRY	307 WHISPERING CREEK RD KING, NC 27021	51373319	100.3100.113	\$75.23	DEALER ISSUED
			100.2130.068	\$115.23	NEW TAG IN ERROR
			211.3100.001	\$10.45	
			112.3100.001	\$86.72	
SCOTT, ROBERT JAMES JR	506 STOKESBURG RD WALNUT COVE, NC 27052	50149742	100.3100.113	\$56.70	VEHICLE SOLD
			100.2130.069	\$78.75	
			211.3100.001	\$7.87	
			112.3100.001	\$65.36	
SIZEMORE, ROBBIE DALE SIZEMORE, TAMMY VERNON	PO BOX 53 KING, NC 27021	47210556	100.3100.113	\$95.05	VEHICLE SOLD
			100.2130.068	\$64.69	
			211.3100.001	\$6.13	

TOTAL AMOUNT

\$662.18

Richard T. Brim  
 RICHARD T. BRIM  
 TAX ADMINISTRATOR

2/4/20  
 DATE

\_\_\_\_\_  
 ANDY NICKELSTON  
 CHAIRMAN-STOKES COUNTY  
 BOARD OF COMMISSIONERS

\_\_\_\_\_  
 DATE

# COUNTY OF STOKES

ORIGINAL

**Richard T. Brim**  
Tax Administrator



Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

**Date: February 3, 2020**

**To: Stokes County Board of Commissioners**

**From: Richard Brim, Tax Administrator**

**Reference: Advertisement of 2019 Tax Liens**

**Based on NCGS 105-369(a),** "In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property...". "Upon receipt of the report, the governing body must order the tax collector to advertise the tax liens..."

**Based on NCGS 105-369(b1),** "After the governing body orders the tax collector to advertise the tax liens, the tax collector must send a notice to the record owner of each affected parcel of the property, as determined as of the date the taxes became delinquent. The notice must be sent to the owner's last known address by first-class mail at least 30 days before the date of advertisement is to be published...". Our projected date for the mailing of second notices is March 2, 2020.

(As of February 1, 2019)


<u>Delinquent 2019 Tax Bills</u>	<u># of Bills</u>	<u>Principal Due</u>
General County	3777	\$673,212.55
Schools Operating Expense	3771	\$774,471.54
Education Fund	3777	\$ 93,399.00
Town of Danbury	13	\$ 2,380.93
City of King	183	\$ 98,781.84
Town of Walnut Cove	89	\$ 22,464.32
King Fire District	334	\$ 19,631.23
Rural Hall Fire District	92	\$ 3,802.55
County Service Fire District	2643	\$119,314.96
Walnut Cove Fire District	435	\$ 20,826.12
<b>Total Bills Delinquent</b>	<b>3777</b>	<b>\$1,828,285.04</b>

Through this memo, I am requesting the governing body order the tax collector to advertise these unpaid accounts no earlier than 30 days after the mailing of past due notices (less any bills paid between the report date and the advertising date). Our projected date for the publication of the 2019 tax liens in The Stokes News is April 9, 2020.



Richard Brim  
Stokes County Tax Administrator

Date 2/4/20

  
Andy Nickelston  
Chairman, Board of Commissioners

Date \_\_\_\_\_



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: V.a.**

**Friends of Stokes Shelter- Update**

Contact: Dr. Cowan/Leslie Staples

Summary:

**ATTACHMENTS:**

Description	Upload Date	Type
F.O.S.S. Financial Statements	2/19/2020	Cover Memo

FOSS Animal Adoption Center - Monthly Report per Service Ageement			
		BUDGET Nov 2019 thru Jun 2020	ACTUAL 2 Months Ending 1/31/20
<b>REVENUE</b>			
Canine adoption		\$ 1,440	\$ -
Feline adoption		\$ 1,200	\$ -
Fundraising events		\$ -	\$ 11
Donations		\$ 10,000	\$ 3,439
Capital campaign		\$ 667	\$ 1,030
Grants		\$ 5,000	\$ -
County assistance		\$ 49,602	\$ 14,172
	Total Revenue	\$ 67,909	\$ 18,652
<b>EXPENSES</b>			
Vet	Spay/neuter	\$ 2,040	\$ -
	Meds, vaccines	\$ 600	\$ -
Food		\$ 1,667	\$ -
Animal supplies		\$ 1,333	\$ -
Cleaning supplies		\$ 1,000	\$ -
Office supplies		\$ 667	\$ -
Insurance, taxes		\$ 3,578	\$ -
Electricity		\$ 1,600	\$ 45
Communications		\$ 1,600	\$ -
Security		\$ 400	\$ -
Building maintenance		\$ 3,333	\$ -
Advertising			
	Website/FB maintain	\$ 667	\$ -
	Other social media ad	\$ 333	\$ -
Fundraising			
	Annual Event	\$ -	\$ -
	Capital Campaign	\$ 3,333	\$ 1,213
Payroll			
	Salary full time	\$ 23,333	\$ -
	Medical/dental/vision	\$ 3,433	\$ -
	Retirement plan	\$ 750	\$ -
	Health reimburse(me	\$ 3,433	\$ -
	Employer taxes	\$ 2,141	\$ -
	Payroll service	\$ 1,600	\$ 224
	Continuing Ed	\$ 333	\$ -
	Contractor part time	\$ 10,200	\$ -
Other expenses			
	PP/SQ fees	\$ 333	\$ 188
	Licenses, permits, tax	\$ 200	
	Animal transports	\$ -	
	Total Expenses	\$ 67,909	\$ 1,669
<b>STATUS REPORT</b>			
	Completed hiring process for Center Director. Start date was January 27		
	Board approved RiverStreet for voice/internet services		
	County funds have been used for hiring expenses		

## FOSS Animal Adoption Center - Budget Proposal 3 Years

		<u>BUDGET Nov</u> <u>2019 thru Jun</u> <u>2020</u>	<u>Modified Budget</u> <u>Nov 2019 thru Jun</u> <u>2020</u>	<u>BUDGET Jul</u> <u>2020 thru Jun</u> <u>2021</u>	<u>BUDGET Jul</u> <u>2021 thru Jun</u> <u>2022</u>
<b>REVENUE</b>					
Adoption		\$ 2,640	\$ 1,760	\$ 5,720	\$ 6,006
Fundraising events		\$ -	\$ 161	\$ 11,000	\$ 20,000
Donations		\$ 10,000	\$ 3,439	\$ 15,000	\$ 15,750
Capital campaign		\$ 667	\$ 2,030	\$ -	\$ -
Grants		\$ 5,000	\$ 2,000	\$ 10,000	\$ 20,000
County assistance		\$ 49,602	\$ 49,602	\$ -	\$ -
	Total Revenue	\$ 67,909	\$ 58,992	\$ 41,720	\$ 61,756
<b>EXPENSES</b>					
Veterinary		\$ 2,640	\$ 1,760	\$ 5,720	\$ 6,006
Food & supplies		\$ 4,667	\$ 1,000	\$ 2,000	\$ 2,100
Insurance, taxes		\$ 3,578	\$ 4,000	\$ 4,500	\$ 4,725
Electricity/water		\$ 1,600	\$ 1,295	\$ 3,000	\$ 3,150
Communications		\$ 1,600	\$ 440	\$ 1,920	\$ 2,016
Building maintenance		\$ 3,733	\$ 1,000	\$ 2,000	\$ 2,100
Fundraising		\$ -	\$ 500	\$ 2,000	\$ 2,100
Capital Campaign		\$ 3,333	\$ 2,213	\$ -	\$ -
Salary full time		\$ 23,333	\$ 11,539	\$ 32,000	\$ 33,600
Contractor half time		\$ 10,200	\$ 3,600	\$ 15,000	\$ 15,750
Benefits and taxes		\$ 11,690	\$ 4,249	\$ 8,000	\$ 8,400
Other expenses		\$ 1,535	\$ 188	\$ 1,500	\$ 1,575
	Total Expenses	\$ 67,909	\$ 31,783	\$ 77,640	\$ 81,522
	NET Surplus(Deficit)		\$ 27,208	\$ (35,920)	\$ (19,766)
<b>Notes</b>					
Have been very frugal - minimum purchases, doing own payroll					
Delayed benefits until 6 months service					
Lots and lots of community donations - food, supplies, equipment(Amazon Wishlist)					
Will open end of Feb					
2nd column is modified budget thru Jun 2020 - actual thru Jan, estimate thereafter					
3rd is fiscal 12 months estimate thru Jun 2021					
4th is fiscal 12 months estimate thru Jun 2022					





**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VI.a.**

**Proposal for MOE Funds 2020-2021**

Contact: DSS Director Stacey Elmes

Summary:

**ATTACHMENTS:**

Description	Upload Date	Type
Proposal for MOE Funds 2020-2021	2/19/2020	Cover Memo

**PROPOSAL FOR MOE FUNDS**  
**2020-2021**

### MAINTENANCE OF EFFORT FUNDING 2020-2021

Account #	Original Budget ('20-'21)	Revised or New Budget Amounts	'20-'21 Final Budget Amounts	'20-'21 Monies Spent Through 9/30/20	'20-'21 Monies Spent Through 12/31/20	Projected to Spend By 6/30/21
100.5200.000 Monarch	\$120,000					
111.5200.003 Insight Human Services	\$61,000					
111.5200.006 Narcan Kits	\$12,000					
Stokes County Health Department	\$7,500					
111.5200.010 Media/Education	\$8,320					
111.5200.011 CIT Training	\$5,000					
111.5200.012 Med Lock Boxes	\$2,000					
111.5200.013 Transportation to SA/MH Appointments	\$15,000					
111.5200.016 Comm. Paramedic Program	\$100,000					

Account #	Original Budget ('20-'21)	Revised or New Budget Amounts	'20-'21 Final Budget Amounts	'20-'21 Monies Spent Through 9/30/20	'20-'21 Monies Spent Through 12/31/20	Projected to Spend By 6/30/21
111.5200.017 Med Assist Event	\$7,500					
111.5200.002 SOC Transportation	\$5,000					
Stokes Co. Sheriff's Dept.	\$12,000					
Youth Haven Services	\$7,500					
The Parenting Path	\$7,500					
Stokes Friends of Youth	\$7,500					
Stokes Partnership for Children	\$18,000					
111.5200.001 ABC Bottle Tax	\$3,000					

**TOTALS:                    \$398,820**

**TRANSPORTATION TO  
SUBSTANCE ABUSE/MENTAL HEALTH TREATMENT**

**Amount: \$15,000**

**Use:** Monies will be used to provide transportation assistance to residents in Stokes County who do not have Medicaid and cannot access Medicaid transportation assistance. Monies will assist Stokes County residents get to appropriate substance abuse and mental health treatment. Assistance will be provided by gas voucher (if the individual has a vehicle or has someone who can provide the transportation). Gas vouchers are issued after the confirmation of appointment has been received and are issued based on the amount of mileage from the individual's home to the treatment provider and back to the home at 27 cents per mile. If the individual does not have access to a vehicle, the option for using one of our contracted transportation providers exists.

**MED ASSIST EVENT**

**Amount: \$7,500**

**Use:** \$7,500 of these dollars will be used to fund a Med Assist event in Stokes County in the Spring. These dollars will be paid directly to the Med Assist company to provide the medications, etc. during the event.

**NARCAN KITS**

**Amount: \$12,000**

**Use:** These dollars are to be used to purchase Narcan kits for local law enforcement agencies and local EMS agencies in the county (including volunteer agencies).

## **CIT TRAINING**

**Amount: \$5,000**

**Use:** Monies would be used to fund employees (law enforcement or EMS professionals) to receive Critical Incident Training and would also provide funding for the agencies to have coverage of other personnel while regular personnel was in training.

## **EMS – COMMUNITY PARAMEDIC PROGRAM**

**Amount: \$100,000**

**Use:** These funds provide two community paramedic positions with the county's Emergency Services Department. These positions have become paramount in the community in working with people who are constant callers of EMS or folks who have been released from the hospital with needs that need to be checked on once home.

## **INSIGHT HUMAN SERVICES**

**Amount: \$61,000**

**Use:** \$56,000 of the funds will be used to continue substance use and prevention services for adolescents in Stokes County. \$5,000 of these funds will be used to host a youth summit on opioid and alcohol use/abuse. This will be the third year that such a summit has taken place.

## **MONARCH**

**Amount: \$120,000**

**Use:** Monarch provides services to Stokes County in many areas. These funds are used to help fund the Stokes Opportunity Center, the Walnut Cove supervised Apartments, Pilot View Intermediate Care Facility, and the Behavioral Health Office. (See attachment.)

## **MEDIA/EDUCATION**

**Amount: \$8,320**

**Use:** Monies available to get needed information out to the public on finding help, accessing information and other resources concerning substance use/mental health.

## **MEDICATION LOCK BOXES**

**Amount: \$2,000**

**Use:** Provides security and safety of medications.

## **SOC TRANSPORTATION**

**Amount: \$5,000**

**Use:** Transportation for members to Stokes Opportunity Center (YVEDDI).

### **SHERIFF'S DEPARTMENT**

**Amount: \$12,000**

**Use:** Monies used to provide drug training and assistance along with jail diversion programming to residents of the jail.

### **STOKES COUNTY HEALTH DEPARTMENT**

**Amount: \$7,500**

**Use:** Monies will be used to provide Hepatitis C testing/education for Stokes County citizens. \$7,500 would provide assistance to approximately 17 individuals.

### **STOKES FRIENDS OF YOUTH**

**Amount: \$7,500**

**Use:** Monies will help operate the following programs in Stokes County---Best Friends Program, Family & Mixed Counseling, Anger Management Groups, Parenting Skills Classes, Special Friends, Restitution/Community Service Program, Mediation/Conflict Resolution. (See attached letter.)

### **PARENTING PATH**

**Amount: \$7,500**

**Use:** Monies will be used to support the Parent Support Program. This program supports Stokes County families involved in abuse and neglect through weekly home visitation, client advocacy, resource referrals and parent education. The program measures improvement in problem solving skills, increased level of



safety for children in-home, enhanced parenting skills and a strengthened support network. These families either are substance affected or have mental health issues. (See attachment.)

### **YOUTH HAVEN**

**Amount: \$7,500**

**Use:** Due to serving about 10% of clientele pro-bono, these funds will be used to offset these losses and open up access to services for more un-insured clients. These funds will also be used to provide transportation to some of their programming. (See attached letter.)

### **STOKES PARTNERSHIP FOR CHILDREN**

**Amount: \$18,000**

**Use:** Monies will help fund the Behavior Inclusion Specialist that is housed at the Partnership but serves in the community at child day care facilities helping children with behavioral issues and helps their parents and teachers in dealing with the issues. (Attached is a newsletter that this position puts out monthly.)

**Monarch, Inc.**  
**Stokes County Funding Request FY2021**

Monarch, Inc. ("Monarch") is a Non-Profit Corporation based in Albemarle, NC which is a provider of Long Term Supports & Services and Behavioral Health Services. Monarch operates in 53 counties in North Carolina with a vision of leading the state in creatively supporting people with disabilities in growing toward their potential, reaching their dreams, and making their own informed choices about where they live, learn, work, play and worship.

Monarch provides its services and its vision to Stokes County through the following locations:

- **Stokes Opportunity Center** -Vocational day program serves individuals and their families by offering computer, art, ceramics, sewing, gardening, exercise, jewelry making, singing/variety and cooking education to individuals. An on-site snack bar is operated and utilized by the individuals that attend the program. Without this service and our transportation, some families would be forced to give up their own employment. Some examples of community engagement and participation include:
  - **Volunteer Sites:** The Art Place Gallery, Life Brite Hospital, East Stokes Outreach Ministries, London Elementary School, Walnut Ridge Assisted Living
  - **Clubs/Groups:** Special Olympics
  - **Community Events:** Stokes Stomp, Arts Place Gallery exhibits featuring Stokes Opportunity Center, Just Plain Country Festival, Life Brite Volunteer Appreciation Day, East Stokes Volunteer Appreciation Day, Joy Prom, performances at Friendship Baptist Church, performances at New Horizon Vocational Program, various performances in the community
  - **Partnerships:** The Arts Place Gallery, Oma's Coffee Shop, Just Plain Country Store, Willow Oak Baptist Church, Cardinal Wellness Center, Stokes Library, Stokes County School Transition
  - **Services provided at the day program:** ADVP, Day supports individual, day support group, and transportation to and from the program.

The program is constantly working to enhance its program offerings and is currently striving to:

- Increase the supplies, instruction and exhibits in which art and music programs are presented to promote arts and disabilities to the greater community.
- More consideration for the spiritual wellbeing of the individuals that we serve and offer a variety of faith-based opportunities.

- **Walnut Cove Apartments** –A 10 bed apartment complex for adults with intellectual and developmental disabilities. Monarch staff provide periodic services to the individuals as well as on-call availability for nights and weekends. The support is primarily focused on assistance in areas such as cooking and cleaning, assisting with budget needs and general maintenance of independent living. The staff may connect them to their community, e.g. taking them to the grocery store, medical appointments or finding employment.
- **Pilot View Intermediate Care Facility** – Home with 5 beds for adults with intellectual and developmental disabilities with a 365/24/7 awake staff supervision. This program includes habilitative support at the home and meaningful day activities. The staff offer a variety of opportunities to the individuals throughout the day that are community focused and include volunteering, social engagement and opportunities to enhance their life skills.
- **Behavioral Health Office** – Forsyth County - For individuals that reside in Stokes County, Monarch has Behavioral Services just a short drive away, conveniently located on a bus line. From our location at 4140 N. Cherry Street office in Winston-Salem, individuals can receive a variety of services. The services are: comprehensive clinical assessment, psychiatric evaluation, individual/group therapy, medication management, Peer Support services, Assertive Community Treatment Team, Intensive In-Home Services (for those under 18), lab services (provided by Mako Medical) and assistance with employment services. In addition to those services, a Genoa pharmacy is located within the facility, creating an easy way to have medication prescriptions filled without the need to travel to another location. The total budget for this location is \$1.4 Million.

#### **Funding Request and use of funds**

To support services at the Stokes Opportunity Center and Walnut Cove Apartments, Monarch requests \$120,000 from Stokes County for the 2020-2021 fiscal year. This request would assist in providing funding to assist in covering the cost of staff, program offerings and physical operating costs to support the program offerings noted above. Without this partnership with Stokes County, it would be difficult for Monarch to offer the services it does to residents of Stokes County. A combined total program budget for Stokes Opportunity Center and Walnut Cove Apartments is as follows:

#### **Impact to Stokes County**

The following is data related to Stokes Opportunity Center and Walnut Cove Apartments in Monarch's FY 2018 and YTD FY2019:

## Monarch

### Walnut Cove Apartments & Stokes County Opportunity Center Budget Forecast

#### Revenue

Medicaid and State Services	\$ 257,892
Stokes County Funding	\$ 120,000
Transportation Fees	\$ 7,465
Other Revenue	\$ 4,419
<b>Total Revenue</b>	<b>\$ 389,776</b>

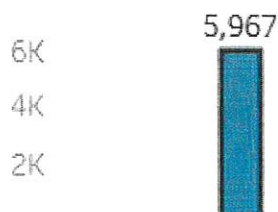
#### Expense

Total Personnel Expense	\$ 251,921
Supplies & Material	\$ 2,873
Travel & Training	\$ 16,344
Current Obligations & Operating Cost	\$ 41,337
Fixed Charges & Other Expense	\$ 38,380
Regional & Central Admin. Cost	\$ 54,308
<b>Total Expense</b>	<b>\$ 405,163</b>

<b>Net Income</b>	<b>\$ (15,387)</b>
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Total Services/Activities (July 2018 – January 2019 – YTD):

## Total Visits/Activities

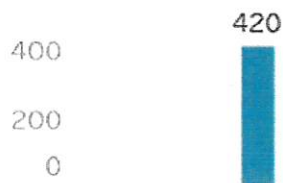


## Outpatient and Psychiatry

The following is a detail of Outpatient and Psychiatry services provided to Stokes County Residents in Monarch's FY2018 and YTD FY2019:

### Total Services/Activities (July 2018 – January 2019 – YTD):

#### Total Visits/Activities



#### Total Unique Clients



### Closing Remarks

We are thankful for our relationship with Stokes County and are proud of the services we can provide to residents of Stokes County. These services would be impossible without the support and the relationship between Monarch and Stokes County. We would be happy to present additional information and data to the County Commissioners and Leadership.



## Surry/Stokes Friends of Youth

1151 West Lebanon Street, Suite 200 • Mount Airy, NC 27030

Telephone (336) 789-9064 • Fax (336) 789-5433

January 28, 2020

Stokes County Board of Commissioners  
1014 Main Street  
Danbury, NC 27016

Dear Stokes County Commissioners:

Stokes Friends of Youth would like to request \$7,500 to assist with programming for the upcoming fiscal year. These monies will help us to operate the following programs for the 2020-2021 fiscal year:

- ☐ Best Friends Program (volunteer mentor program for at-risk youth)
- ☐ Family and Mixed Counseling
- ☐ Anger Management Groups
- ☐ Parenting Skills Classes
- ☐ Special Friends (peer relations group for mentally disabled and handicapped)
- ☐ Restitution/Community Service Program
- ☐ Mediation/ Conflict Resolution

Stokes Friends of Youth has been in continuous service for the youth and their families in Stokes County since 1986. This agency has been instrumental in developing new programs to meet the needs of youth as identified by the Juvenile Crime Prevention Council. Our agency has added additional programming to serve Stokes County this year, to include Mediation/ Conflict Resolution, Anger Management Classes, and Best Friends/ Special Friends Mentorship program.

Stokes Friends of Youth served clients in all programs during the past year in Stokes County, and will continue to serve the local citizens of Stokes County with this and other funding.

Your continued support of Stokes Friends of Youth will guarantee the sustainability of these much needed services to the youth of Stokes County and their families. Stokes Friends of Youth provides services to the entire county. The programs of Stokes Friends of Youth save the county money by preventing further court involvement through diversions before court.

Thank you for your consideration.

Sincerely,

Tamara Veit  
Executive Director





The Parenting PATH works to prevent and treat child abuse and neglect by strengthening families, enhancing parent/child relationships and creating safer more stable communities.

The Parenting PATH is requesting support from Stokes County for our Parent Support Program. Participants will be Stokes County families at risk of abuse or neglect and families found to be involved in abuse and neglect. The key program strategies of reducing risk of future abuse/neglect will be accomplished through weekly home visitation, client advocacy, resource referrals and parent education. The program will measure improvement in problem solving skills, increased level of safety for children in-home, enhanced parenting skills and a strengthened support network.

42.4% of all initial Stokes County intakes to The Parenting PATH cite mental health of the parent as the reason for their referral. Mental health referrals include depression, anxiety, bipolar disorders and substance use. Once cases were opening and Client History was recorded, 97.5% of cases involve substance use, depression, anxiety, bipolar disorders or PTSD. Many of these families are not currently linked to community resources to treat these issues, and a major feature of Parent Support is assist parents in seeking and utilizing treatment resources.

There is significant research that demonstrates that early adversity, including child abuse, domestic violence and neglect, is associated with diminished health for the individual experiencing the adversity, and across future generations. These early adversities have been named Adverse Childhood Experiences (ACEs). ACEs have been shown to have major impacts on health, but in addition, ACEs impact socio-economic outcomes for individuals. Individuals with higher ACE scores are more likely to report dropping out of high school, being unemployed, and living in a household below the federal poverty level. Child abuse has been show to negatively affect adult employment status, lead to an increase in poverty and Medicaid enrollment. Adolescents who are exposed to violence are at risk of lower educational attainment and reduced adult income. **Adults with 4 or more ACEs are 11 times more likely to be intravenous drug users, are 4.5 times more likely to develop depression and are 14 times more likely to attempt suicide. The average number of ACEs for a parent served in Parent Support is 9.**

The primary strategy to reduce the impact of ACEs is to build Resilience in families and children. Resilience is the ability rebound from adversity and may be increased by ensuring that families have protective factors in place in their families. The Parent Support Program uses evidence based Triple P (Positive Parenting Program) to build resilience in families. Evidence based home visiting has favorable impacts on school readiness, helps children build critical pre-literacy skills and improve achievement test scores, reduces child maltreatment, cuts instances of child abuse and neglect almost in half, and promoting parenting practices by increasing feelings of competence and confidence as parents (Thrive by Five, 2014).

500 West Northwest Boulevard | Winston-Salem, NC 27105

336.748.9028 phone | 336.748.9030 fax | [www.parentingpath.org](http://www.parentingpath.org)

The Parenting PATH is an Exchange Club Sponsored Child Abuse Prevention Center





## YOUTH HAVEN SERVICES

229 Turner Drive  
Reidsville, NC 27320  
(336)-349-2233

526 N. Elam Ave. Suite 103  
Greensboro, NC 27403  
(336)-285-7079

131 Plant Street, Suite  
Walnut Cove, NC 27052  
(336) 536-1024

January 31, 2020

Stacey S. Elmes, Director  
Stokes County Dept. of Social Services  
PO Box 30/1010 Main Street  
Danbury, NC 27016

Dear Ms. Elmes:

Youth Haven Services, LLC is appreciative of the opportunity to receive \$7,500 to use for the benefit of Stokes County residents in need of mental health treatment. We currently have 3 full-time Licensed Clinicians who offer therapy in all schools in Stokes County. We are currently serving approximately 10% of all caseloads pro-bono, due to being un-insured and unfunded. These funds would be used to offset these losses and open up access to services for more un-insured clients.

In addition, we currently have 2 Day Treatment Centers in Stokes County and we have recognized the need for individualized transportation in many cases. We recently identified this as a barrier to treatment because there have been clients in need of Day treatment and were not able to come. Their parents would not allow them to ride the school bus which transports to the alternative school (where our middle/high Day Treatment is housed). With these funds, we would be able to transport these clients individually and allow them to receive the much needed treatment without this barrier.

Thank you so much for your consideration.

Sincerely,

Dawn Johnson, LCSW  
CEO, Youth Haven Services



Volume 1 Issue 6

February 2020



BEHAVIOR AND INCLUSION SUPPORT SPECIALIST

Kirkland's Korner

Melissa Kirkland

## HELPING CHILDREN MANAGE FEELINGS OF JEALOUSY

<https://www.scholastic.com/teachers/articles/teaching-content/helping-children-manage-feelings-jealousy/>

The first step in helping a child manage troubling feelings is to put yourself in the child's place. In his all-time classic child-rearing manual, *Baby and Child Care*, Dr. Spock demonstrated the merits of such an exercise. Paraphrasing him, I, too, would recommend that you imagine being in the following situation: Your husband comes home one day and says to you, "I love you so much and love being married, so I have decided to bring home a second wife. I will love you both equally. I have enough love to go around. It is because you have been such a joy that I want to do this again."

The momentary feelings of jealousy and helplessness that come over most wives while reading this vignette is what most older children feel when a new baby arrives. That doesn't mean parents should feel guilty for bringing a new baby home. Nevertheless, it is a shock. And it's not easy to share parents' love and attention. As long as we understand that, it should be easier to make the adjustment to the birth of a sibling less problematic.

When it seems appropriate, adults can point out how much better it is to be a big boy who can ride a bike than it is to be a baby who just eats, sleeps, and cries all day long. Teachers and parents should try to spend more time being play partners with the sibling of a new baby. Allow the child to take the lead, and don't be alarmed if he plays out some of his aggressive feelings. Accept what is expressed, and raise gentle questions about possible resolutions as you play.

### 4 Books about Jealousy

**I don't like Gloria** by Kaye Umansky

**Jealous: Helping Children Cope with Jealousy** by Esther Adler

**When I Feel Jealous** by Cornelia Maude Spelman

**Just Like You Did** by Marjorie Newman



### Did you Know?

It is not a good idea to try to talk to a child in the heat of an emotional reaction. They are not able to listen and respond effectively. Wait until they are calm and in a positive emotional state before teaching and having the child practice new strategies.





## DO PRESCHOOL CHILDREN SHOW THEIR JEALOUSY?

Written by Stacey Chaloux, September 26, 2017

During the preschool years, children begin to experience complex emotions, including jealousy. It is common for young children to struggle with feelings of jealousy when a friend has a special toy, when a new baby is born in the family or when they feel their parents are giving attention to other children. Without the ability to express exactly how he is feeling, your preschooler may show his jealousy with aggression, tantrums or other behaviors to try to gain your attention.



### Reasons for Jealousy

Preschoolers are only capable of simple types of thought, and they have difficulty seeing others' points of view, according to Dr. Stacie Bunning, writing for GreatSchools.org. When your child's friend is playing with the truck that he really likes, your preschooler doesn't understand that his friend also likes to play with it. Instead, he feels that he should be the only one to use it. If you are visiting a friend who has a new baby, your preschooler may be jealous of you holding another child, because in his view, your only role is being his parent. You are the one who provides him love, comfort and attention, and he may believe that giving attention to another child means he will not get that from you anymore.

### Sibling Rivalry

Though it is frustrating for parents who want their homes to be peaceful, it is very common for siblings to be jealous of one another at some point. Most of the time, this occurs because children are competing for your attention and love, according to HealthyChildren.org, the official website of the American Academy of Pediatrics. No matter how much you try to be consistent and treat your children fairly, preschoolers often believe that you are showing preference for a sibling, and they will get jealous of the attention their brother or sister might receive. This is especially true when the sibling is a new baby, who requires a lot of time and attention, and your preschooler is jealous because he now has to share the most important people in his life.

### Jealousy Behaviors

Without fully developed verbal skills to express his emotions, your preschooler will often show his jealousy through aggressive behaviors or tantrums. Even though preschoolers are more able to control their emotions and are less impulsive than toddlers, their feelings can still overwhelm them. When this happens, you are likely to see your preschooler push his little sibling who he feels is getting attention or he may grab a favorite toy that his friend is using. It is also common for children to show some regression, especially when a new baby is born into the family. A jealous preschooler who was once doing many things for himself may want you to help him more often or he may mimic some baby behaviors in an effort to gain your attention back.

### How to Deal With Jealousy

Since many of the behaviors a jealous preschooler shows are an attempt to gain your attention, it is wise to give your little one the most attention for positive behaviors. For example, when he is sharing his toys or treating the new baby nicely, praise him and tell him how proud you are of him. When he throws a tantrum or acts aggressively toward another child, remove him from the situation or tell him that the behavior is not acceptable. But, avoid giving him a lot of attention for the negative behaviors. Try to find ways to give him one-on-one attention during your day, especially if you are busy with a new baby at home. Talk with your preschooler about his feelings and label his emotions so he can connect with what he's feeling inside. As your preschooler gets older, he will be more able to cope with these feelings of jealousy.

## HELPFUL IDEAS FOR DEALING WITH ATTENTION SEEKING AND JEALOUSY IN THE CLASSROOM

By Melissa Kirkland

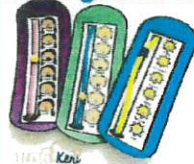
Sometimes for a child seeking attention, negative attention is better than no attention at all. Noticing and commenting on the appropriate behavior can be helpful—give a challenging child easy to accomplish tasks or jobs and comment on the positive behavior. Notice when they are being kind and helpful, to adults or their peers but the attention should not be at the level that the child is singled out, as that can cause behavior problems by other children and/or reinforce the negative behavior in the identified child.

Having a journal that goes home with each child at the end of their day and comes back the following morning can be a benefit to both teachers and parents. Parents can get a good picture of their child's behavior while in the classroom and teachers can receive information from the parents about issues at home the child may be dealing with.



## SOCIAL/EMOTIONAL ACTIVITIES FOR PRESCHOOLERS

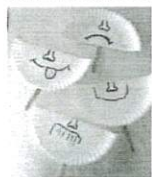
### Feelings Scales



Create these simple emotion gauges to help students identify how they are feeling. Cut them out and paste them to colored construction paper. Then punch a hole at the top and bottom. Thread a pipe cleaner with a bead attached through the holes and bend over to attach on the back side. Students can slide the bead to the picture that matches their emotion.



paper plate  
**EMOTION MASKS**



These masks are a great tool for talking about feelings. To prepare for this project, cut a stack of paper plates in half. Have tape, large craft sticks, and markers available. To begin, give each student four sticks and four half plates. Put a roll of tape on each table. Have students tape a stick to the back of each plate.

This activity will focus on four emotions: happy, mad, sad, and silly. For each emotion (and each mask) make a face and ask the class to identify the emotion it represents. Once they correctly identify it, have them use the marker to draw that face on one of the plates.

You can use these masks during read aloud (hold up the mask that shows how the main character is feeling) and during class conversations to reinforce their understanding of what different feelings look like.



**STOKES**  
**Partnership**  
**for Children**

 a partner in the  
Smart Start network

Melissa Kirkland  
Behavior and Inclusion Support Specialist  
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King, NC 27021  
tel 336-985-2676 fax 336-985-3302  
mkirkland@Stokespfc.com

We're on the web!  
[www.stokespfc.com](http://www.stokespfc.com)



*"Tell me, I forget. Show me, I remember. Involve me, I understand."*  
*Chinese Proverb*

**UPCOMING TRAININGS AT SPC**

- 02/06/2020      They're Sad, Not Bad: Understanding How Trauma Affects Early Brain Development  
At SPC: 6:30—8:30pm
- 02/11/2020      Resilience: The Biology of Stress and the Science of Hope - At SPC: 6:30—8:30pm
- 02/13/2020      Make it, Take it "Greefing Apron" - At SPC: 6:30—8:30pm
- 02/25/2020      Language Development and Communication in Infants and Toddlers: What Are  
They Talking About? At SPC: - 6:30—8:30pm. \*Inf/Tod Recognition  
eligible
- 02/29/2020      Conscious Discipline Modules 6-10 Part 2 - At SPC: 8am—1:00pm  
Saturday

Contact Stokes Partnership for Children for further details: <https://www.stokespfc.com/calendar>

I am now working directly with teachers AND parents, who have a child struggling with behavior challenges and/or Social/Emotional issues. SPC is now utilizing the Devereux Early Childhood Assessment, along with Conscious Discipline strategies, to assist in the classroom as well as at home. Call me for details!

**SIGN UP FOR THE EMOTIONS READING PROGRAM! I WILL COME TO YOUR CLASSROOM ONCE A MONTH AND READ A SHORT BOOK PERTAINING TO A PARTICULAR EMOTION, ALONG WITH A SHORT ACTIVITY FOR HELPFUL COPING STRATEGIES.**





**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VI.b.**

**Proposed Solar Farm Resolution and Presentation**

Contact: Chairman Andy Nickelston

**Summary:**

At the meeting on January 27, 2020 Commissioner Morris presented a Resolution that would establish a three year moratorium on approval of large scale solar farms. There was discussion among the Board and this item was moved to the meeting on February 24, 2020 when the whole Board could be present. There was a request from the Board to have someone present information on solar farms at this meeting.

Isaac Panzarella will present this information to the Board and be available to answer questions. Mr. Panzarella is the Director with the U.S. DOE Southeast CHP Technical Assistance Partnership and the Assistant Director for Technical Services at the NC Clean Energy Technology Center at N.C. State University. He has reviewed the resolution as well as the minutes from the Planning Board meeting in which a Solar Farm was approved.

**ATTACHMENTS:**

Description	Upload Date	Type
Solar Presentation	2/19/2020	Cover Memo
Solar Farm Resolution	1/22/2020	Cover Memo



# Introduction to Solar Photovoltaic (PV) Energy in North Carolina

*for*  
*Stokes County Board of Commissioners*  
*24 February 2020*



**NC CLEAN ENERGY**  
TECHNOLOGY CENTER  
*Formerly the NC Solar Center*

**Isaac Panzarella, PE**

**Associate Director for Technical Services**

# N.C. Clean Energy Technology Center (formerly the NC Solar Center) Overview

- Created in 1988 as a resource for renewable energy programs and information, training, technical assistance and applied research
- Operated under the College of Engineering at N.C. State University
- Funded by the state appropriation through the N.C. Department of Natural Resources (DENR), federal and state grants, and fee-for-service

## Major Program Areas:

- Renewable Energy
- Clean Power & Efficiency
- Clean Transportation
- Economic Development
- Energy Policy
- Workforce Development
- Education & Outreach

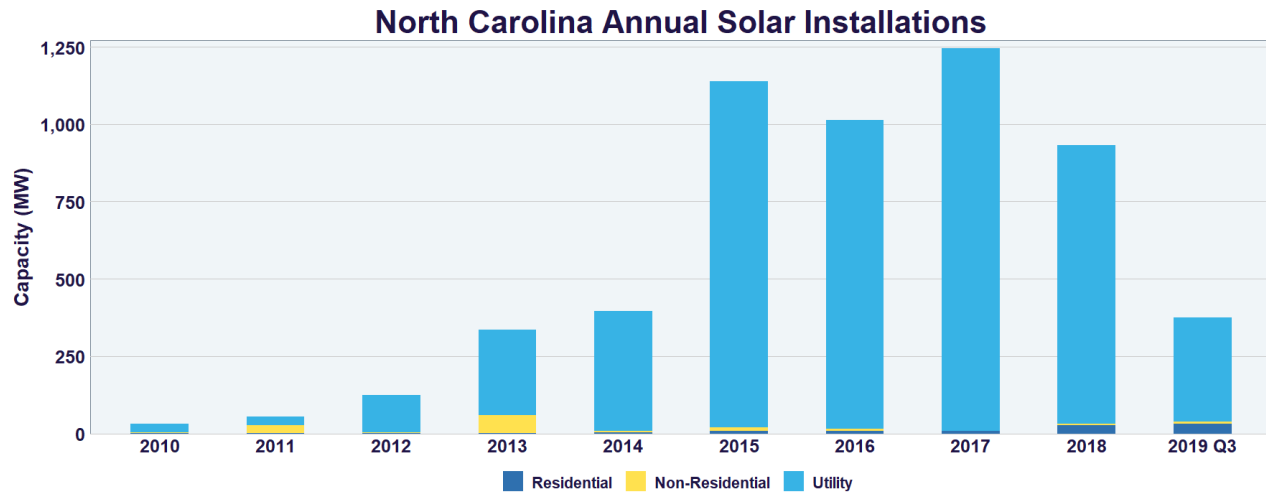
# AGENDA

- Experience with Solar PV Technology in NC
- Positive Impacts of Solar PV
- Current Areas of Work
- Commonly Expressed Concerns about PV
- Specific Concerns
  - Material Hazard Concerns; Installation, System Components, Operations & Maintenance
  - EMF
  - Electric Shock & Arc Flash
  - Fire Fighting Safety



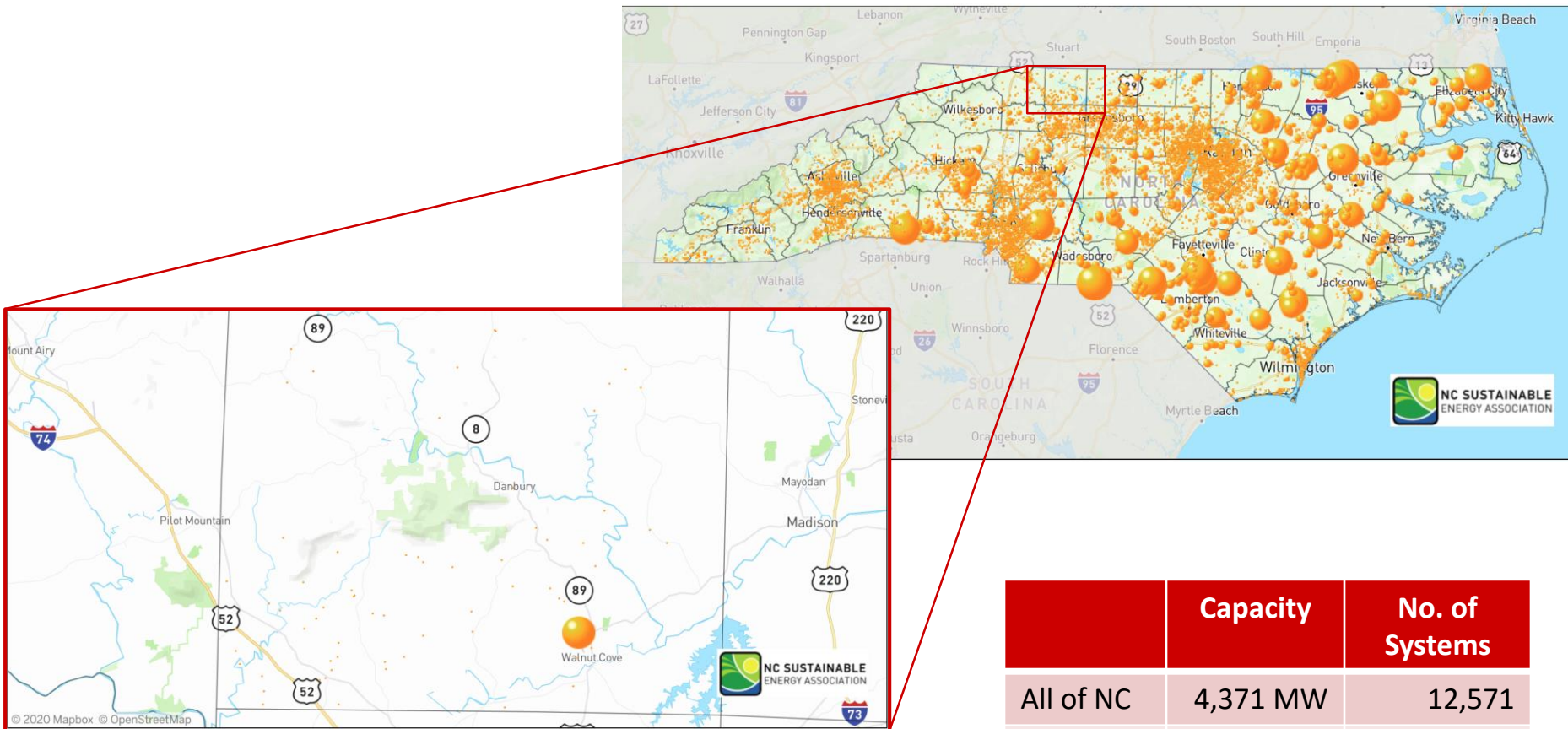
# NC Installed Solar PV Drivers

- NC Renewable Energy and Energy Efficiency Portfolio Standard - Under this 2007 law, investor-owned utilities in North Carolina are required to meet up to 12.5% of their energy needs through renewable energy resources or energy efficiency measures. Rural electric coops and municipal utilities are subject to a 10% REPS requirement.
- Cost for solar installations has dropped steadily in the past 10 years, with current U.S. average price of ~ \$1.75/watt in 2020 vs >\$5.00/watt in 2010. (GTM/SEIA)
- According to a 2018 NC clean energy industry census, over 1,700 firms are in the business of clean energy, employing over 43,000 individuals (NCSEA)



(2018 GTM/SEIA)

# NC Installed Solar PV Systems



	Capacity	No. of Systems
All of NC	4,371 MW	12,571
Stokes County	4.4 MW	67

Lick Creek Solar in Stokes County will have a capacity of 50 MW when completed



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# Positive Impacts of PV

- Cleaner Air & Water → Public health improvement (\$0.08/kWh in Southeast in DOE study)
- Local power generation – no mining, shipping, purchasing of fuels
- Less expensive than power from new traditional power plants
- Reduces environmental risk of fossil fuels – mining, SO<sub>x</sub>, NO<sub>x</sub>, particulates, greenhouse gases, etc.
- Improves energy security – distributed assets, no fuel needs
- Reduces electricity lost during transport (line losses)
- Increased local property tax income with ~no additional services
- Economic development (jobs & spending): 1 FTE per 2.8 acres during development, 1 full-time O&M per ~20 MW ~120 acres)



## Health and Safety Impacts of Solar Photovoltaics MAY 2017



2017 whitepaper  
addresses:

- Material Hazard Concerns
  - Installation
  - System Components
  - Operations & Maintenance
- EMF
- Electric Shock & Arc Flash
- Fire Safety

<https://nccleantech.ncsu.edu/wp-content/uploads/2019/10/Health-and-Safety-Impacts-of-Solar-Photovoltaics-PV.pdf>





## Template Solar Energy Development Ordinance for North Carolina

### Executive Summary

North Carolina is rapidly becoming a leader in solar energy development not only in the southeast, but also in the US. Before the template, there was statewide discussion about how to regulate and permit solar energy systems, and no clear guide to creating one that does not overly burden industry or irresponsibly manage land use. Most local governments in NC, both at the municipal and county levels, provide some regulation on land use within their jurisdiction, yet most have yet to institute regulation for solar development. This template ordinance provides consensus input on a best practice model for how solar development can be regulated.

#### Template Solar Ordinance Meets a Growing Need

The rapid growth in solar development in NC makes this a very opportune time for development of the template ordinance, particularly because there is significant experience across the state with solar projects of all sizes, yet the industry is still at the early stages of its ongoing growth.

#### Template Approach Affords Flexibility

It is important to understand that the solar ordinance is a template rather than an enforceable rule or one-size-fits-all law. It is designed to be adapted and then adopted by jurisdictions across the state and to serve as the basis for local development ordinances in their respective communities. In this way the template solar ordinance provides valuable guidance while still allowing flexibility that local governments may want to help them best address local interests.

#### Broad Stakeholder Working Group Enhances Template's Value

The North Carolina Solar Center (NCSC) and the North Carolina Sustainable Energy Association (NCSEA) managed the development of the template ordinance and the organization of the drafting working group. The working group consisted of representatives of the solar industry, local NC planners, State Farm Bureau, NC Department of Agriculture, NC Department of Environment and Natural Resources (DENR), NC Association of County Commissioners, NC League of Municipalities, military, University of North Carolina School of Government, NC Conservation Network, Duke Energy Progress, North Carolina State University Forestry, Federal Aviation Administration (FAA), and many others. The initial draft was developed by NCSC and NCSEA in May 2013 based on a study of current NC solar ordinances and available state model ordinances. Throughout the summer and fall the working group, often in the form of smaller topic-specific focus groups, worked to improve and update the existing drafts. Additionally NCSC and NCSEA hosted five public forums across the state on the development of the template ordinance. At these forums NCSC and NCSEA convened a group of experts to inform interested stakeholders in the area about solar development and its regulation. The final three forums walked through the draft template and received valuable public feedback to assist with its development.

Version 1.2-3: 11/01/2426/20142016



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## 2016 Template Solar Energy Development Ordinance for North Carolina addresses

- Various system sizes
- Conditional and special use permits
- Landowner protection
- Developer responsibilities
- Setbacks, heights, stormwater, screening and planting
- Decommissioning

<https://nccleantech.ncsu.edu/wp-content/uploads/2018/06/NC-Template-Solar-Ordinance.pdf>

# NC Renewable Energy Rules in Development

- NC Environmental Management Commission has been directed to *“ADOPT RULES TO ESTABLISH A REGULATORY PROGRAM TO GOVERN THE MANAGEMENT OF END-OF-LIFE PHOTOVOLTAIC MODULES AND ENERGY STORAGE SYSTEM BATTERIES, AND DECOMMISSIONING OF UTILITY-SCALE SOLAR PROJECTS AND WIND ENERGY FACILITIES”* - 2019 law HB329.
- NC Department of Environmental Quality is conducting a stakeholder process to support the development of the rules.

# NC Counties with Solar Development Ordinances

County	County Ordinance
<b>Beaufort</b>	Solar Energy Facilities Ordinance
<b>Bladen</b>	Amendment to County Ordinance
<b>Buncombe</b>	County Zoning Ordinance
<b>Cabarrus</b>	County Zoning Ordinance
<b>Camden</b>	Unified Development Ordinance
<b>Carteret</b>	Code of Ordinances Chapter 13.5 Solar Energy Facilities (SEF)
<b>Catawba</b>	Municode
<b>Chatham</b>	Amendment to County Ordinance
<b>Chowan</b>	County Zoning Ordinance
<b>Cleveland</b>	County Zoning Ordinance
<b>Columbus</b>	County Zoning Ordinance
<b>Craven</b>	County Zoning Ordinance
<b>Currituck</b>	Unified Development Ordinance
<b>Edgecombe</b>	Solar Energy Development Ordinance
<b>Forsyth</b>	separate ordinance, found in UDO
<b>Franklin</b>	Municode
<b>Graham</b>	Development Ordinance
<b>Hertford</b>	amendment to Zoning Ordinance
<b>Hoke</b>	in Zoning Ordinance
<b>Iredell</b>	in Land Development Code
<b>Johnston</b>	Code of Ordinances
<b>Lincoln</b>	UDO

County	County Ordinance
<b>Macon</b>	Municode
<b>Madison</b>	Land Use Ordinance
<b>Moore</b>	UDO
<b>Nash</b>	UDO
<b>North Hampton</b>	County Zoning Ordinance
<b>Onslow</b>	Onslow County Zoning Ordinance
<b>Orange</b>	UDO
<b>Pamlico</b>	Ordinance for Solar Energy Facilities
<b>Pasquotank</b>	Zoning Ordinance
<b>Pender</b>	UDO
<b>Perquimans</b>	Zoning Ordinance
<b>Person</b>	County Zoning Ordinance
<b>Pitt</b>	Zoning Ordinance
<b>Polk</b>	Zoning Ordinance
<b>Randolph</b>	County UDO
<b>Richmond</b>	County Zoning Ordinance
<b>Rutherford</b>	County Ordinance for Solar Development (Unincorporated areas)
<b>Stanly</b>	County Zoning Ordinance
<b>Vance</b>	County Zoning Ordinance
<b>Wake</b>	County UDO
<b>Warren</b>	Solar Farm Ordinance
<b>Washington</b>	County Solar Ordinance
<b>Wayne</b>	Ordinance Regulating the Operation and Maintenance of Solar Energy Facilities
<b>Wilson</b>	County UDO
<b>Yadkin</b>	County



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## Solar Farm at 500 feet



## View Impacts

### Animal Houses at 500 feet



Source: Blue Green Energy

# Glare

- PV modules are designed to absorb, and therefore not reflect, as much sunlight as possible, over 95%
- At a glancing angle the panels are moderately reflective, similar to water or other glass
- Sandia/FAA provide SGHAT software for aviation
- At the location experiencing glare, one must look in the direction of the sun to 'see' the glare



COURTESY THINKSTOCK

# *Sound*

- Primary sound is from the inverters during daylight hours. Very mild humming from transformers.
- Electrical humming sound and sometimes cooling fan
- Similar to a residential air conditioner outdoor unit
- Sound dissipates quickly and can be screened, generally no louder than existing (quiet) rural background noises at solar site fence

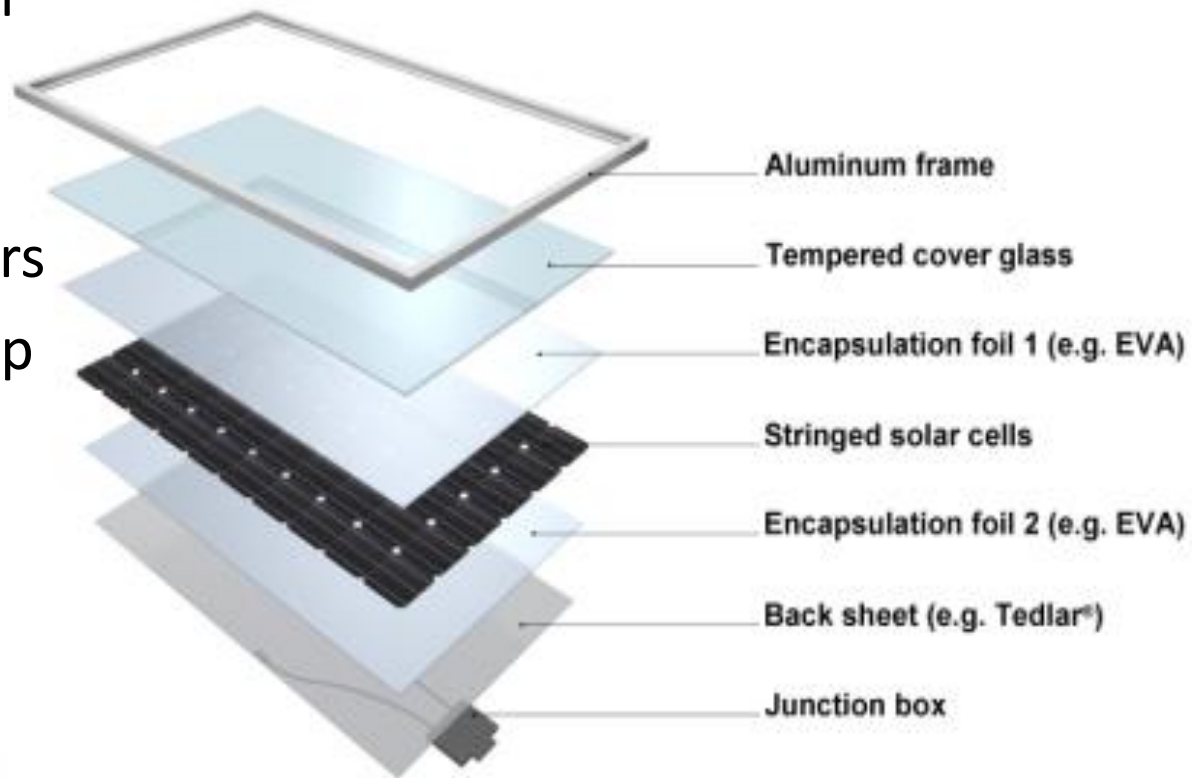
# Material Hazard Concerns

- Installation
- System Components
  - Modules
  - Inverters, Transformers
  - Mounting Structure & Hardware
- Operations & Maintenance



# Crystalline Silicon PV Modules

- Over 90% of PV industry
- 250 to 350 Watts each
- 14% to 22% efficient
- Warranty for 80% of rated power in 25 years
- Product warranty of up to 25 years
- Embodied energy payback in 1.5 years
- Highly Recyclable



# Thin Film PV Modules

- CdTe leading chemistry
- 5% of market share
- 420 to 445 Watts each
- 17% to 18% efficient
- Warranty for 86% of rated power in 25 years
- Product warranty of up to 25 years
- Embodied energy payback in less than one year
- Highly Recyclable



# Solar PV Module & Equipment Toxicity

- No operational air, water, or ground emissions
- PV modules must pass EPA Toxicity Characteristic Leaching Protocol (TCLP) test to be classified non-hazardous to be disposed of in landfill
  - Crystalline silicon cells are non-toxic, some modules contain a small amount of lead in solder
  - Cadmium telluride modules (First Solar) contain cadmium, but in stable CdTe form safe from release, even in fire
- Inverters are RoHS compliant
- Transformers use non-toxic mineral or vegetable oil

# Site Maintenance & Operations

- Southeast annual rainfall is adequate to eliminate need for washing of solar PV arrays
- To avoid shading and aesthetic concerns, vegetation must be kept low, either by:
  - Planting species that are naturally low in height
  - Mowing at regular intervals
  - Use of grazing livestock
  - Application of herbicides in strategic areas
  - Controlling growth with a regulator commonly applied on roadways and golf courses
- Licensed professionals are engaged to maintain site



# End of Life / Decommissioning

- PV system owner responsible, per land lease
- 25-year PV module power warranty
- 5 to 25 year inverter warranty
- Modules over 90% recyclable, including semiconductor
- Significant salvage value, widely estimated to be higher than labor to remove
- Land returned to pre-solar condition
  - Break up an compaction and addition of lime and fertilizer to return to production

# EMF/Radiation

- All electricity generates Electromagnetic Fields (EMF), it is all around us all day
- Primary EMF emitter in solar farm is the AC side of the inverter
  - Levels diminish very rapidly with distance
  - At site perimeter (>100 ft), EMF is generally no higher than background levels



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# Fire Safety

- PV modules are made mostly of nonflammable materials, and do not ignite easily
- Building mounted PV has specific considerations
- Firefighter associations and fire protection research agencies, as well as code authorities offer guidance, training and permitting guidelines for solar PV systems; eg firefighter access to PV system disconnects

# Thank you for your attention!



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**RESOLUTION ESTABLISHING A THREE YEAR MORATORIUM ON APPROVAL OF LARGE SCALE SOLAR FARMS OF \_\_\_\_\_ ACRES OR LARGER**

**WHEREAS**, The Stokes County Board of County Commissioners (BOCC) recently approved the county's first large scale commercial solar farm; and

**WHEREAS**, there were many questions and concerns expressed during the zoning process as to the potential negative impacts of this solar farm on the environment and other aspects of the community; and

**WHEREAS**, the questions posed to the solar farm developer by the BOCC were answered but with general answers that were inconclusive as to the actual negative environmental impacts that might be caused by the large-scale solar farm; and

**WHEREAS**, there is a major concern with tying up large areas of rural agricultural land for the decades to accommodate a commercial solar farm; and

**WHEREAS**, there are concerns with ruining the natural scenic beauty of Stokes County; and

**WHEREAS**, it's very difficult to quantify the benefits that would be afforded a county other than the individual property owners by a large-scale solar farm when no such facilities have been located in the county; and

**WHEREAS**, a commission has been appointed to develop a set of state standards for commercial solar farms in North Carolina and that report is not due for two years;

**WHEREAS**, a \_\_\_\_\_ year period is needed to study the positive and negative impacts of large scale commercial solar farms; and to develop standards for said solar farms;

**NOW, THEREFORE, BE IT RESOLVED**, that effective upon approval of this resolution the Stokes County BOCC hereby imposes a \_\_\_\_\_ year moratorium on the approval of any new large scale commercial solar farms of \_\_\_\_\_ acres or larger within the boundaries of Stokes County; but not including the areas under the jurisdiction of the City of King, and Towns of Walnut Cove and Danbury;

**BE IT FURTHER RESOLVED,** The Stokes County Government will utilize all legal means necessary to enforce this moratorium until evidence and experience can be gained as to the actual impacts, positive and negative, of large-scale commercial solar farms and their impact on a scenic rural agricultural based county like Stokes County, N.C.

Adopted the \_\_\_\_\_ of \_\_\_\_\_ by the Stokes County Board of Commissioners.

\_\_\_\_\_  
**Andy Nickelston- Chairman**

\_\_\_\_\_  
**Ronnie Mendenhall – Vice Chairman**

\_\_\_\_\_  
**Rick Morris- Commissioner**

\_\_\_\_\_  
**Jimmy Walker – Commissioner**

Attest:

\_\_\_\_\_  
**Jamie Yontz- Commissioner**

\_\_\_\_\_  
**Shannon Shaver – Clerk to the Board**



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VI.c.**

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

Contact: Fire Marshal Scott Aaron

**Summary:**

For the past two years the Board has given approval for the Fire Service District and Fire Commission to use a different budget process than the one outlined in the policy. After two years of working with this system, the policy has been updated to reflect these changes. County Attorney Browder has reviewed the policy and the Memorandum of Approval is attached with the revised document.

The original document from last year's meeting is included for review.

**ATTACHMENTS:**

Description	Upload Date	Type
Policy for Fire Service District	2/19/2020	Cover Memo
Documentation from last years meeting	2/19/2020	Cover Memo





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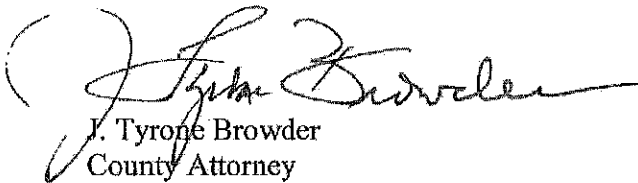
TO: Shannon Shaver

FROM: County Attorney J. Tyrone Browder

DATE: February 18, 2020

RE: Policy for Fire Service District and Fire Commission  
and Use of Service district Funds

This memorandum serves as documentation that the above referenced  
Policy has been approved as to form and legal sufficiency by the undersigned.

  
J. Tyrone Browder  
County Attorney



**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 from each service district agency and make recommendation to the County Manager for 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 County Manager for the Board of Commissioners any additions or cuts to budget 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.

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

### 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 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.

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

**Note 2 — Staggered Terms:** Two year terms of the six appointed members shall be staggered so that half of the members are appointed every year. Two civilian members and one fire service one year and two fire service members and one civilian member the next year. Terms expire on October 31<sup>st</sup> of each year.

### **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.

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

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

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

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 with the Fire Commission before it is presented to the County Manager.
  - 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 for review.
  - c) The Fire Commission will develop a budget for each agency showing the 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.
  - d) 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 either approve or deny the change in the presence of the agency's representatives.
  - e) 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 County Manager. 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.
  - f) 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.
  - g) 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.
  - h) After approval by the Board of Commissioners, the secretary will provide each agency with its approved budget.
  - i) The Fire Commission's review and approval of agency budgets and allocation of funds 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.

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

### **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 \$40 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.



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

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

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

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.



Post Office Box 20 Danbury, NC 27016  
Phone: 336-593-2484 Fax: 336-593-2438

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March 5, 2019

Stokes County Board of County Commissioners  
PO Box 20  
Danbury, NC 27016

Dear Sirs:

It is time for the Policy for Fire Commission and Use of Service District Funds to be renewed or updated by the new Board of County Commissioners.

As some of you will recall, the budget process was changed last year on a one-time basis. (See attached minutes from the April 23, 2018 and May 14, 2018 BOCC meetings.) Over the years the process had become antiquated, and the Fire Commission needed to find a somewhat more appropriate budget process. The policy now gives individual departments more control over their particular needs. It still addresses the existing debt for each separate department and the need for part-time personnel as indicated.

The Stokes County Fire & Rescue Association would like to make the following recommendation to update the County of Stokes Policy for Fire Service District and Fire Commission and Use of Service District Funds. Please find attached the current policy as well as the draft of our recommendation. The updates are consistent with the budget process from last year and the process that has been followed for the 2019-2020 Budget Process.

Sincerely,

Texie Jessup  
President  
Stokes County Fire & Rescue Association

**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.

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

**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.



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

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

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

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.

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

- 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.

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

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

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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.

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#### ***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.

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

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.
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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***

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2. Communications

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

3. Law Enforcement
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(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)
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**DRAFT**

Commission and Policy for Fire  
Use of Service District Funds

**County of Stokes**

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

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

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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~~ County Manager for 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.
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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.

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**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 (should be updated).
- The two incumbent Fire Commissioners appointed for two year terms during 2008 (update) shall serve terms expiring October 31, 2010 (update).
- The two incumbent Fire Commissioners appointed for two year terms during 2007 (update) and the one incumbent Fire Commissioner appointed during 2008 (update) to fill the remaining one year of an unexpired term shall serve terms expiring October 31, 2009 (update).
- Beginning in 2009 (update), 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 (update), to serve two year terms, effective November 1, 2009 (update).
- In 2010 (update), 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 (update), to serve two year terms, effective November 1, 2010 (update).

### **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.



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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.

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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 with before the Fire Commission and a

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~~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 ~~for review~~.
- ~~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)c)~~ After meeting with all agencies during the budget workshop process, ~~the~~ the Fire Commission will develop ~~a revised a~~ 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)d)~~ 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 change~~ in the presence of the agency's representatives.
- ~~f)e)~~ 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 County Manager~~. 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)f)~~ 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)g)~~ 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)h)~~ After approval by the Board of Commissioners, the secretary will provide each agency with its ~~line-by-line~~ approved budget.
- ~~j)i)~~ 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



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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,

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Approved by BOCC - August 25, 2008

Approved by BOCC - March 23, 2009

Approved by BOCC - February 28, 2011

Approved by BOCC – January 23, 2017

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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.

| **DRAFT** —

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

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
 )

OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
MONDAY APRIL 23, 2018

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday, April 23, 2018 at 6:00 pm with the following members present:

Chairman Ronnie Mendenhall  
Vice Chairman Jimmy Walker  
Commissioner James D. Booth  
Commissioner Ronda Jones  
Commissioner Ernest Lankford

County Personnel in Attendance:  
County Manager Jake M. Oakley  
Clerk to the Board Shannon Shaver  
Finance Director Julia Edwards  
County Attorney Ty Browder  
Fire Marshal Scott Aaron

Chairman Mendenhall called the meeting to order and welcomed those in attendance.

#### **INVOCATION**

Commissioner Lankford delivered the invocation.

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

Chairman Mendenhall invited those in attendance to join the Board in the Pledge of Allegiance.

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

Chairman Mendenhall entertained a motion to approve or amend the April 23<sup>rd</sup> Agenda.

Chairman Mendenhall noted a request from County Manager Oakley to add DSS proclamations for National Foster Care Month and Older Americans Month to the Discussion Agenda.

Commissioner Jones moved to approve the April 23<sup>rd</sup> Agenda with the addition of DSS proclamations for National Foster Care Month and Older Americans Month to the Discussion Agenda.

Commissioner Lankford seconded the motion.

Chairman Mendenhall opened the floor for discussion.

With no further discussion the motion carried unanimously.

### **COMMENTS - Manager/Commissioners**

Commissioner Jones commented:

- Opening day of the Farmers Market was Saturday the 21<sup>st</sup>.
- We had about 13 vendors.
- This is an initiative I started 7 years ago.
- It has grown so much over the years.
- It is held every Saturday from 11-2 at the Hanging Rock State Park visitor's center beginning on Earth Day through Veterans Day.
- Attended the DARE program at Lawsonville Elementary on Wednesday with Jake, Shannon and several others.
- Always good to see those little kids.
- Attended the Resilience film screening today at The Arts Place.
- It was a wonderful event.

Vice Chairman Walker commented:

- Nice to be honored with a proclamation for older Americans along with many others.

Commissioner Booth commented:

- Welcome everybody.
- Thank you for being here today.
- Thank the Lord for the rain and all his love and mercy he shows me every day.
- Thankful for all of his many blessings.

- This is the discount that allows internet to be available in our system.
- We provide courier service that goes to all the libraries 5 days a week.
- Members of NC Cardinal, which is a wonderful consortium of libraries across the state.
- About 40% of NC libraries are included.
- With a library card in any of these counties, you may borrow from any library at no cost.
- It is being paid by federal and state dollars.
- Hoping to expand this in the fall by providing student access only having to use their student ID number.
- Coordinate NC Live databases.
- This is available to all citizens.
- Subscribe to Ancestry.com which is used by many.

Christine Boles, Walnut Cove Public Library Librarian provided the following information to the Board:

- As of today from the beginning of our Fiscal Year which began July1, we have had 28,000 visitors to the Walnut Cove Library.
- This includes all of our visitors including summer reading which is fast approaching.
- Our library is not just a library, we think of it as a community center.
- It is a place to gather as Walnut Cove does not really have a community center.
- We are so proud to be able to offer this to the wide variety of citizens that we serve.
- We could not do this without your support for which we are grateful.
- It truly is a community effort.
- We have provided 3,600 programs in the past year.
- Our meeting rooms are always in use.
- Being from Stokes County it makes me proud to be able to give back to the library I grew up using.

Ann Nichols, King Public Library Librarian provided the following information to the Board:

- Giving a tour to a 1<sup>st</sup> grade class recently and they were shocked to learn all the things the library had to offer.
- As I explained to them that it is their library as well as all the people of Stokes County and North Carolina.
- Summer reading program is coming up.
- We offer many adult programs as well.
- One of our most popular is our Book Bingo.
- Our Job Lab is a unique service to the King Library.
- We are partnering with Forsyth Tech, Work Force, and NC Works Centers.
- Lynn Owens is the instructor provided.
- She is helpful, caring, and compassionate and knows how to get people jobs.
- When is out there are substitutes available to help those coming in to the Job Lab.
- They help with applications, mostly online, resumes and job skills.
- Help to register with NC Works and unemployment.
- Provide help with continuing education.



- The lab schedule is Monday, Wednesday, and Friday from 1-5pm.
- In addition on Mondays all day we offer a representative with NC Works.
- They provide an array of services.
- People can receive a voucher for Goodwill to obtain interview clothing.
- Gas cards are available for those who need it to be able to get to their interview.
- Training for work keys test.
- Anyone can use these services.
- We provide all the supplies needed.
- Recently helped a gentleman with a 13 page application to get a job at Lowes.
- Free tax assistance is provided.
- We are the go to place for all kinds of services.
- I am proud to be a public servant.
- We are able to do this with your support.
- We have 3 wonderful libraries and this is not something that all counties have.
- We are so appreciative.

Lisa Lawless, Danbury Public Library Librarian was unable to attend the meeting.

Chairman Mendenhall commented:

- We appreciate all the hard work you put in at the libraries.
- Thank you for being here and for all of the information you provided.

Chairman Mendenhall noted that there were no other items on the Information Agenda at tonight's meeting.

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



### **Fire Service District – Budget Process Request**

Chairman Mendenhall turned the floor over to Stokes County Fire Protection Service District Commissioners Clifford Hall, and Robert Knight, and to Stokes County Fire Marshal Scott Aaron.

Stokes County Fire Protection Service District Commissioners Clifford Hall, and Robert Knight, and to Stokes County Fire Marshal Scott Aaron presented the following information to the Board:

Clifford Hall commented:

- The old process that has been used for years does not seem fair to all the departments.
- Seems we always are cutting and trying to make the allocated funds work as best as possible.

- New Fire Commissioner Robert Knight has been working on a plan to distribute the money more fairly between the departments in the Fire Service District.
- It does work.
- It needs critiquing.
- Although we did not follow the exact budget process guidelines.
- I am before you tonight requesting permission to do the budget this way this year.

Robert Knight commented:

- This is a formula to distribute the money.
- It is important to go into this knowing that we went to the Fire Association and each department agrees to do the budget process this way this year.
- Each person has their own idea of what fair is.
- I understand that some departments need more money.
- If you run more calls you need more money.
- We have used a 5 year average on call volume.
- This is not something that drastically changes.
- Looking into the future we will have to address new debt.
- If we take the time we were spending on cutting \$100 here and there to make the old process work, we will have more time to address other issues.
- This is certainly not a hands off approach.
- If you look at the formula before you, you will see we took the Surry County Budget right off the top.
- Next we took all the existing notes, fuel reimbursement, and the part time program.
- When you take all this off the top you are pretty much left with operating expenses.
- Some would say divide that number by the nine departments.
- That will not necessarily work since some need more money than others.
- Even though one department may run a third of the calls of another department, it doesn't mean they need less money either.
- It costs for things to sit there.
- That being said 2/3 of what was left will be distributed evenly and the remaining 1/3 will be based off of call volume.
- There is an example showing how those numbers work.
- Each department will have a different number under call volume but all will have the exact same amount for general operating funds.
- We believe this will work for years to come.
- The individual departments will still complete a budget.
- They are their own entity anyway and are going to spend the way they see benefits them.
- They know what they need.

Fire Department	PT Paid & Fuel Reimb	5 Yr Avg Calls	5 Yr Avg Calls %	Existing Notes
Station 31 Pinnacle	\$36,120.00	459	12.7	\$94,657.00
Station 32 Lawsonville	\$36,120.00	269	7.4	\$22,869.00
Station 34 Francisco	\$36,120.00	246	6.8	\$54,130.00
Station 36 NE Stokes	\$11,500.00	408	11.3	\$117,910.00
Station 37 Stokes Rockingham	\$36,120.00	461	12.8	\$68,500.00
Station 38 Sauratown	\$36,120.00	628	17.4	\$99,270.00
Station 39 Danbury	\$25,000.00	382	10.6	\$54,455.00
Station 40 South Stokes	\$36,120.00	485	13.4	\$92,856.00
Station 41 Double Creek	\$10,000.00	268	7.4	\$63,560.00
Totals	\$263,220.00			\$668,207.00

Total Revenue		\$2,153,889.00
Surry County Recommended Budgets		-\$112,722.00
Existing Notes for Stokes Departments		\$668,207.00
Personnel for Stokes (Fuel Reimb & PT Paid)		\$263,220.00
Total Department Operating Funds		\$1,109,740.00
Operating Funds divided by 9 Stokes Depts		\$123,304.44
Each Dept Receives 2/3 of \$123,304.44		\$82,244.06
1/3 of Total Dept Operating Funds		\$369,543.42
Sauratown (Station 38) Budget Example		
Existing Notes		\$99,270.00
Personnel		\$36,120.00
Operating Funds		\$82,244.06
1/3 Operating Funds disbursed by 5 yr avg call volume (17.4%)		\$64,300.55
Total Recommended Budget		\$281,934.61

# Stokes County Fire & Rescue Association Meeting Minutes

## Stokes County EOC

Date 3-27-18

Meeting called to order by Texie Jessup President and opened in prayer by Phil Sutphin.

**Roll Call Present:** 23-0,30-0,31-0,32-1,34-1,35-0,36-5,37-1,38-1,39-4,40-4,41-2,73-2,76-1,86-0  
**FMO-1,Forestry-0,EMS-0 Communications: 1**

Minutes from the January 30, 2018 meeting were presented and reviewed by members. Motion to approve was made by Gary Wilkins and 2<sup>nd</sup> by Keith Taylor, all approved. Treasure report was reviewed by all members, motion to approve was presented by Keith Taylor 2<sup>nd</sup> by Gary Wilkins and approved by all.

**Guest Speakers:** Jennifer Utley from Turn Out Stitching did a presentation of assorted bags she makes for various fire department storage & organizational needs.

Randy Clubb from Legal Shield did a presentation on pre-paid attorney program in anticipation of needing a attorney, they also provide will preparation at no additional cost and are available 24/7.

### **Announcements:**

April, 3<sup>rd</sup> or 5<sup>th</sup> and April 7<sup>th</sup> training classes for live burn

April 14<sup>th</sup> Sauratown Fire & Rescue will be having a live burn

### **Committee Reports:**

- **E911 Committee** – No report
- **Stokes County Communications**- No report
- **EMS:** No report
- **North Carolina Forestry:** No report
- **Technical Rescue Team:** No report
- **Fire Marshal Office:** No report
- **Old Business:** Issue with stand-by calls at station being paged numerous times has been resolved. Dispatch will only page standby at station calls once.
- **New Business:** Budget discussion perused about the 9 page document being used for the distribution of funds to the Fire Departments. This year the Fire Commissioners used a new protocol for the distribution of funds based on a formula presented by Fire Commissioner, Robert Knight. This new process will eliminate the need for departments to submit a line by line budget for allocation of funds from the Fire Commissioners. The formula was based on submission of existing debt, operating cost and personnel cost. After an extensive overview and explanation by Robert. Jean Gann made a motion that the new formal presented for the allocation of funds be approved for this year with the ability for each department to come to the commissioners with the ability to appeal for more funding. 2<sup>nd</sup> by Joe James. All approved. Motion passed.

With no further business to discuss, motion to adjourn made by Jean Gann, 2nd Gary Wilkins and approved by all. Meeting adjourned at 9:16 pm.  
Next meeting will be March 29<sup>th</sup> at 7:00 pm at the EOC.  
Respectfully Submitted,  
Debbie Wenzel, Secretary

Chairman Mendenhall opened the floor for discussion/comments/questions:

Commissioner Lankford commented:

- Do the five year average calls include fire and rescue?
- The debt is being handled separately?

Robert Knight responded:

- Yes it includes fire and rescue and the debt is coming off the top before the money is distributed.
- The debt will continue to be looked at separately.

Commissioner Lankford continued:

- If this can be implemented as you are recommending then the Board would just need to change the contract and add this as a formula of the way the budget is completed.

Clifford Hall responded:

- We would just need to amend the existing 9 page document to allow us to do this.
- We were having to cut \$400,000.00 out of the budget and had to find a way to do that fairly.
- We had been through them several times and still were not even close until we used this formula.
- We might have to adjust in the future.
- This a good starting point.
- Everybody is about to get to the same point with personnel.
- Another issue is departments that have sub stations.

Robert Knight responded:

- We kept the appeal process.
- Each station has the opportunity to appeal.
- As for now we are planning to give this set number.
- We realize that there will be times when things come up and we will have to evaluate as we go into the future with this.
- Amending the contract to not require the departments to go through the old budget process is all we need for now so that we may do this and over time see what else may need to change.

Commissioner Lankford continued:

- Have you discussed this with each fire department and are they on board with this?

Clifford Hall responded:

- At the last meeting we had a vote and all departments agreed.
- We are putting a committee together to pull together all of the specifics of this change and what would need to be changed for the future budget process.
- We would then present that back to the Board of Commissioners.
- We just need approval to do the budget this way for this year.
- We as Fire Commissioners will be looking to make sure we stay up to speed.

Commissioner Lankford continued:

- This seems fair to me.
- I am very impressed.
- I have been in your situation with trying to figure out where to cut.

Chairman Mendenhall commented:

- A lot of time and effort has gone into this.
- I like that you have received consensus of the fire association.
- That was very important to me.
- The individual circumstances and the 5 years call average are very important.
- Thank you for working towards this.
- I know this took a lot of work.

Commissioner Booth commented:

- Thank you for working on this.
- I am also glad that all the departments are in agreement.
- The formula will make the Commissions and the department's job easier.
- It is a good formula.

Vice Chairman Walker commented:

- This is interesting.
- I am encouraged by what you are saying regarding the various stations.

Clifford Hall responded:

- The personnel money has really caused the budget to grow.
- The ones hired to stay at the stations have to have taxes paid on them.
- With all departments being their own entity this really makes that tough.

Robert Knight responded:

- The existing notes are going to differ.
- If one building was built in the 90's and the other a few years back of course the cost is more.
- There are two built in things with this formula.
- It may give departments incentive to save money on their allotted operating expenses.
- They may decide to buy a mower and mow their own grass instead of paying someone.
- They may be more interested in applying and seeking out grant opportunities.
- It forces the Fire Commission to look at new debt.

- As we take on new debt all departments will share in that.
- That will always come off the top.

Clifford Hall responded:

- We will be setting limits on what can be financed.

Vice Chairman Walker continued:

- How would it be handled if one department needs equipment and another does not?

Clifford Hall responded:

- If it is small things like turn out gear that will come out of their operating expenses.
- If it is large things we will look at as they come up.

Vice Chairman Walker continued:

- I feel confident in your process.
- You have put a lot of work into this.
- I'm sure there will things that come up and will be worked out along the way.
- I was thinking there was a portion of King that would be included in this?

Fire Marshal Scott Aaron responded:

- The City of King as well as Walnut Cove completes their own budget.

Commissioner Jones commented:

- I studied this and read over all of it.
- It is very insightful.
- You have already thought of changes that may have to take place in the future.
- This is a very pragmatic solution.
- I am on board.
- I think it is great and have to reason to belabor that.

Commissioner Booth commented:

- When the existing debt is paid off do you have a plan to put this in a fund?
- Such as with the buildings we have are some of the best around and when those are paid off it could go in a fund for future debt.

Clifford Hall responded:

- We are trying to keep the debt load between 35-42%.
- As soon as one thing is paid off you can bet that something else will be there to take the place of them.
- We have so many things to keep in compliance with all of the unfunded mandates set by the state.

Commissioner Lankford made a motion to place this item on the next meetings Action Agenda upon review by County Attorney Browder. Commissioner Booth seconded.



With no further discussion Chairman Mendenhall with full consensus of the Board directed the Clerk to place this item on the Action Agenda at the May 14<sup>th</sup> meeting.

### **Animal Control Board – Appointments Request**

Chairman Mendenhall turned the floor over to County Manager Oakley.

County Manager Oakley presented the following information to the Board:

- A request was received from Dr. Cowan regarding two vacancies on the Animal Control Advisory Board.
- Dr. Cowan is requesting that Diana Kiser be appointed to replace Leonard Hicks as a citizen at large due to Mr. Hick's health issues.
- She is also requesting that Natalie Johnson be appointed to the other vacancy.

Chairman Mendenhall opened the floor to nominations.

Commissioner Booth made a motion to nominate Diana Kiser and Natalie Johnson to the Animal Control Advisory Board. Commissioner Jones made a motion to close nominations. Commissioner Booth seconded.

Chairman Mendenhall opened the floor for any discussion/comments/questions:

Vice Chairman Walker commented:

- Question for our Clerk on advertising these?

Clerk Shaver responded:

- They are posted to our Boards and Appointments vacancies on the County website after Board approval.

With no further discussion, Chairman Mendenhall directed the Clerk to place this item on the next meetings Action Agenda.

### **YVEDDI – Demolition Project – Danbury Head start**

Chairman Mendenhall turned the floor over to County Manager Oakley.

County Manager Oakley presented the following information to the Board:

- As agreed with YVEDDI the process of demo work on the brick building located at Hospice Drive calls for testing of asbestos prior to demolition.
- The original agreement is included in the attachments for your review.
- In the previous request I stated the possibility of additional costs that may come, and to be addressed at a later date.

- The cost of removing asbestos by Abatemaster is \$11,318.00 based on the County's request for services, prior to YVEDDI involvement.
- I have since received a quote from YVEDDI from the company they are using in the amount of \$9,365.00.
- I am requesting the Board's approval of this.
- I am requesting that if the Board approves of this, that it be placed on the Action Agenda tonight so that YVEDDI may move forward with the demolition.

Chairman Mendenhall opened the floor for discussion/questions/comments:

Commissioner Jones commented:

- I have read and reviewed this.
- We knew this was something that would be coming down the pipe.
- I am delighted that it is about \$2,000.00 less than we thought it would be.
- I am good with Action Agenda for tonight.

Vice Chairman Walker commented:

- What is the total cost for this including the portion that YVEDDI is covering?
- The original estimate of \$10,000.00 was less than any quote we had to start with.
- This is a win win it sounds like.
- We are also saving time.

County Manager Oakley responded:

- The total is \$19,665.00.
- They are only asking us to cover the portion agreed upon for removal of asbestos which is \$9,365.00.

Commissioner Booth commented:

- I believe our original price for doing it all was close to \$25,000.00.
- This is a huge savings.
- I am good with moving it to Action tonight.

Chairman Mendenhall commented:

- I am glad to see us saving money on this.
- I am certainly good with Action tonight.

Commissioner Lankford commented:

- I am really proud that this has worked out.
- We have always been very happy to have Head Start in Danbury and am glad to see it will continue.
- I agree with putting this on Action Agenda for tonight so they may get started.

Commissioner Lankford made a motion to place this item on the Action Agenda at tonight's meeting. Commissioner Jones seconded.

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
 )

OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
MONDAY MAY 14, 2018

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday, May 14, 2018 at 1:30 pm with the following members present:

Chairman Ronnie Mendenhall  
Vice Chairman Jimmy Walker  
Commissioner James D. Booth  
Commissioner Ronda Jones  
Commissioner Ernest Lankford

County Personnel in Attendance:  
County Manager Jake M. Oakley  
Clerk to the Board Shannon Shaver  
Finance Director Julia Edwards  
County Attorney Ty Browder  
DSS Director Stacey Elmes  
Health Director Emily Naylor  
EMS Director Brian Booe  
Public Works Director Mark Delehant  
Support Services Supervisor Danny Stovall  
Economic Development Director Will Carter

Chairman Mendenhall called the meeting to order and welcomed those in attendance.

#### **INVOCATION**

Commissioner Lankford delivered the invocation.

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

Chairman Mendenhall invited those in attendance to join the Board in the Pledge of Allegiance.



- This recommendation came from Sheriff Mike Marshall.
- This has been verified with the PTRC.

Chairman Mendenhall opened the floor for discussion/comments/questions:

Commissioner Lankford motioned to close nominations.  
Commissioner Booth seconded.

With no further discussion and full consensus of the Board the Chairman instructed the Clerk to place this item on the next meetings Action Agenda.

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

### **Fire Service District – Budget Process Request**

Chairman Mendenhall entertained a motion regarding the Fire Service District Budget Process Request.

Commissioner Jones moved to approve the Fire Service District Budget Process Request.  
Commissioner Lankford seconded the motion.

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously.

Fire Department	PT Paid & Fuel Reimb	5 Yr Avg Calls	5 Yr Avg Calls %	Existing Notes
Station 31 Pinnacle	\$36,120.00	459	12.7	\$94,657.00
Station 32 Lawsonville	\$36,120.00	269	7.4	\$22,869.00
Station 34 Francisco	\$36,120.00	246	6.8	\$54,130.00
Station 36 NE Stokes	\$11,500.00	408	11.3	\$117,910.00
Station 37 Stokes Rockingham	\$36,120.00	461	12.8	\$68,500.00
Station 38 Sauratown	\$36,120.00	628	17.4	\$99,270.00
Station 39 Danbury	\$25,000.00	382	10.6	\$54,455.00
Station 40 South Stokes	\$36,120.00	485	13.4	\$92,856.00
Station 41 Double Creek	\$10,000.00	268	7.4	\$63,560.00
Totals	\$263,220.00			\$668,207.00

Total Revenue		\$2,153,889.00
Surry County Recommended Budgets		-\$112,722.00
Existing Notes for Stokes Departments		\$668,207.00
Personnel for Stokes (Fuel Reimb & P.T. Paid)		\$263,220.00
Total Department Operating Funds		\$1,109,740.00
Operating Funds divided by 9 Stokes Depts		\$123,304.44
Each Dept. Receives 2/3 of \$123,304.44		\$82,244.06
1/3 of Total Dept Operating Funds		\$369,543.42
Sauratown (Station 38) Budget Example		
Existing Notes		\$99,270.00
Personnel		\$36,120.00
Operating Funds		\$82,244.06
1/3 Operating Funds disbursed by 5 yr avg call volume (17.4%)		\$64,300.55
Total Recommended Budget		\$281,934.61

## Stokes County Fire & Rescue Association Meeting Minutes Stokes County EOC

Date 3-27-18

Meeting called to order by Texie Jessup President and opened in prayer by Phil Sutphin.

**Roll Call Present:** 23-0,30-0,31-0,32-1,34-1,35-0,36-5,37-1,38-1,39-4,40-4,41-2,73-2,76-1,86-0  
**FMO-1, Forestry-0, EMS-0 Communications: 1**

Minutes from the January 30, 2018 meeting were presented and reviewed by members. Motion to approve was made by Gary Wilkins and 2nd by Keith Taylor, all approved. Treasure report was reviewed by all members, motion to approve was presented by Keith Taylor 2nd by Gary Wilkins and approved by all.

**Guest Speakers:** Jennifer Utley from Turn Out Stitching did a presentation of assorted bags she makes for various fire department storage & organizational needs. Randy Clubb from Legal Shield did a presentation on pre-paid attorney program in anticipation of needing a attorney, they also provide will preparation at no additional cost and are available 24/7.

**Announcements:**

April, 3<sup>rd</sup> or 5<sup>th</sup> and April 7<sup>th</sup> training classes for live burn  
April 14<sup>th</sup> Sauratown Fire & Rescue will be having a live burn

**Committee Reports:**

- **E911 Committee** – No report
- **Stokes County Communications**- No report
- **EMS**: No report
- **North Carolina Forestry**: No report
- **Technical Rescue Team**: No report
- **Fire Marshal Office**: No report
- **Old Business**: Issue with stand-by calls at station being paged numerous times has been resolved. Dispatch will only page standby at station calls once.
- **New Business**: Budget discussion perused about the 9 page document being used for the distribution of funds to the Fire Departments. This year the Fire Commissioners used a new protocol for the distribution of funds based on a formula presented by Fire Commissioner, Robert Knight. This new process will eliminate the need for departments to submit a line by line budget for allocation of funds from the Fire Commissioners. The formula was based on submission of existing debt, operating cost and personnel cost. After an extensive overview and explanation by Robert. Jean Gann made a motion that the new formal presented for the allocation of funds be approved for this year with the ability for each department to come to the commissioners with the ability to appeal for more funding. 2<sup>nd</sup> by Joe James. All approved. Motion passed.

**Animal Control Board – Appointment Request**

Chairman Mendenhall entertained a motion regarding Animal Control Board appointment request received at the last meeting.

Commissioner Booth motioned to close nominations for the Animal Control Board.  
Commissioner Jones seconded the motion.

Chairman Mendenhall polled the Board:

Commissioner Jones: Diana Kiser and Natalie Johnson  
Vice Chairman Walker: Diana Kiser and Natalie Johnson  
Commissioner Booth: Diana Kiser and Natalie Johnson







**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VI.d.**

**Feasability Study for Wellness Center**

Contact: Jake Oakley

**Summary:**

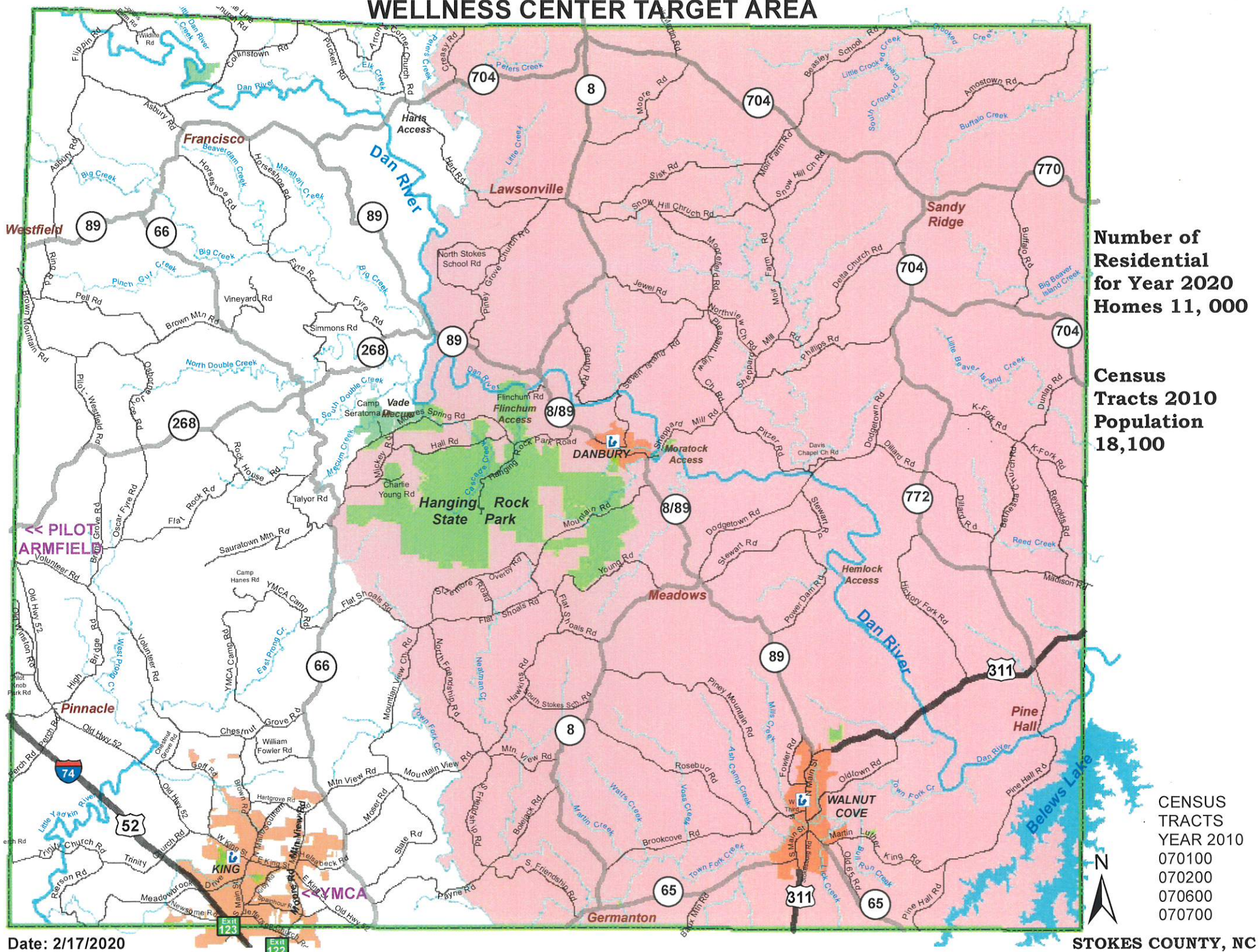
At the meeting on February 10th the Board discussed the possibility of a feasibility study for a Wellness Center. During this discussion the Board discussed the need for community input on what they would like to see in this area. That being said we can start the process in house that will allow us to determine the type of facility wanted and needed. This would include creating a survey that can be mailed out with the tax bills to the citizens in the target area during the month of July. This could be mailed earlier at a much higher cost. Once the surveys are complete the Board will have a better understanding of what type of facility is needed and then we can move forward with selecting a vendor to complete the feasibility study based on the input received. The Board will have final approval of the survey before it is sent out.

**ATTACHMENTS:**

Description	Upload Date	Type
Wellness Center Target Area Map	2/19/2020	Cover Memo



# WELLNESS CENTER TARGET AREA



Date: 2/17/2020

STOKES COUNTY, NC



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VII.a.**

**Farmers Appreciation Resolution**

Contact: Jake Oakley

Summary:

**ATTACHMENTS:**

Description	Upload Date	Type
Farmers Appreciation Resolution 2020	2/18/2020	Cover Memo



**RESOLUTION PROCLAIMING  
FARMER APPRECIATION DAY  
IN STOKES COUNTY**

**Whereas**, the County of Stokes, the Stokes Soil & Water Conservation District, the Cooperative Extension, Farm Service Agency, the Natural Resources Conservation Service and the NC Forest Service desire to host the Farmer Appreciation Day to recognize the contributions of our farmers to Stokes County; and

**Whereas**, the Board of Commissioners recognizes that the county's farmers contribute greatly to Stokes County's economic base; and

**Whereas**, the Board believes that all county citizens benefit from farming activities in some manner; and

**Whereas**, the Board agrees that a Farmer Appreciation Day would show our county's support for the existing farming community and honor past activities that have contributed so much to the culture and heritage of Stokes County; and

**Whereas**, the Board recognizes and appreciates the local businesses within the County that provides funding for a BBQ and Chicken Dinner with live entertainment to be held at North Stokes High School with all Stokes County citizens invited.

**NOW THEREFORE BE IT RESOLVED, THAT**

The Stokes County Board of Commissioners hereby proclaims **Thursday, March 26, 2020** as **Farmer Appreciation Day** in Stokes County and extends its appreciation and gratitude to the county's farmers for their many contributions to Stokes County.

Adopted by the Stokes County Board of Commissioners this 24th day February, 2020.

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**Chairman Andy Nickelston**

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**Vice Chairman Ronnie Mendenhall**

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**Commissioner Rick Morris**

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**Commissioner Jimmy Walker**

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**Commissioner Jamie Yontz**

Attest:

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**Shannon Shaver  
Clerk to the Board**



**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VII.b.**

**Cardinal Community Advisory Council Appointment Request**

Contact: Shannon Shaver

**Summary:**

Reid Thornburg, and King Jones with Cardinal made a request for the Board to approve the Cardinal Advisory Board appointments. The applicants were presented at the last meeting and this item was moved to the Action Agenda for February 24th.

**ATTACHMENTS:**

Description	Upload Date	Type
Cardinal Community Advisory Committee Applicants	2/3/2020	Cover Memo

First Name	Last Name	City	Notes.
Cassandra	Blair	Walnut Cove	School Based Services Director for Youth Haven Services. She has over a decade of experience working in the mental health field, especially with children.
Kim	Clayton	King	Previously was a SW with Stokes DSS and is now a school SW.
Tiffany	Cone	Danbury	Court counselor, so very familiar with the juvenile court system
Stacey	Elmes	Danbury	Director of Stokes DSS, so she will be aware of both child and adult needs.
Kelley	Grimes	Winston-Salem	Substance Abuse Counselor. Will be able to provide input for SUD services/needs
Melissa	Kirkland	King	Behavior and Inclusion Specialist with Stokes County. Focus in on early childhood.
Tammy	Martin	Danbury	Stokes County Health Director, so she will be able to speak to the needs of the community at large.
Maria-Angelina	Melvin	Boonville	Longtime resident of Stokes County and works in child development. She also can represent the Hispanic/Latino Community.
Cameron	Rogatsios	King	Has worked in the school system for a long time, but did not provide a lot of additional information to help her stand out.
Patti	Snyder	Danbury	Collaborates with many community agencies/programs.
Cindy	Tuttle	King	Executive Director at Stokes Partnership for Children, but also previously worked as a Social Worker with DSS





**Board of County Commissioners  
February 24, 2020  
6:00 PM**

**Item number: VII.c.**

**Cardinal Regional Health Council Appointment Request**

Contact: Shannon Shaver

**Summary:**

Reid Thornburg and King Jones with Cardinal submitted a request for consideration from the Board of Commissioners for a Commissioner appointment to the Cardinal Regional Health Council. At the last meeting Commissioner Morris accepted the nomination to serve on this council and this item was moved to the Action Agenda for February 24th.

**ATTACHMENTS:**

Description	Upload Date	Type
Regional Health Council	1/29/2020	Cover Memo
Regional Health Council Information	1/29/2020	Cover Memo

## REGIONAL HEALTH COUNCILS

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Cardinal  
Innovations  
HEALTHCARE®

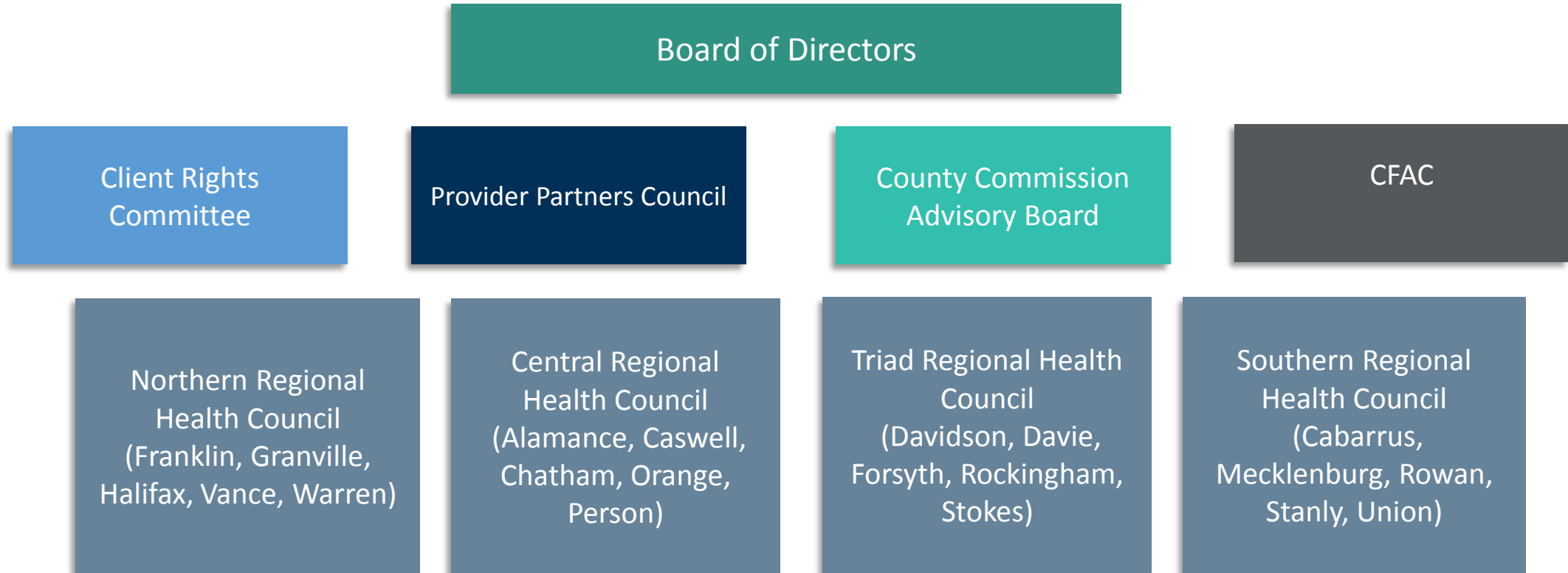


## OUR MISSION

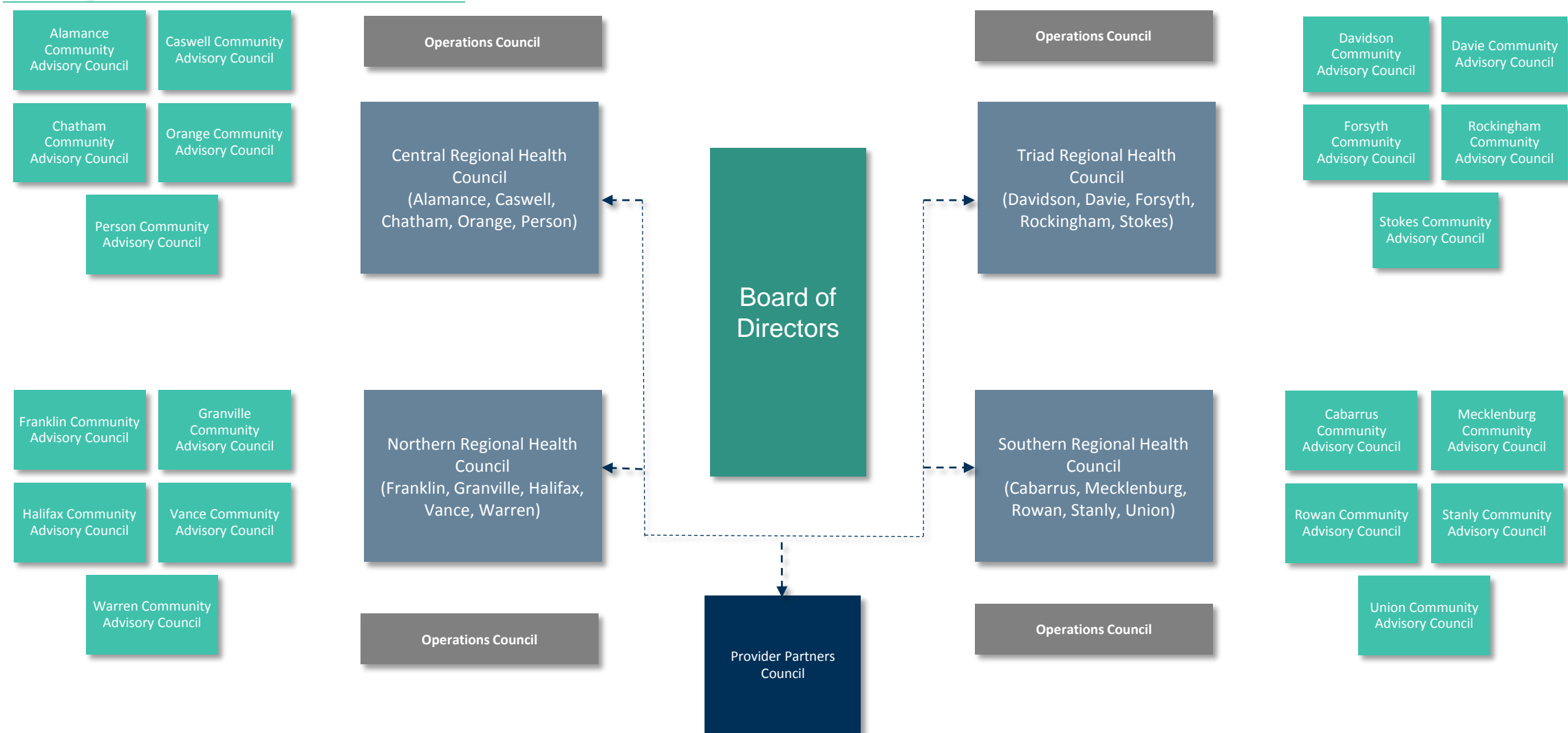
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To improve the health and wellness of our members and their families.

## OVERVIEW STRUCTURE



# DETAILED STRUCTURE



# REGIONAL HEALTH COUNCIL

## Purpose

Developing, approving and overseeing;

- Regional Health Assessment (RHA)
- Regional Health Improvement Plan (RHIP)

Reinvest in communities to improve community health-  
Community Reinvestment Initiative

A Unified approach in advising the Board of Directors on  
operations and services in each region

## Membership

See next slide

## Appointment

Application submitted

Members approved by the Board of Directors

## Meeting Cadence

Quarterly

Reports to Board of Directors at least two times per year

# REGIONAL HEALTH COUNCIL MEMBERSHIP

## CURRENT COMMUNITY BOARD MEMBERSHIP

- One (1) County Commissioner/designee per county appointed by their Board of County Commissioners
- One (1) citizen/stakeholder from each county, appointed by their Board of County Commissioners
- One (1) member/family member from each county, appointed by their Board of County Commissioners
- One (1) CFAC representative appointed by each local CFAC group



## REGIONAL HEALTH COUNCIL MEMBERSHIP

- One (1) Community Advisory Council chair or designee (5 total)
- One (1) member from Board of Directors
- One (1) Cardinal Innovations Healthcare representative
- One (1) Regional CFAC representative
- At least one (1) DSS representative
- At least one (1) member/family member who is not CFAC
- At least one (1) member/family member who may or may not be CFAC
- At least one (1) county commissioner or designee
- At least one (1) other stakeholder
- At least one (1) behavioral health provider
- At least one (1) physical health provider



# OPERATIONS COUNCIL

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## Purpose

Collect and analyze data from Community Needs Assessments / Regional Health Assessment

Present data to Regional Health Council

## Membership

Representative from each county Health Department (5 total)

Representative from Cardinal Innovations (1 person)

In counties where hospital and health departments conduct separate needs assessments, a representative from local hospital

## Appointment

Health Department Director appoints Health Department and Hospital (if applicable) representative

Cardinal Innovations appoints Cardinal Innovations representative

## Meeting Cadence

Meets quarterly

Reports made to Regional Health Council at least annually

## PROVIDER PARTNERS COUNCIL

### Purpose

Engaging providers in the work of the Regional Health Council  
Providing the clinical perspective on Regional Health Improvement Plan  
Serving as a forum for provider perspectives, collaboration, and information exchange

### Membership

Chair and Vice Chair of Local Network Councils and designee  
  
Three (3) designees from Cultural Competence Provider Council

### Appointment

Automatic appointment upon election as Chair and Vice Chair of Local Network Council  
  
Appointment by Local Network Council or Cultural Competence Provider Council

### Meeting Cadence

Meets quarterly  
  
Reports to Regional Health Council as needed to provide feedback on Regional Health Improvement Plans

# COMMUNITY ADVISORY COUNCIL

## Purpose

Assisting the Regional Health Council in the following roles and activities:

- Serving as a conduit for residents of each geographic area in the region to ask questions and raise concerns
- Providing a link back to community constituents to aid in achieving the Regional Health Council's Vision and Guiding Principals (similar function of Community Boards and others)

## Membership

See next slide

## Appointment

Application submitted

Voting members approved by respective Board of County Commissioners

## Meeting Cadence

Eight (8) times per year, preferably in the months preceding each Regional Health Council quarterly meeting

Reports to Regional Health Council quarterly

# COMMUNITY ADVISORY COUNCIL MEMBERSHIP

## CURRENT COMMUNITY PARTNERS MEMBERSHIP

- Behavioral health providers
- Department of Social Services
- Hospitals
- School systems
- System of Care



## COMMUNITY ADVISORY COUNCIL MEMBERSHIP

Membership could come from but not limited to:

- Members and/or Family Members
- County Commissioners
- Physical Health Providers
- Behavioral Health Providers
- Public Health
- Hospital
- School Systems
- Public Safety
- DSS
- CFAC Members
- Judicial system
- System of Care



**THANK YOU**

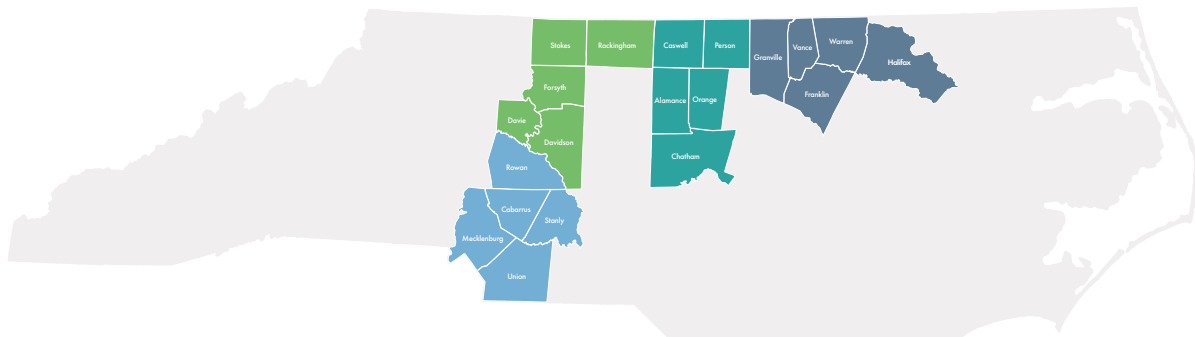
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# COMMITTEES & COUNCILS

## regional health councils

**Cardinal Innovations Healthcare** is excited to announce the launch of a new, more responsive, and solution-focused community governance structure. Regional Health Councils (RHC) will bring together members, families, stakeholders, and providers to collectively identify challenges and priorities, share best practices, and create positive change in their area. They are designed to receive the feedback and data from the local communities in order to establish goals that will benefit the community.

**THE GOVERNANCE MODEL WILL BE ALIGNED TO FOUR REGIONS COMPRISED OF FIVE COUNTIES EACH.**



### SOUTHERN REGION HEALTH COUNCIL REPRESENTS:

Cabarrus County  
Mecklenburg County  
Rowan County  
Stanly County  
Union County

### TRIAD REGION HEALTH COUNCIL REPRESENTS:

Forsyth County  
Davidson County  
Davie County  
Rockingham County  
Stokes County

### CENTRAL REGION HEALTH COUNCIL REPRESENTS:

Alamance County  
Caswell County  
Chatham County  
Orange County  
Person County

### NORTHERN REGION HEALTH COUNCIL REPRESENTS:

Franklin County  
Granville County  
Halifax County  
Vance County  
Warren County

The Regional Health Councils use formal and informal data from each of the counties they represent to determine and prioritize areas of need and focus for each year. These areas of need are addressed in a Regional Health Improvement Plan (RHIP), which will include specific goals for the local counties to complete. Each Regional Health Council is supported by the Provider Partners Council, a regional Operations Council, and a Community Advisory Council (CAC) from each county.

## HOW TO GET INVOLVED

### APPLICATIONS ARE CURRENTLY BEING ACCEPTED FOR THE REGIONAL HEALTH COUNCILS AND COMMUNITY ADVISORY COUNCILS.

Each Regional Health Council will bring together people from the five (5) counties to discuss and prioritize the needs of those areas, develop a Regional Health Improvement Plan (RHIP), and oversee implementation of the plan. The RHC will meet quarterly. Members will be selected by the Cardinal Innovations Healthcare Board of Directors during the December 2019 Board Meeting. People wishing to

join the RHC can fill out an application via [www.cardinalinnovations.org/regional-health-councils](http://www.cardinalinnovations.org/regional-health-councils). Applications are due no later than Sunday, November 24.

There will be one (1) Community Advisory Council (CAC) in each county of the Cardinal Innovations Healthcare catchment. The CAC will serve as an avenue for individuals in the community (members, families, providers, and stakeholders) to present the needs of the community to the Regional Health Councils. Additionally, the CAC will be tasked with completing the goals of the RHIP on the local level. The CAC will meet eight (8)

times a year. Voting members will be selected by the County Commissioners for each county. People wishing to join the CAC can fill out an application here [www.cardinalinnovations.org/regional-health-councils](http://www.cardinalinnovations.org/regional-health-councils). Applications are due no later than Sunday, November 24.